****

**Approved Minutes – LCCJ Board Meeting – May 25, 2022**

**, 2020**

**Present:** Ross Dickson, Vice-Chair; David Burkett; Carol Anne Deneka; Stephen Graham; Elsie Stresman; and Joellen McHard, Executive Director.

**Absent**: Aisha Toor, Chair; Marilyn Bird; and Mark MacDonald

| **Agenda** | **Description** | **Action Items/Responsibility** |
| --- | --- | --- |
| 1. **Welcome and Preliminaries** | Ross Dickson  Ross called the meeting to order at 5:30pm.   * The agenda was adopted as presented. * No conflict of interest was declared. |  |
| 1. **EMHware demonstration** | Presentation given by Kirsten Sampson:  Kirsten demonstrated various elements of the EMHware client management system and responded to questions from the Board. This system caters to the needs of non-profits and several of our partners use it. Functionality of the system is flexible and can be tailored to LCCJ. Some key attributes include:   * System can easily create forms * Manageable installation fee and then annual fee * Manages referrals from outside and within the organizations * Flexible rules re staff and client access to files * Many types of fields (mandatory, optional, multiple response, fill-in, date/calendar scheduling, etc) * Bilingual format * Data exportable to excel or PDF * Constant audit log * Implementation can be gradual after assessment of current LLCJ forms * Voice to text functionality possible | 1. Joellen will keep Board informed on status of Trillium grant application to pay for upfront costs of EMHware – outcome expected in September 2. Joellen highlighted that the board should be concerned about substantial ongoing annual fee – Kirsten to talk with her manager and request annual fee reduction given size and budget of LCCJ 3. Joellen and Steve will meet with Kirsten to discuss next steps |
| 1. **Approval of April 2022 Board Minutes** | * Discussion of actions arising * Board Minutes of April 27, 2022 were accepted. |  |
| 1. **Restorative moment** | Presented by Stephen Graham  Stephen presented excerpts from an article from Yes Magazine entitled ‘What Does Accountability without Punishment Look Like?’ | 1. Stephen will send link to article to Board members |
| 1. **Executive Director’s Report** | Joellen McHard  Joellen presented the Executive Director’s report   * Joellen is still looking for a student and asked Board members to forward any possible CV’s to her attention. * Re-evaluation of our grant request to United Way, Eastern Ontario pending. LCCJ applied for $36K but only received $13K. United Way really liked our proposal – we may receive more money following meeting on June 2, 2022. * Joellen invited Board members to attend monthly Facilitator meetings held on 2nd Tuesday of the month. | 1. Submit CV’s for summer student position to Joellen 2. Joellen to follow-up with United Way Eastern Ontario re grant. 3. Carol Anne to liaise with Sheri to coordinate invitation and scheduling of Board members to Facilitator meetings. |
| 1. **Progress on the 2021-23 Strategic Plan** | Stephen and Joellen led discussion on our 2021-22 progress on the LCCJ Strategic Plan. Joellen and her team were congratulated on the progress that has been achieved to-date. Board members suggested areas where we might focus our activity in the coming year. | Building on our success – some key suggestions moving forward:   1. Create a *3 year Fund Raising Plan* – Joellen will put on agenda of next Fund Raising Committee meeting. 2. Create a *3 year Financial Sustainability Plan* – to reflect risk of not having an active Fund Raising Committee, need for more sources of general funds so we are less reliant on individual grant submissions attached to specific projects and programs, and being more proactive in contributing to our reserve. David will pursue with Finance Committee. 3. Stephen and Joellen will relook at tracking case types, specifically those related to violent and/or sexual assaults. |
| 1. **Finance Report** | David Burkett  David presented the following documents:   1. Treasurer’s Report 2. Finance Committee May 11, 2022 minutes 3. Balance sheet to April 30, 2022 4. Profit and Loss to April 30, 2022 5. Statement of Cash-flows to April 2022 | 1. Discussion about LCCJ insurance renewal: our policy will be renewed however tendered at next opportunity to try to find a policy that is better suited to our needs. David will follow-up with HUB to see if their insurance is more customizable. 2. Discussion about cyber security: agreement not to purchase cyber security at this point however explore how to mitigate risk through improving backing up files – David, Joellen and Anthony to discuss next steps 3. Decision to proceed with signature stamps following AGM |
| 1. **Human Resources** | No report |  |
| 1. **Fund Raising Committee report** | No report  There is no chair for the Fund Raising Committee at this time. Some key projects may be in jeopardy and decisions are required – including the planning of the Golf Tournament.  Importance of fund raising was stressed and as a next step, all Board members will be asked to attend the next meeting of the Committee. Priorities, staff support, committee membership and who will Chair will be discussed. | 1. Joellen to call meeting of the Fund Raising Committee and invite all Board members |
| 1. **Governance Committee** | Stephen Graham presented:  Governance Committee report  Draft Terms of Reference were discussed, along with one addition of a policy review frequency for specific policies related to each committee. Board agreed to move forward with current version and share a draft at the June 2022 meeting. | 1. Committee Chairs to draft their ToR and present at June Board meeting for discussion. 2. Carol Anne to call meeting of the Nominations Committee in June 3. Stephen to send Carol Anne 2021 Nominations Committee resources, and provide guidance as necessary 4. Stephen will reach out to Marilyn re drafting the ToR for the Human Resources Committee while Aisha is recuperating from her illness. |
| 1. **New Business** |  |  |
| 1. **Next Meeting** | Next Board meeting via Zoom – June 29, 2022 5:30pm | 1. Joellen to update Board on status of a grant she submitted for portable ‘full-room’ video equipment to facilitate hybrid Zoom/In-person Board meetings |
| 1. **Closing Round and Adjournment** | Ross adjourned the meeting at 8:15pm. |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ross Dickson, Vice-Chair Carol Anne Deneka, Secretary