

## **LCCJ Board Meeting Minutes September 25th, 2018**

**Present:** Scott Ferguson, Aisha Toor, Jennifer Greaves, Alfred Von Mirbach, Margo Bell, Brian Peters, Linda Rush, Francis Wooby, Theresa DuBois, Sarah Bingham (ED)

**Absent:** Murray Long,

**Minute Taker:** Alfred Von Mirbach

### **1. Welcome and Preliminaries**

**Motion:** To adopt the agenda, with sections on VIVA and fundraising.

Moved: Brian Peters

Seconded: Margo Bell

**Carried**

**Declaration of Conflict of Interest:** none declared

**Motion:** To accept minutes of June 26, 2018

Moved: Linda Rush

Seconded: Brian Peters

**Carried**

**Business Arising:** none

### **2. Restorative Moment – Sarah**

Sarah talked about recent diversion program that went off the rails in one way, but in other ways led to interesting new restorative practises in the community.

### **3. Executive Director's Report**

The format of the report is slightly changed, in part due to a discussion with Christine Perringer, including some context information on the right side of the page. The Board was supportive of the new look. Sarah highlighted the upcoming Restorative Justice Symposium we're hosting on November 20<sup>th</sup>

### **4. Court Diversion Program Coordinator's Report**

No actual report was included, just the chart of numbers, as staff had to focus an urgent issue that arose. The referral numbers are up this year

### **5. BE STRONG Community Animator's Report**

Margo asked about funding uncertainty. Sarah explained that the two main grants that have been applied to for BE STRONG and the Building Restorative Moments program are both due to give a decision "this fall", so it is still "wait and see". In the event we don't get either big grant, the hope is that we have built enough capacity for at least some elements to carry on.

### **6. Building Restorative Communities Coordinator's Report**

Sarah talked about some of the highs and lows of the program, which comes to an end September 30th. The community-wide workshops had a disappointingly high number of no-shows, but the organization based workshops have been well attended and received.

## **7. VIVA Report**

Many great VIVA materials were included with the board documents. Tracy is already working with 5 agencies. Youth training days set to begin October. Things are looking very positive.

## **8. Committee Updates:**

### **8.1 Governance Committee (Scott)**

The committee met in July. Scott is looking at the Roles and Responsibilities of the Board policy, and the next Governance Committee meeting will finalize the consensus decision-making model that will be presented for Board review at the November Board meeting.

### **8.2 Human Resources Committee (Linda)**

The committee has been working hard on new policies. The most recent policies, included with the board package, dealt with employee records and client visit files.

**Motion:** To accept the new employee records policy

Moved: Linda Rush

Seconded: Aisha Toor

**Carried**

**Motion:** To accept the new client visit policy

Moved: Linda Rush

Seconded: Brian Peters

**Carried**

### **8.3 CARD Team (Sarah)**

The Community Action and Resource Development has been largely under the radar, but will hopefully now take off, with Board, volunteer and other community member support.

## **9. Finance**

### **9.1 Report and Deficit (Jennifer)**

Finance committee met immediately before this meeting, so there is no typed report. We are currently in a net income position of roughly \$2,000, which is good. The deficit came as a big surprise to everyone. Jennifer has been meeting with staff to try to improve procedures and communication between staff, auditor and finance committee, and provided 11 different recommendations to Sarah and Theresa W. There were some unexpected penalties related to CRA and employee source deductions. Switching to a new automated payroll program that will take effect January 1 will eliminate these problems. We will likely be using Cirridian.

Sarah indicated a strong preference for going back having the AGM in June. Margo stressed that we need to make absolutely sure that reports get to auditors in time, and the auditors know that they have to get the audited statement to us sufficiently in advance of the AGM for the board to meet and look at the statement.

Margo also expressed concerns that we were \$16,500 over in terms of salaries, and expenditures on volunteers was \$5,000 underspent.

## 9.2 *Signing Authority*

**Motion:** That the signing officers of the Lanark County Community Justice Program Inc. be updated to read “any two of the following, who will be responsible for signing cheques, instruments and agreements and also to establish credit”:

1. Chair, Scott Ferguson
2. Treasurer, Jennifer Greaves
3. Vice-chair, Aisha Toor
4. Secretary, Alfred Von Mirbach
5. Executive Director, Sarah Bingham

Moved: Margo Bell

Seconded: Linda Rush

**Carried**

## 10. **New Business**

### 10.1 *New Schedule*

Board meetings have been moved to the third Tuesday of the month, as per the circulated schedule. Margo suggested we consider having a meeting in August which the Board agreed to.

**Action Item:** Revise meeting calendar to include an August meeting and recirculate

### 10.2 *New Sub-Committee Membership*

#### *Governance (Chair TBD at next meeting)*

- Aisha Toor
- Scott Ferguson
- Margo Bell
- Murray Long
- Christine Perringer
- Sarah Bingham

#### *Human Resources*

- Margo Bell
- Linda Rush (Chair)
- Teresa DuBois
- Sarah Bingham

#### *Finance*

- Jennifer Greaves (Chair)
- Scott Ferguson
- Theresa Welch
- Sarah Bingham

#### *CARD (Team Captain TBD at next meeting)*

- Alfred Von Mirbach
- Aisha Toor
- Francis Wooby
- Brian Peters
- Sarah Bingham

It was noted that these lists are just preliminary. Board members, particularly new ones, may consider joining other teams as they get a better handle on what is involved. Community members and volunteers are also welcome to be on these teams.

**Action Item:** Board members should think about other community members who might be appropriate for and willing to sit on any of these teams.

LCCJP recently applied to start with WSIB coverage for staff. Concern was raised regarding if that was indeed appropriate and a worthwhile expenditure.

**Action Item:** Governance to follow up on the pros and cons of backing out of WSIB, and report back to the board at the next meeting.

#### *10.3 Fundraising*

The Board is to take on a major fundraising activity this year, but discussion on this will be deferred until next month.

**Action Item:** All board member are to think about potential fundraising activities for the Board to take on, and bring exciting and creative ideas forward to the next board meeting.

#### **11. Closing**

Next Board Meeting: Tuesday October 16<sup>th</sup>, 5:30 – 7:30 in 10D

**Please note that our Board meetings on Tuesday, November 20<sup>th</sup> and Tuesday, December 18<sup>th</sup> will be held over at The Factory boardroom at 40 Sunset Blvd Entrance B**