**Draft MINUTES LCCJ Meeting of the Board of Directors**

Thursday June 13, 2019 at 4:00 pm – 6:00 pm

Algonquin College, Perth Campus

**Present:** Scott Ferguson (Chair), Ross Dickson, Linda Rush, Aisha Toor, Christine Peringer (minutes), Brian Peters, Steve Brown, Joellen McHard (Exec. Director :)

**Regrets:** Murray Long, Margo Bell, Jennifer Greaves

**Guests:** Steve Graham

| **Agenda Item** | **Discussion/Decision** |
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| 1. **Preliminaries** |  |
| * 1. Minute Taker | Christine will take minutes from now on.  Joellen pointed out that the board had not made a decision that Christine would serve as Secretary. |
| * 1. Review/ Adoption of Agenda | Approved with several changes. |
| * 1. Declaration of Conflict of Interest | None declared. |
| * 1. Check in and Welcome | Joellen: Feeling a little overwhelmed, working on prep for the audit – we are a few days late in getting this to Howard Allan, our auditor.  Brian: Visit with daughter Brianne in Nova Scotia – she is applying restorative practices in her teaching.  Steve Graham: Here to check out the board –Steve is a professional engineer, background in peer counselling, volunteer for 2 years with LCCJ (served as observer)  Christine: Let’s aim to get the board agenda and materials out by at least 48 hours before the meeting. (Scott said that ideal would be a week.)  Aisha: Appreciated speaking with Linda and Joellen – there is a small window of opportunity she may stay on the board.  Linda: Leaving in Sept. after 3 years, acting ED for the last few months. Off to Nova Scotia for 2 weeks.  Ross: Publisher of the Hill Times, live in Perth, served on more than 15 boards, eager to learn more about restorative circles  Scott: Attended facilitator meeting Tuesday evening. Thanks expressed by the facilitators to the Board members for their work to save the organization. |
| * 1. Approve the May 30, 2019 Board Meeting Minutes | Approved with two amendments both on page 3:   * #3b: “have approximately $12,000 carry through from our 30x30 campaign” * #3d: Should read: “Brief discussion. **Action**: The Finance Ctte. will develop a proposed list of signatories.” |
| * 1. Impromptu discussion on consensus decision-making | Proposed that the chair ask the Board members: “Are we ready to test for consensus?” to ensure that silence truly is support for the proposal.  **Action:** Scott will send consensus document to the board. (Later in meeting decided that Scott would post this in a new “Key Documents” section of the board members’ section of the website. |
| 1. **Reports** |  |
| * 1. Executive Director’s Report | Joellen shared highlights from her written ED report:   * Finance meeting on Monday. Financial statement at the next meeting. Main focus is preparing for the audit. Theresa has been willingly working all week as a volunteer (only paid for 4 hours.) Betty Jo’s assistance is not needed (and no time for it.) * Minutes of the last AGM were never distributed. They will be recreated from the Chair’s notes. * Most funders documentation found. VIVA just the interim report.   **Action**:  Joellen will forward a copy of the risk assessment form.  Scott will create a Key Documents section in the Board member section of our website.  Scott will investigate when website hosting payment is due.  Christine will write a note to Jennifer to ensure that Betty Jo has been thanked and told not needed.  **Decision**: ED report accepted by consensus. |
| * 1. Court Diversion Program Coordinator’s Report | * No written report. * Joellen reported that referrals are low -- 9 cases since April 1st. Joellen will speak with Sheri to explore the reasons. * Issue: some facilitators take training and never get called. Sarah instituted a facilitator rotation book to create more fairness/transparency in how cases are handed out. Aisha went from getting a lot of cases from getting none. For sensitive cases, Sheri needs to hand pick those with most experience. Steve Graham shared that it took a long time to get his observer hours in and then did not get any cases. It would be good to talk to all the facilitators to learn their experience.   **Action**: Scott/Christine will add talking to the facilitators to the Task List. Aisha may be willing to take on this task. |
| 1. **Finance Update** |  |
| * 1. Motion for signing officers | First quarter report will be presented at the July board meeting.  **Motion to name new signing officers:** Any two of the following can be signatories on LCCJ cheques:   * Scott Ferguson * Jennifer Greaves (serving as Treasurer until the audit is done.) * Steve Brown * Ross Dickson * Joellen McHard   **Decision**: Motion re signing officers agreed by consensus. |
| * 1. Motion to allow e-transfer payments for CRA and Cogeco | Discussion about security of having one person make e-transfers. There will still be a form requiring 2 signatures to approve the payment. Too early to make a decision.  **Action:** Finance committee is asked to reconsider this and bring information about the risk and any risk mitigation possibilities. |
| * 1. Payroll Audit | Because of our inconsistent payment over the last year, CRA will do a payroll audit of our payroll records on June 24, 2019 [[Later rescheduled to June 25]]. Theresa, Carole Fuller [[coming at no charge to us]] and Joellen will meet them. Betty Jo may be a resource used here. |
| * 1. United Way Grant Update | **Action**: Scott will go into the United Way site to modify our application to reflect activity in the lowered grant amount. |
| * 1. PDCF grant | Christine reported that the $15,000 cheque from PDCF will be put in the mail this week. The PDCF ED (Lynn McIntyre) and Board Chair (Jean Dunning) both expressed pleasure by email that LCCJ is back on its feet and able to carry out this project. |
| * 1. Budget 2019 Discussion / updates – expectations for incoming $20K from anonymous donor. | **Decision**:  The board re-directed the 20 K discussion to be addressed by the finance committee and recommendations to be made by the next meeting.  Approved that Sheri’s hours will increase by 1 day (7.5 hours) as of July 1st once the cheque from PDCF is received.  Agreed by consensus.  **Action**:  Finance committee will meet Monday June 17 at 3 pm at the office. Steve and Ross are interested in attending Finance going forward. Ross will attend on Monday.  Scott will do a meeting connect so that Jennifer includes Ross and Steve in materials sent out before the meeting.  Joellen will add a note to Sheri’s file for this change. |
| * 1. Insurance Update | The name of our Insurance provider has changed to McDougall (Crain & Schooley is now associated with this firm.)  **Action**: Scott will add the insurance document to the board section of the website. |
| 1. **Updates** |  |
| * 1. MAG Risk Assessment requirement | **Action**: Joellen, Scott and Linda will work on the risk assessment and submit it on or before August 31, 2019. |
| * 1. Strike sub-committee to define leads, responsibilities and tasks. | **Action**: Steve, Joellen, Scott, Christine will serve as a committee to develop the task list to bring back to the Board in July. |
| * 1. IT Report | Anthony submitted a report: “LCCJP IT Status – 28 May 2019”. Scott is pleased with the report and most of the recommendations.  **Action**:  **Scott** will contact Cogeco to see if we can reduce our $300/month bill as RNJ has because we are government funded by the July meeting (or pass the task to someone else.)  **Ross** will contact Anthony to review the report and report back to the Board and direct Joellen on next steps. |
| * 1. Office Space | Deferred to July (since Margo not present). |
| * 1. Board Composition – new members, executive roles | **Decision**: Steve Graham appointed to the board. Agreed by consensus.  Welcome Steve! |
| * 1. Donor Thank You Event (July) | Aisha reported that it is OK with The Table if we use the Garden for our event on July 11th. Aisha can get beer donated from Perth Brewery, will check with Top Shelf for a donation and is pursuing leads for wine donations. Joellen reported that serving alcohol is fine with our insurance. We don’t need a liquor license because it is a private event. Board members will provide the finger food.  **Action**:  Scott will send an email to people who donated to the 30x30 campaign asking them to save the date for this event.  Aisha will develop a full invitation to send out the week of June 17. |
| * 1. Fundraising       1. For Be Strong | Murray has drafted an appeal letter for Be Strong that was circulated with the board package.  Andrew has approached a school with which he has a relationship. (But vice-principals can change.)  It was noted that Lombardy is not in Lanark County, so cannot be a focus of our program. Brian is approaching a Smiths Falls school. |
| * + 1. Fundraising   Strategy | **Decision**: Strike a fundraising strategic plan committee. Christine, Steve, (Scott *ex officio*), Brian will sit on that. Christine will serve as lead. First task is to set targets for how much we will raise and how.  **Action**:  Christine will ask Alfred if he is willing to be on this committee. |
| 1. **Any Other Business** |  |
| * 1. Upcoming Meeting dates and location | Full board meetings:   * Monday July 8 2pm – 4 pm. Algonquin College, unless it is not available. * Monday August 12 2pm – 4 pm.   **Action**: Scott will confirm location.  Working Groups: (meet in CAS house.)   * Task List working group: Proposed for Thurs. July 4 10 am – Noon * Fundraising planning group Thurs. July 4 1 – 3 pm   **Action**:   1. Christine will notify Scott to confirm his availability 2. Christine will ask Sheri to book the CAS house for 10 am – 3 pm |
| 1. **Closing** |  |
| * 1. Adjournment | Meeting adjourned at approx. 6:15 pm. |

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Scott Ferguson, Chair Christine Peringer, Secretary