

**Lanark County Community Justice Program
Board of Directors' Meeting
Thursday, May 21, 2015, 6:00 to 8:30 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 and Tim Campbell (United Way rep)

Guests: None

1. Welcome and Preliminaries

- a) Check-in and welcome
- b) Review and Adoption of Agenda

M/S/C Brian/Steve
- c) Declaration of Conflict of Interest

None declared.
- d) Review and Approval of Minutes of Meeting of April 16, 2015

Motion to adopt the minutes of April 16 as presented

M/S/C Betty Jo/Steve

2. Executive Director's Report

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

- The LCCJP insurance policy has been renewed, at the same rate as last year (\$2,999). Beth is comfortable staying with Cowan Insurance Group.
- MAG has advised that all oaths of confidentiality, memorandums of understanding and police checks must be updated before September 2015, including new police checks for all facilitators, staff and Board members. This is an urgent priority and all Board members were requested to take forms ASAP to their respective local police detachments. An action plan is in place to update facilitator police checks ASAP. Beth has sought information on how MAG intends to manage this requirement on a going forward basis (hopefully every three years).
- There has been no response from the Lanark Crown's Office about a meeting to discuss diversions. Beth has arranged a meeting with RNJ to discuss strategy.
- Rina Poulos, a second year student in the Social Service Worker program at Algonquin College in Perth, will start a three day per week placement from September 2015 to April 2016.

- \$10,000 in funding from Lanark United Way CIG application has been approved for 2015 and also for 2016. Beth noted that this means funding, overall, in 2016, will be \$2,000 less than prior years.
- Doug Brown from the MAG recently stated in an e-mail that he didn't expect a MAG budget review this fiscal year and consequently did not expect current funding to change.
- A cheque for \$976 was received from Notre Dame High School in Carleton Place and a thank you letter and appreciation certificate has been sent out.
- Beth recently attended an information session hosted by the Ontario Trillium Foundation and will be making a recommendation to the Board concerning Trillium funding.
- Board members were reminded about the upcoming Fashions with Flare fashion show on June 15, where so far ticket sales are very slow (the goal is 200 tickets at \$10 each). 50 posters are out about the event.
- The Classic Theatre Festival ticket sale fundraising opportunity ends July 8
- Brian noted that Steve Brown did a great job on an information session with the Zone 2 Eastern Region Police Services Boards on April 24.

The ED Report was accepted.

3. Program Coordinator's Report

The amount of manual input to generate this report is still a concern. Betty Jo offered to look at how to integrate this report with the other required inputting for the MAG reports. Beth suggested our new student may also be able to assist on this.

Beth noted there have been seven new active referrals since the last Board meeting, including two young adults (fitting the framework for the United way funding). Three new files were handed out to facilitators at the last facilitators' meeting.

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 Program Coordinator report was accepted.

4. Business Arising

a) Motions required to be passed re Visa Card (motion documents attached)

1. Board of Directors Motion of May 6, 2015

Motion to purchase a cashable GIC in the amount of \$1,000 to provide security for an RBC Visa Card with a credit limit of \$1,000 in the name of Lanark County Community Justice Program

M/S/C Murray/Brian

2. Board of Directors Motion of May 21, 2015

Motion that the Board of Directors allows the Lanark County Community Justice Program Inc. to borrow from RBC by means of a Visa Card and that Murray Long and Beth Peterkin are authorized to sign for this borrowing.

M/S/C Betty Jo/Steve

3. Board of Directors Motion of April 16, 2015

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

This motion was passed at the April 16 Board meeting

b) Strategic Planning Session (verbal update)

Toby James will be the facilitator and will record the meeting in order to provide more complete post-meeting notes. Christine requested there be a requirement that the recording be destroyed after this use. Toby has sent a list of five questions to facilitators as well as sending questions to LCCJP partners such as the OPP and Smiths Falls Police, Big Brothers, United Way, the Crown's Office and Algonquin College. Prior to the session, Beth will send out documents with facilitator and partner responses. The arrival time is **8:30 am, Friday June 12** at Steve Brown's house near Bob's Lake.

c) Almonte Fire Dialogue

Beth and Steve have discussed this project and plan to meet with people who expressed the concern about not having closure on the fire tragedy and explain what can be done with LCCJP resources (keeping in mind the publication ban under the Young Offenders Act). Christine and Steve suggested the event would be more like a community healing dialogue or a critical incident stress team engagement.

Christine proposed a tie-in with Mills Community Support which is coordinating 40 community conversations by 40 speakers to celebrate its 40th anniversary this year.

Beth reminded the Board that we have been invited to do a speaking engagement at The Hub in September. Also, a funding application is currently underway to The Hub, so we need to be sensitive in our approach to the dialogue about the Almonte Fire.

d) Fifteenth Anniversary Event

Posters and invitations are being sent out. Beth provided posters for Board members to post. The event will be Tuesday, July 7 from 6:00 to 9:00 at the Almonte Old Town Hall Parking Lot, with a BBQ, live music and special guests. RSVPs not required.

5. Finance

a) Budget 2015-2016 (motion)

Betty Jo reviewed the budget, stating it is in good shape and LCCJP ended the year as planned.

Beth has already communicated with the auditors.

As an aside on future fund-raising, Christine asked Steve to remind the federal Crown to keep the LCCJP in mind where the Crown has discretion to ask individuals to make donations to charities in lieu of court appearances or fines. Last year such donations had a substantive impact on LCCJP income. Steve will provide Beth with the John Chalmers' (the federal Crown) contact information and Beth will seek his acquaintance.

Action: Steve and Beth.

Beth mentioned the idea of hiring a bookkeeper if the costs can be kept low. At \$35 per hour and 8 hours per month, this could amount to \$280 a month or about \$3400 per year. Beth will do some further calculations on budget impacts.

Action: Beth

Motion to accept the preliminary year-end (2014-2105) budget figures

M/S/C Steve/Brian

Motion to accept the 2015-2016 budget as proposed

M/S/C Brian/Steve

Motion to update our signing officers to include any two of the following, who will be responsible for signing cheques and instruments, agreements and for establishing credit:

Christine Peringer, Betty Jo Dean, Murray Long, Steve Brown and Beth Peterkin.

Any previous designation of signing officers is hereby rescinded.

M/S/C Brian/Betty Jo

b) Finance Committee Minutes of May 13, 2015 (motion)

Betty Jo noted there would be a finance policies review the next Finance Committee meeting and any proposed changes to policies will be brought to the Board.

Motion to accept the Finance Committee minutes

M/S/C Betty Jo/Brian

c) Third Party Fundraising Policy (motion)

Beth presented a draft policy, leading to much discussion about tone and what elements belonged in a policy versus a contract. Beth will rework the draft for the next meeting.

Action: Beth.

d) Other policies (deferred to a later meeting)

6. New Business

a) Keith Pinkney's resignation

The Board accepted Keith Pinkney's resignation with regret, appreciating his past contributions to the work of LCCJP, and wishing him well in the future.

On filling the vacancy, with three other Board member terms ending this year, and a recognition by the board of the need to fill vacancies in an open and transparent manner and to attempt to solicit Board membership from across Lanark County and to better represent the demographics of the community and the client base, it was agreed not to appoint an interim Board member.

This led to a discussion of the use of the OPP building for Board meetings. The building is not accessible. Beth mentioned that Algonquin College has fully-accessible facilities we could use from September to April.

Motion to accept the resignation of Keith Pinkney

M/S/C Brian/Steve

Motion not to fill the vacancy and hold the position open to the AGM

M/S/C Brian/Steve.

b) Abuse Policy (motion)

Deferred to the June meeting. Beth noted a firm deadline imposed by Cowan Insurance to have a revised policy in place by August 7.

c) Terminology Refresher

This is a backgrounder document prepared by Beth in response to questions from facilitators. No action required.

d) Restorative Justice Week Nov 15-22

The national theme this year is "Inspiring innovation."

Decision: Thursday, November 19 was set as the date of the LCCJP AGM.

e) Case Docket Info (Steve – verbal at meeting)

Deferred to Business Arising for the June meeting.

f) Location and Length of Board Meetings – discussion

It was agreed to look at Algonquin College as a place to meet and to try to conduct meetings within a two hour window. It was also agreed to meet between 5:00 and 7:00 pm.

7. Closing

a) Next Board Meeting:

- Thursday, June 18, 5:00 to 7:00, OPP meeting room, Hwy 7.
- LCCJP Strategic Planning will take place at Steve's house 151 Posner Lane, Tay Valley Township. Arrive at 8:30 am with your part of the potluck lunch. Finish at 4 pm.

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 Brian/Steve

Adjournment (8:30 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 May 21, 2015.

Signature

Signature

Title

Title