

Lanark County Community Justice Program

Board of Directors Meeting

Tuesday February 2, 2016 at 5:30 p.m. at Algonquin College, Perth

MINUTES

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

Regrets: Tim Campbell (United Way rep)

Guests: Rina Poulos (SSW student)

1. Murray called the meeting to order at 5:30 p.m. and asked each person present to check-in and indicate what they would be contributing to the meeting.
2. **Agenda** approved as circulated. Moved by Brenda, seconded by Bob. Carried unanimously.
3. **Minutes** of the Board meeting of December 3, 2015 approved as circulated. Moved by Betty Jo, seconded by Scott. Carried unanimously.
4. **Minutes** of the Board meeting of January 19, 2016 approved as circulated. Moved by Scott, seconded by Margo. Carried unanimously.

5. Restorative Moment – Brenda

Brenda distributed a one page summary and spoke to “Opening the Heart Within the System”.

6. E.D. Report (as distributed)

Beth highlighted information about the web re-design, MAG funding levels for 2016-2017, the results of funding initiatives in December, Sheri’s registration for the COYO conference, and the e-newsletter. She advised of upcoming dates for municipal speaking engagements and the launch of the school program and asked Board members to consider attending.

7. **Program Coordinator’s** report not available. Murray expressed concern and asked the ED to ensure there was a report for the next meeting.

8. SSW Placement Student Report (as distributed)

Rina highlighted the work she has completed in the first 4 weeks of this semester and especially mentioned the benefits she gained from attending Board meetings and Finance Committee meetings. Regarding the workplace safety audit, it was recommended to her that she consider the purchase of a CO2 fire extinguisher, rather than another type.

9. MAG Training and Vulnerable Sector Checks

Bob is awaiting a fingerprint check and Beth needs to provide info for Margo for her VSC. Others are complete. Bob, Scott and Margo need to complete the MAG training on the jump drive. Beth will provide Margo with a MAC-compatible jump drive.

10. **Telephone Service** has been switched over to Cogeco from Bell (includes Wifi) with considerable savings going forward.

11. **Length of Terms** for Board Members

Murray described the current issue of 5 Board members' terms expiring in June 2018 due to resignations during our previous Board term. Bob and Margo offered to have their terms expire in June 2016 and stand for re-election at that time. Murray also advised that we will need a new Treasurer as of June 2017 as Betty Jo will have completed 2 terms. There needs to be a succession plan as this position requires a specific skill set. Also Murray will be leaving the Board in June 2018 so we will need to identify a new Chair at that time.

Board members terms will now end as follows:

- Margo June 2016
- Bob June 2016
- Brian June 2017
- Betty Jo June 2017 (finished 2 terms, not eligible for re-election)
- Murray June 2018 (finished 2 terms, not eligible for re-election)
- Brenda June 2018
- Scott June 2018

12. **Terms of Reference** for Committees

After an initial discussion, it was recognized that this item needs additional time. The Terms of Reference concept will be a discussion item on the February 16, 2016 agenda. Beth agreed to forward the Strategic Plan electronically so that Board members can review the proposed Terms of Reference documents relative to the Strategic Plan.

13. **Finance Committee** minutes from January 27, 2016 were reviewed by Betty Jo. Moved by Betty Jo, seconded by Bob to accept the minutes as distributed. Carried unanimously.

14. **Q3 Operating Report** was reviewed by Beth with explanations for the line variances. Beth also reported that she has completed a projection for the year-end financial standing, including allowance for deferred revenues for the larger grants and is comfortable we are on track. Moved by Margo, seconded by Brenda to approve the Q3 Operating Report. Carried unanimously.

15. **MAG Q-3 Financial Report** was submitted as at December 31, 2015 and signed by Murray and Betty Jo. Moved by Bob, seconded by Scott to approve the MAG Q-3 Report. Carried unanimously.

16. **Hiring Process** for the Community Animator is underway. The first round of interviews will take place on February 4 and 5, with a short list invited back for a 2nd interview in about 2 weeks' time.

17. **Office Christmas Hours** issue was briefly discussed. Items for consideration include impact on employees, the merits of having the office open at this time, and changes required to employment contracts. This issue was deferred to a Human Resources Committee made up of Murray, Betty Jo, Scott and Beth. They will report back to the February 16, 2016 meeting.

18. **Board Self-Evaluation Report** (as circulated)

Christine provided a brief overview of the report and felt comfortable that we are on the right track. Recent successful funding initiatives may impact the responses next year. She identified the diversity issue as one worthy of consideration. The Board Self-Evaluation is an annual project that should be given to the Governance Committee once that committee is in place.

19. **Board Representation on Committees**

Beth distributed a chart of the various committees with noted vacancies and asked Board members to consider which committees are of interest to them (maximum 2 for any one Board member). The balance of the committee positions will be filled by community volunteers in order to bring in external experience. This is also an excellent way to recruit potential future Board members and give them an opportunity to learn about our organization.

20. **Sustainability Plan** has not been completed and is deferred to a future Board meeting.

21. **Closing Round**

- Brian will send a link to Beth regarding a restorative course that runs from Feb 10 through to June.
- Bob reported that there was very minor damage to his licence plate when his truck was hit in the parking lot this evening.
- It was agreed by consensus that meetings could be extended to a 7:30 p.m. end time (rather than 7:00) if required in order not to rush discussions during the meeting.

22. **Adjournment** moved by Brian at 7:15 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 February 2, 2016.

Signature – Murray Long, Chair

Signature – Bob Chaplin, Secretary