**MINUTES LCCJ Board of Directors’ Meeting**

Tuesday, September 26, 2017 at 5:30 p.m.

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

**Present:**  Murray Long (*Chair),* Scott Ferguson *(Vice Chair),* Jennifer Greaves *(Treasurer),* Margo Bell *(Secretary – minutes),* Brian Peters, Linda Rush, Shannon Forsyth, Cheryl O’Connor and Sarah Bingham (*Executive Director)*

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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  d) Declaration of Conflict of Interest  e) Approve Minutes of Board Meeting of June 20, 2017  f) Business Arising from Past Minutes & Board/Staff Working Day   1. Update on Staff/Board Working Day 2. Timeframe set for fall 2018 review of Strategic plan 3. Formal move to consensus decision-making: Blue Skies 4. Governance Committee TOR 5. MOU Youth Collective Impact Initiative 6. Tag Line | Murray welcomed everyone to the meeting  Adopted as amended:   * Remove 2nd point of 1 e) Approve Minutes of post AGM Board mtg. June 27, 2017 – no post AGM mtg. * Add point (vi) Tag Line under f) Business Arising * Remove 6 b) ii – ED Performance Review Policy * Add under 8) - New Business: a) Renewal of Sarah’s contract and b) a motion for the Election of Officers   **Moved:** Linda **Seconded:** Brian **Carried**  None declared  Approved with change to 7 b) MAG Q4 Schedule C motion  Moved: Betty Jo Seconded: Scott  **Moved:** Shannon **Seconded:** Cheryl **Carried**  Day considered a success – item should not have been ‘bold’ on Agenda as no update attached  Discussed – everyone liked the concept  Deferred to October mtg.  Murray reminded the Board that he sits on this committee as an individual, not a representative of LCCJ. Moving forward LCCJ will have an opportunity to get involved – most likely with regard to restorative parenting.  Staff and Board reached out to people for input (3 options) and the tag line with the most votes was “Building Stronger Communities Through Restorative Practices”. After much discussion the Board decided upon the tag line:  “ Building Stronger Relationships Through Restorative Practices”  Motion: To approve the above tag line and begin to use it immediately  **Moved:** Jennifer **Seconded:** Brian **Carried** | Margo will take minutes  Murray will produce a draft specific to LCCJ and bring back to the Board  Murray will keep the Board updated |
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| **2) Restorative Moment**  **3) Executive Director’s Report** | Sarah presented  Schedule for next few months set:  October: Brian, November: Linda, January: Shannon  Sarah presented her report highlighting the following:   * New Finance Coordinator (Theresa) to work 4 hours per week and will sit on the Finance Committee * Community Coordinator position was only posted internally – Ellie Halliday was the successful candidate – has been a volunteer with LCCJ for 4 years in the court diversion program |  |
| **4) Program Coordinator’s Report** | Written report submitted – we appear to be trending the same as last year. OPP Poster has been requested. |  |
| **5) Community Animator’s Report** | Written report submitted – things are going well, very busy with the beginning of the school year | Sarah to pass along that the Board felt Andrew and his team are doing a great job |
| **6) Committee Updates**  a) Governance Committee    b) Human Resources Committee  (i) Compensation Review Policy  c) BE STRONG Advisory Committee  d) CARD Team | Next Meeting – October 5th, 2017 from 3 – 5 p.m.  Motion: To approve the compensation Review Policy as submitted  **Moved:** Linda **Seconded:** Scott **Carried**  HR Committee working on the creation of a pay scale  Working day for the team took place in August where they created plans for the school year  Just getting to implementation due to staff changes  Have not yet met | Sarah to send doodle poll to volunteers that expressed an interest to set meeting date |
| **7) Finance**  a) Report  b) Minutes  c) Motion on Signing Officers | No report as financials not available due to staffing changes Financials will be available before the committees next meeting October 16, 2017  The committee will meet monthly  Minutes were submitted  Motion: That the signing officers of Lanark County Community Justice program Inc. be updated to read “any two of the following, who will be responsible for signing cheques, instruments and agreements and also for establishing credit” |  |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION** |
| **7) Finance**  c) continued | Chair – Murray Long  Vice Chair – Scott Ferguson  Treasurer – Jennifer Greaves  Secretary – Margo Bell  Executive Director – Sarah Bingham  And all previous designations of signing officers are hereby rescinded.  **Moved:** Murray Long **Seconded:** Jennifer **Carried** |  |
| **8) New Business**  a) Renewal of Sarah’s contract  b) Election of Officers | Motion: To renew the contract on an annual basis as presented  **Moved:** Linda **Seconded :** Shannon  **Carried**  Motion: To approve the slate of officers as named:  Chair - Murray Long  Vice Chair - Scott Ferguson  Treasurer - Jennifer Greaves  Secretary - Margo Bell  **Moved:** Scott **Seconded:** Cheryl **Carried** |  |
| **9) Closing**  a) Board Meeting  b) Closing Round – Meeting Evaluation  c) Adjournment | Next Board Meeting – October 24, 2017 in the Board Room of The Factory.  Everyone felt the meeting went well – good to get back to our monthly schedule after the summer  Meeting adjourned at 7:20 p.m. |  |