

**Lanark County Community Justice Program
Board of Directors' Meeting
Thursday, June 18, 2015, 5:00 to 7:30 p.m.
Lanark OPP Bldg, Hwy 7 Perth**

MINUTES

Present: Christine Peringer (Chair), Steven Brown, Betty Jo Dean, Murray Long, Brian Peters, Beth Peterkin (ED)

Regrets: Jennifer Dickson, Tim Campbell (United Way rep)

Guests: None

1. Welcome and Preliminaries

a) Check-in and welcome (Board members were asked for one highlight of the week)

b) Review and Adoption of Agenda

Motion to adopt the agenda as presented

M/S/C Brian/Steve

c) Declaration of Conflict of Interest

None declared

d) Review and Approval of Minutes of Meeting of May 21, 2015

Motion to adopt the minutes as presented

M/S/C Betty Jo/Steve

e) Moment for Restorative Thinking – Brian Peters

Brian presented two documents: the publicly available participants' statements from the restorative justice process used by female and male students of the 2015 Dalhousie Doctor of Dentistry School (DDS) graduating class and an article from Scientific American on titled "Does the Justice System Neglect Forgiveness." Brian reviewed highlights from both documents and provided Board members with copies of each. One highlight from the Dalhousie documents is the collective statement by the women affected that:

"we were not looking to have our classmates expelled as 13 angry men who understood no more than they did the day the posts were uncovered. Nor did we want simply to forgive and forget. Rather, we were looking for a resolution that would allow us to graduate alongside men who understood the harms they caused, owned these harms, and would carry with them a responsibility and obligation to do better."

Beth stated she has put out feelers about the possibility of inviting someone from the Dalhousie DDS to speak at our upcoming AGM.

2. Executive Director's Report

Beth reviewed several highlights from her report (attached), as well as other items:

- Beth and Sheri have spent considerable time on the new MAG forms, but ultimately these new forms may save time down the road.
- New oaths of confidentiality can be completed by any commissioner of oaths, including several OPP administrative staff, which will save time and effort to complete this process.
- MAG is allowing police checks already completed, but less than a year old, to be accepted which will reduce some of the burden of having to obtain new police checks for facilitators, staff and board members.
- United Way representatives will be meeting with Beth and Steve on June 23.
- Brian spoke at the Perth Lion's Club, leading to a \$500 donation.
- The Bell phone bill has jumped by about \$60 a month as an introductory offer has ended and Beth is now looking at alternative suppliers.
- Betty Jo has completed the pre-audit work and draft financial reports from the auditor will be ready for the August Finance Committee meeting (not board meeting).
- RBC has prepared new signing authority documents (to make Brian Peters a signing authority)
- Beth will meet with staff of the Adult Training and Learning Centre in July.
- Hugh Colton did an interview on Town and Country TV and produced a YouTube video at no cost on his website.
https://www.youtube.com/watch?v=R_uOv9KGrqU
- The Humm wants to do an article about LCCJP in August.
- The Fashion Show realized a profit of approximately \$2500
- Beth will be applying for a grant from PriceWaterhouseCoopers for team leadership to apply to training and leadership issues.
- The Perth Civitan has suggested LCCJP apply to the consortium of six clubs in Lanark County for a larger grant.
- Sheri will be attending some forums as an observer when new or less experienced facilitators are participating to better assess performance and learning needs.
- New restorative justice cards have been printed and are available for facilitators and Board members.

The ED Report was accepted.

3. Program Coordinator's Report

There was no report for June.

4. Business Arising

- a) Abuse Policy (motion) – deferred from last meeting

Motion to adopt policy as presented

M/S/C Steve/Brian

Note: Beth proposed a meeting with the insurance company to discuss the policy and future changes to make the wording more restorative.

- b) Case Docket Information (Steve – verbal report) – deferred from last meeting

Steve reviewed what a typical page of a court docket looks like and answered questions about court appearances, etc. He suggested a meeting with newly appointed Senior Crown Attorney Julie Scott next week.

- c) Almonte Fire Dialogue (nothing to report and no discussion)

- d) Meeting with Federal Crown (see item C above)

- e) 15th Anniversary Celebration (verbal update)

Covered in ED report

- f) VISA card (verbal update)

Beth reported the VISA card is working out well and saving some cheque writing.

5. Finance

- a) Variation in Year End Results (verbal report)

Betty Jo reported the year end is now balanced with a \$600 surplus this year.

- b) Third Party Fundraising Policy (motion) - deferred to September meeting

- c) Expense Reimbursement Policy (motion)

Motion to approve the policy as presented

M/S/C Betty Jo/Brian

- d) Electronic Banking Policy (motion)

Motion to approve the policy as presented

M/S/C Betty Jo/Steve

- e) Recommendation re Bookkeeping (motion)

Following discussion of a proposal by Beth to hire a bookkeeper on a six month trial basis and to allocate funds up to \$3200 to cover the cost, the Board requested that Beth obtain three quotes as per the Procurement Policy and to provide the quotes, the results of reference checks and her assessment of candidates, along with a draft contract to be reviewed by the Finance Committee.

6. New Business

- a) Reflections on Strategic Planning Day

Beth will be hearing from Toby James (the facilitator) next week about next steps.

The Board considered whether a working group should be struck to look at the plan over the summer for unveiling of an updated plan at the AGM in November.

Decision: Steve, Brian and Beth agreed to be the working group to review the notes from the Strategic Planning Day and make recommendations to the Board

- b) Staff Summer Vacations (no discussion)

7. Closing

- a) Next Board Meeting: Thurs, September 17 at 5:00 pm, OPP meeting room, Hwy 7.

- b) Closing Round - Meeting Evaluation

Brian stated this meeting went well. Everyone concurred..

- c) Adjournment

Motion to Adjourn

M/S/C Brian/Steve

Adjournment (7:30 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 June 18, 2015.

Signature

Signature

Title

Title