

Lanark County Community Justice Program

Board of Directors Meeting

Thursday December 3, 2015 at 5:30 p.m. at Michaels Table Restaurant

MINUTES

Present: Murray Long, Brian Peters, Betty Jo Dean, Bob Chaplin, Scott Ferguson, Brenda Reinkeluers, Christine Peringer, Beth Peterkin (E.D.)

Regrets: Margo Bell, Tim Campbell (United Way rep)

Guests: Sheri Halladay (staff), Rina Poulos (SSW student), Bonnie King (volunteer bookkeeper)

1. Christmas Dinner was enjoyed by all.
2. Murray called the meeting to order at 7:15 p.m. Round table check in had been completed over dinner.
3. **Agenda** approved as circulated. Moved by Christine, seconded by Scott. Carried unanimously.
4. **Minutes** of the Board meeting of Nov 19, 2015 approved as circulated. Moved by Scott, seconded by Betty Jo. Carried unanimously.
5. **Restorative Moment** – Murray

There has been no peace in the Middle East since 1947. Is there a role that restorative practices can have to bridge the gap between Palestinians and Israelis? Murray distributed some notes with links to various websites. Justice cannot be sacrificed for sustainable peace. Challenge – quest for justice, quest for durable peace. In particular, Murray referred to the workshops that were held to bring Palestinian and Israeli youth together. The kids said “it is enough that I understood that not all are mad and crazy”....etc. The point is that youth can/will lead the way. Brenda has volunteered to bring a Restorative Moment for the next meeting.

6. **E.D. Report** (as distributed)

Beth reported that she has today received approval for our \$15,000 grant request from the Law Foundation of Ontario (school program) and \$2,500 from The Hub (website and resources for facilitators and school program). Also approximately \$900 in donations has been received from the AGM and GivingTuesday.

7. **Program Coordinator Report**

Sheri is looking forward to getting to know the new Board members. From Jan 1, 2015 we have had 32 youth cases, 6 from other agencies, 1 school referral, and mention of adult case from the Crown.

8. **SSW Report**

Rina reported on her evaluation including networking opportunities, helping with RNJ Rebound Choices program, webinar, youth court, health and safety, self-taught Mail Chimp, learned how BOD functions, liabilities and responsibilities, importance of volunteers, court process (what people experience there), observed a post-charge referral with Sheri, reviewed case files and documentation and outcomes, fundraising, organization skills, database management with Excel, meeting minutes, chaired a facilitator meeting, attended Dealing with Challenges facilitator workshop.

Moved by Brenda, seconded by Brian to accept the above 3 reports. Carried unanimously.

9. **Mag Training**

Reminder to new Board members and Christine that the training on the jump drive needs to be completed.

10. **RBC Signing Authorities** have been processed.

11. **Finance Committee**

All reporting is on track and on time. Minutes of Nov 25, 2015 were approved by motion from Christine, seconded by Scott. Carried unanimously.

12. **Q2 Financial Report**

Discussion of various items.

Moved by Brian, seconded by Betty Jo. Carried unanimously.

13. **Level of Reserves**

Verbal report from Murray and Betty Jo. Discussion about how much should we consider holding in reserves to ensure that we don't have to close the doors if we lose significant funding. Ontario Trillium Foundation uses a guideline of up to 12 months operating funds as a reserve. Consider pending liabilities such as banked staff time. There was a suggestion that we consider an endowment fund. These funds are held in perpetuity and interest can be used to support the organization. Moved by Betty Jo, seconded by Brian, that Beth draft a policy about level of reserves to bring back to a future Board meeting. Carried unanimously.

14. **Change of AGM Date**

Verbal report from Murray, with a recommendation to move the AGM to June on an annual basis. The By-Law will be changed to reflect this requirement (currently silent on the timing of the AGM). Moved by Betty Jo, seconded by Bob. Carried unanimously.

15. **Telephone service** report deferred to January. Beth and Murray are meeting with a rep from a different service provider next week.

16. Duty to Report

Murray presented information concerning the absolute immunity for the person who does the reporting. There was discussion about how much we can report and how much information from a forum we need to hold in confidence. CAS has a short presentation on this topic that would be an excellent tool for facilitators and staff. It was decided by consensus that our current policy does not need revision.

17. Board Terms

Because of the unusually large turnover in Board members this year, it was suggested that Board members consider volunteering for a 1, 2 or 3 year term. One-year term people will be encouraged to let their name stand again at the next AGM. This issue will be addressed and resolved at the January Board meeting.

18. Terms of Reference

All terms of reference were deferred to the January meeting. Board members are encouraged to send any feedback to Beth in advance of the meeting.

22. Board Meeting Schedule

It was agreed that the Board will meet on the 3rd Tuesday of each month at 5:30 p.m. at Algonquin College.

Dates: January 19, February 16, March 15, April 19, May 17.

23. Closing Round

- Scott's wife works in the area of H&S and can be a resource.
- Check in each month with Strategic Plan at Board meetings.
- Be sure the value and application of restorative approaches is highlighted with the CHPI grant (examples listening skills, non-violent communications, etc.)

24. **Adjournment** moved by Scott at 8:45 p.m.

These minutes are declared to be a true and accurate record of the Lanark County Community Justice Program Board of Directors meeting of December 3, 2015.

Signature – Murray Long, Chair

Signature – Bob Chaplin, Secretary