

**Lanark County Community Justice Program
Board of Directors' Meeting
Thursday, April 16, 2015, 5:30 to 8:00 p.m.
Lanark OPP Bldg, Hwy 7 Perth**

MINUTES

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

Regrets: Tim Campbell (United Way rep)

Guests: Fraser Scantlebury, Executive Director, Lanark County United Way

1. Welcome and Preliminaries

a) Check-in and welcome (For Fraser Scantlebury's benefit, Board members explained why they had become involved with LCCJP).

b) Review and Adoption of Agenda

"Expense Strategy, given the MAG Review" was added as item 4 d) under Business Arising.

Motion to adopt the agenda as amended

M/S/C Brian/Steve

c) Declaration of Conflict of Interest

Beth declared a potential conflict of interest on employment contracts, which the Board acknowledged.

d) Review and Approval of Minutes of Meeting of March 26, 2015

It was requested that, on page 2, under Program Coordinator's Report, the reference to "map" in the last paragraph be changed to "listing".

Motion to adopt the minutes of March 26 as amended

M/S/C Jennifer/Brian

2. Executive Director's Report

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

- Teething problems with a new alarms system have caused frustration as codes to disarm the door alarm have not worked properly. This is being sorted out, but reflects an underlying issue of a lack of protocols between Family and Children's Services (the landlord) and LCCJP on alarms.
- LCCJP received its core United Way allocation (first of two applications for funding).

- A funding application is being submitted to Canada Post Community Foundation's Safe Schools/Strong Communities program for a community liaison officer and part-time mentors to conduct restorative justice training and awareness building over a 12 month period. LCCJP is asking for \$25 K.
- A community member in Almonte has contacted LCCJP looking for closure on the 1997 Almonte fire. Several Board members expressed interest in participating in such an event, which Beth will coordinate. See 7 d) below.
- Recent discussions with the Crown's office revealed that the Acting Crown is sending potential restorative justice cases from Lanark County to RNJ and has told the Youth Crown that all future cases must go to that agency. After discussion, the Board agreed that Beth should send a letter to Acting Crown Curt Flanagan, and collaborate with Steven Brown on other approaches, with the goal of ensuring that LCCJP receives referrals best dealt with using a community justice forum.

ACTION: Beth

The ED Report was accepted.

3. Program Coordinator's Report

There is a new format to this report. It now presents referrals data in statistical form breaking out youth aged 10-17, youth aged 18-25 and adults over 25 as separate categories and showing pre-charge and post charge referrals, as well as number completed, for both the current and prior fiscal years. The format presented at this Board meeting also displays current calendar year data, as per MAG reporting requirements. Inputting this data takes considerable time and Betty Jo offered to look at ways this data could be automatically captured from the MAG spreadsheet and imported into the chart.

ACTION: Betty Jo

The PC Report was accepted.

4. Business Arising

- a) Third party fundraising policy (motion)

Deferred

- b) Review and adopt amended Employment Contracts (motion)

Motion to approve the amended Letters of Offer and Contracts

M/S/C Steve/Murray

- c) Review and adopt 15th Anniversary Celebration Plan (motion)

Motion to give Beth the go ahead on the plan as presented (attached)

M/S/C Brian/Jennifer

- d) Expense Strategy given MAG Review

Deferred to Finance Committee meeting

5. United Way PPT Presentation

Lanark United Way Executive Director Fraser Scantlebury gave a short presentation on why UW is now focusing on accountability and measurable outcomes in funding partner agencies. United Ways want to address underlying causes, including looking for "population level outcomes" that result from agencies partnering to consider the broader collective impact of their efforts. UW funding support is still directed to three key focus areas which Fraser described in a nutshell as: "from poverty to possibility; healthy people, strong communities; and all that kids can be."

In 2016, core funding will be supplanted by special project funding, with a strong community focus and under a new slogan of "Together we are possibility." Lanark County UW will also be a backbone organization for youth community initiatives.

6. Finance

- a) Review and approve Budget 2015-2016 (deferred to May)

The budget will be going to the Finance Committee first for review.

- b) Review and approve the grant application to the Canada Post Community Foundation (motion)

Motion to approve the submission of an application to the Canada Post Community Foundation.

M/S/C Betty Jo/Murray

- c) Report on Planned Giving/Monthly Donors Initiative (Beth)

Beth attended a workshop in Ottawa on legacy gifts and monthly giving. She outlined plans to regenerate our website "Canada Helps" button, and develop other initiatives to promote legacy gifts and more committed giving through social media.

7. New Business

- a) Consider agenda for the Board Strategic Planning Day

The Board raised a number of questions about the four strategic directions and what other input materials might be useful, the involvement of facilitators and staff and partners (such as the UW). The following were mentioned as topics to include in strategic discussions: UW, MAG, the current strategic plan, education, community outreach and capacity building.

The Board also approved an honorarium (up to \$500) for an outside facilitator for the meeting.

b) Decision on Payment Mechanism for Host Papa (motion)

Our website provider (Host Papa) won't take cheques. Murray offered to use his business credit card for payment of an outstanding invoice. Beth undertook to check into LCCJP obtaining a credit card for such payments in future.

Motion to authorize Murray to use his credit card to pay the upcoming Host Papa invoice and be reimbursed by LCCJP.

M/S/C Steve/Brian

Motion to authorize Beth to Peterkin to explore and obtain a \$500 limit credit card on behalf of LCCJP

M/S/C Steve/Brian

c) Situation Table Update (Beth – verbal)

Beth provided an update on a meeting attended the previous week by Sheri and Beth on how the OPP-initiated Situation Table operates. This is a weekly roundtable meeting of critical response workers (OPP, Open Doors, Family and Children's Services and other youth and adult service agencies) designed to address issues affecting individuals and families before they escalate into crisis situations.

Christine suggested Sheri could attend future meetings to see how useful these meetings are for LCCJP.

d) Community Forum re Almonte Fire (Beth – verbal)

Steve and Christine stated their willingness to participate in a forum on the fire to promote community healing. This was proposed to take place in June. Steve offered to investigate if there was a publication ban in effect on some details of the crime.

Action: Steve, Beth and other Board members

e) Interval House

Beth said that Interval House might be looking for restorative justice forum training on a fee for service basis.

Action: Beth

8. Closing

a) Next Board Meeting: Thursday, May 21, ~~5:00 to 7:30 pm~~ changed after the meeting to **6:00 – 8:30**, OPP meeting room, Hwy 7.

b) Closing Round - Meeting Evaluation

Beth noted that she would be taking one week per month to reduce accumulated hours.

c) Adjournment

Motion to Adjourn

M/S/C Jennifer/Steve

Adjournment (8:00 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 April 16, 2015.

Signature

Signature

Title

Title