

Plan Development & Policy Review Project

Notes from Sept 17th Meeting (Zoom)

Attendance: Stephen, Joellen, Marilyn, Dave, Tamara, and Christine. Barry sent regrets.

Board Development: It was decided that Christine would take the approach of a questionnaire, followed up with possible phone interviews. Stephen and Marilyn to work with Christine to develop the questions. It was decided that we would attempt to contact Margaret for her input. Dave to reach out to Margaret offering a ½ hour interview with Christine.

Strategic Plan Development: Christine outlined the approach for Strategic Plan development. Christine to be given the existing Plan and Progress report. There will be a Tracking and Accountability component to the project. It is anticipated that the process will bring together common understanding, with possible new directions for the organization. There was a discussion on who to solicit input from (OPP, SFPD, Crown, Volunteers, Facilitators, RNJ, Honour Bolger). Joellen to decide about including Clients. Joellen to work with Christine to develop the contact list. Dave to gather a sampling of the NJ landscape as input to the Strategic Plan process, this should include at least: Programs offered, Financial summary, staffing, Funding sources.

Business Plan: It was decided that the Chair, Treasurer, Joellen and Carol-Anne together with Christine would form the Planning Team. It was decided that the Strategic Plan and Business plan will go hand-in-hand, but they could be separated for distribution outside the organization.

Policy and Procedures: Christine to receive all the current policies. Stephen and Joellen to organize the existing documents including the Terms of Reference for all committees, and send to Christine. Dave to reach out to CJWR to see if they would share their policy documents.