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**Approved Minutes – LCCJ Board Meeting – August 24, 2022**

**, 2020**

**Present:** Ross Dickson, Acting Chair; David Burkett; Carol Anne Deneka; Stephen Graham; Elsie Stresman; Marilyn Bird, Mark MacDonald, and; Joellen McHard, Executive Director.

**Absent**: Aisha Toor, Chair.

| **Agenda** | **Description** | **Action Items/Responsibility** |
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| 1. **Welcome and Preliminaries** | Ross called the meeting to order at 5:30pm.   * The agenda was adopted. * No conflict of interest was declared |  |
| 1. **Welcome board candidates** | Three candidates for the Board were introduced and each gave a brief statement about their experience and interest in joining LCCJ.  Kayla Millar  Margaret Gourlay  Barry Michael Fisher |  |
| 1. **Approval of Minutes** | * Board Minutes of June 29, 2022 were approved. * Discussion of actions arising |  |
| 1. **Restorative moment** | Marilyn Bird provided the restorative moment. Poem by Emily Dickinson, If I Can Stop. | Next Restorative moment by Mark MacDonald |
| 1. **Executive Director’s Report** | Joellen McHard presented the Executive Director’s report. |  |
| 1. **Finance Committee** | David Burkett presented the following documents:   1. Profit and Loss 2. Balance sheet to July 31, 2022 3. Statement of Cash-flows July 31, 2022 | Audited financial documents should be available by Sept 29, 2022, in time for submission to MCCSS. Scheduling of AGM pending. |
| 1. **Fundraising Committee** | Carol Anne Deneka presented the report. |  |
| 1. **Human Resource Committee** | Marilyn Bird presented a verbal report. Committee members include Marilyn, Stephen, Ross, and one more member. Meeting will be called soon. Draft Terms of Reference (ToR) will be sent to Steve, Ross and Mark today. |  |
| 1. **Governance Committee** | Stephen Graham presented the Governance Committee report. Progress on the implementation of the new ToR template was discussed. Steve will forward all drafts to the Board for review and comment. | Board members to review draft ToR and be ready to discuss. |
| 1. **Nomination Committee** | Stephen Graham thanked the three Board candidates for their time. All three will be invited to attend the AGM. | As we do not have a date for the AGM, Steve will contact the candidates with next steps. |
| 1. **New Business** | AGM planning: A sub-Committee was created. Members include Steve, Ross, Elsie and Joellen. An agenda, ED report, Report from the Chair, Financial reports, and invitation will be required. |  |
| 1. **Incamera** | Discussion about board candidates and next steps. |  |
| 1. **Next Meeting** | Next meeting is Sept 28, 2022 at 5:30pm |  |
| 1. **Closing Round and Adjournment** | Ross adjourned the meeting at 7pm. |  |

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Ross Dickson, Vice-Chair Carol Anne Deneka, Secretary