** Minutes**

**Board Meeting**

**May 27, 2020**

**Present:**  Aisha Toor (Chair), Christine Peringer (minutes), Scott Ferguson, Stephen Graham,   
 Steve Brown and Joellen McHard (ED)

**Regrets:** Ross Dickson, Margo Bell, Dave Burkett

| **Agenda** | **Description** | **Action Items** |
| --- | --- | --- |
| 1. **Welcome and Preliminaries**     1. Welcome and Check-in | Aisha welcomed us to the meeting at 5:30 pm and noted regrets from Margo, Ross and Dave. Other members checked in:   * Steve is recovering well from Lyme thanks to antibiotics * Lots of change in Aisha’s home with her Mom moving in * Joellen got some good help from Computer Plus today * Christine and Scott are well, lots of time on the computer * Steve Brown gave a thumbs up (his audio could not connect) |  |
| * 1. Minute taker – TBD   2. Review and Adoption of Agenda   3. Declaration of Conflict of Interest   4. Approval of Board Minutes of April 29, 2020 and review of Action Items | * 1. Christine offered to take the minutes   2. Decision: Agenda was accepted as presented   3. No conflicts of interest were declared   4. Minutes of April 29 were accepted as presented.  Review of action items: all were done except those noted in the column to the right | Christine: Send list of foundation board members to the Board to identify any connections  Joellen: Check to see what her funding limits are |
| * 1. Restorative Moment | Aisha shared lovely quotes from Howard Zehr on respect and one from Rumi “Out beyond ideas of wrongdoing and right doing there is a field. I’ll meet you there …” | Joellen: Prepare the June Rest. moment |
| 1. **Finance** – Dave    1. Financial Report | Joellen presented the Finance Committee Report of May 14th and reviewed the approved budget in its final format.  **Decision**: The Report and its format were accepted. The report format will be reviewed in September to make sure it is delivering the information we need as a board. |  |
| 1. **Executive Director’s Report** | Joellen highlighted pieces of her excellent full report:   * **Confirmed:** Aisha and Margo are the HR committee * June 4th at 12:05 Sheri and Anik White (CFSLLG) will be interviewed on Lake 88 advertising the online teen parenting sessions * **Decision**: To ask Joellen to use up to $50 to buy a gift for retired bookkeeper Theresa * We are still taking court referrals. All court cases now remanded until August. * Shelly, Linda and Sheri did an online forum. It went well. Lots of things needed to be worked out. E.g. Those on cell phones can only see 4 people at a time which means cell is not the right technology. | Aisha will send Joellen The Tables’ Abuse policy  Joellen will buy a gift for Theresa |
| 1. **Fundraising Committee –** Christine | See Appendix for Christine’s oral report |  |
| 1. **Program Committee** | Steve is working on a first draft of the terms of reference |  |
| 1. **Governance Committee**     1. Murray’s Report    2. Update | The Governance committee has met and Steve reported:   * + 1. Murray Long’s report was received. It has wonderful example of restorative justice now in Canada.   **Decision**: We will buy a thank you card for Murray and have board members sign at the office (don’t pass the entrance, use hand sanitizer etc.).   * 1. Update   Membership news:  - Margo has stepped down as chair  - Stephen Graham is the new chair 😊 - New members: Linda Rush and Jim Higginson   1. Strategic planning.  A 3-year plan makes the most sense at this point. We discussed the format. This will be brought to the board and then we need to discuss the next step – e.g. a facilitated meeting to finalize? Scott will do a first draft of the format – potentially ready for the next board meeting. | Aisha: Purchase a card, place it at the office on the front table  Aisha: Email board advising them to ask Joellen/Sheri when they can enter the office to sign the card |
| 1. **20th Anniversary of LCCJ – July 7, 2020** | We explored the following ideas:   * Drive-In * Picnic (with $75 picnic baskets) * Celebrate in 2021   Joellen is already pursuing the drive-in, so more information next meeting |  |
| 1. **New Business** | There was no new business |  |
| 1. **Next Meeting** – June 24, 2020 @ 5:30 p.m. Method/location to be determined | June 24, 2020 at 5:30 on zoom  Christine is willing to book the meeting, but wondered if it reduced a step to have Margo or Joellen do it. | Joellen: Liaise with Margo to confirm who will book zoom meetings |
| 1. **Closing Round and Adjournment** | * Hurrah for Joellen * Good meeting, good people * Nice speed * We are regularly in Joellen’s prayers * Steve Brown waves good-bye * Great meeting all! |  |

**Appendix:**

**Fundraising Committee – Notes for Oral Report to the Board May 27, 2020**

**Christine Peringer**

Committee minutes are posted once they are approved and will soon be available should board members want more detail. The following took place at (or since) the last Fundraising Committee meeting on May 7, 2020:

**RE EVENTS**

* Joellen leading on a possible fundraiser at the Port Elmsley Drive In
* Sue Landry is still working toward a July 9 Golf Tournament (unlikely) with back up in August or September
* Polar Bear plunge:
  + probably will use Canada Helps as the fundraising portal, as it allows each plunger to have their own page. Amir has talked with the Canada Helps folks.
  + Still too early to say "go", but Alfred and Amir are working with others behind the scenes

**GROUPS:**

* Several presentations to services clubs haven’t happened this month due to CV-19. We have a spreadsheet that lists them all and we will be in touch to rebook when the pandemic restrictions lift and groups are meeting again in the fall.

**RE GRANTS**

* United Way has extended our funding for June, July and August based on our past funding. They haven’t yet looked at the applications we submitted for this year … and are giving all groups an opportunity to re-write given COVID
* Law Foundation of Ontario – Joellen has been in touch with them and will present at our fundraising meeting next week

**INDIVIDUAL DONORS**

* We drafted a note to all donors marking the anniversary of 30x30 and thanking them for their part in continuing restorative programming in our area
* We have an up-to-date list of 434 constituents now – approximately 100 of whom are past donors. Next step is to have their names and information in a database. Ross is researching this working with Joellen and Christine