**MINUTES LCCJ Board of Directors’ Meeting**

Thursday, April 13, 2017 at 5:30 p.m.

# 8 Herriott St., Room 10D, Perth, ON

**Present:** Murray Long (*Chair),* Scott Ferguson *(Vice Chair),* Betty Jo Dean *(Treasurer)*  - via Skype, Christine Peringer, *(Past Chair),* Linda Rush, Margo Bell (*minutes),* Sarah Bingham (*Executive Director)*

**Absent:** Brian Peters

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION** |
| **1) Welcome and Preliminaries**  a) Check-in and Welcome  b) Volunteer to do minutes  c) Review and Adoption of Agenda (Motion)  d) Declaration of Conflict of Interest | Murray welcomed everyone to the meeting and all checked in  Adopted as amended - Addition to agenda – 2 b) Discussion re name of organization  **Moved:** Scott **Seconded:** Linda **Carried**  None declared | Margo to take minutes |
| **2) Discussion of Operational Plan**  **b) Discussion re name of organization** | Sarah ran through the Operational Plan highlighting the following:  **Slide 3**   * Need to address restorative practices vs. restorative approaches – where to use each and also include restorative mindset   **Slide 6**   * 5 volunteers from Facilitator training * Board member to lead CARD (Community Action and Resource Development)   **Slide 7**   * Going to use 2 team leads rather than 5 and take money save * 1 full time Coordinator – full time hours but divided for two people drawing upon different strengths   **Slide 10**   * LCCJ will not move at end of lease (May 2017) but will renew lease at same price * We do not need to purchase any new equipment at this time   **Slide 19**   * Timeframes will be changed – grant writing is finished for the year and Sarah will turn her head to donor management   It was noted that our Operational Plan is a map of how to get to our Strategic Plan  Not enough time at this meeting to discuss the options – deferred to Board Retreat Day | Brian to draft definitions for both as well as restorative mindset etc. to be discussed at Board Retreat Day  All Board members to receive training  Sarah to purchase donor software  Date for Board Retreat Day to be set |
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| **3) Discussion of Budget for 2017-2018** | Moved into budget discussion at 6:55 p.m.  Sarah ran through the budget figures with the Board noting that projected figures are approximate as we still have the last two weeks in March. A change was made:   * In projected budget – 2,277 became 3,277 as $1000 was added due to honorarium for Bonnie for bookkeeping   Request for finance assistance part-time. United Way had recommendation of person who did their books – 4 hrs./wk. at $45/hr. = $180/wk. Budget shows 7.5 hours @ $19/hr. = $142.50/wk. – can manage difference, or can be fewer hours  Motion to go in camera to discuss staff wages at 7:40 p.m.  **Moved:** Scott **Seconded:** Betty Jo **Carried**  Motion to move out of camera at 8:20 p.m.  **Moved:** Scott **Seconded**: Linda **Carried**  Motions as a result of in camera session:  To task the Human Resources Committee to create a framework by which we can review employee compensation  **Moved:** Scott **Seconded:** Linda **Carried**  Table the budget to the next Board meeting  **Moved:** Scott **Seconded:** Margo **Carried** | HR Committee to meet and create framework |
| **4) Closing**  a) Next Board Meeting  b) Closing round  c) Adjournment (motion) | April 25, 2017 at 5:30 p.m. Room 10D, 8 Herriott Street, Perth  Consensus that the meeting went well and that it was helpful to have an additional meeting to allow the Board to focus on the budget and operational plan  Motion not required. Meeting adjourned at 8:45 p.m. |  |