

Lanark County Community Justice Program

Board of Directors Meeting

Tuesday March 8, 2016 at 5:30 p.m. at Algonquin College, Perth

MINUTES (AS AMENDED)

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

Regrets: Benda Reinkeluers, Tim Campbell (United Way rep)

Guests: Andrew Lynch (Community Animator), Jacqui Robertson (Caseworker, Homelessness Initiative)

1. Murray called the meeting to order at 5:30 p.m. with a quorum of 6 Directors present. Our guests were introduced as Board members arrived. During check-in, Murray acknowledged International Women's Day in a very eloquent manner.

2. Agenda was approved as circulated. Moved by Bob, seconded by Margo. Carried unanimously.

3. Minutes of the Board meeting of February 22, 2016 were approved with one amendment. It was noted in item 9 that Betty Jo attended the HR Committee meeting by phone only for the portion of the meeting dealing with the issue of Christmas hours. Moved by Margo, seconded by Bob to approve the minutes as amended. Carried unanimously.

4. Restorative Moment

Scott presented a short history of the progress of Restorative Justice in Canada, noting that it began in Elmira in 1974 with a victim/offender reconciliation program. PM Justin Trudeau referred to the use of restorative justice in his letter to the Attorney General. The UK started using Restorative Justice later than Canada, but has allocated a high level of funding to RJ practices (29 million pounds in 2010).

5. Jacqui Robertson Presentation

Jacqui is the caseworker hired by the collaboration working on the Lanark County Homelessness Prevention Initiative (CHPI) of which LCCJP is a partner. She provided an overview of the CHPI program and the progress being made, giving some examples. Jacqui reported that they have had 31 referrals since January 2016, have got 7 youth housed and 4 youth "trusteed". She noted that in Medicine Hat there is no homelessness, so this can surely be accomplished in Lanark County. The LCCJP Board members agreed that we will not use any of our portion of the grant proceeds for staffing, but will re-allocate any unused portion to one or more of the partners.

6. E.D. Report (as distributed)

Beth welcomed Andrew to the LCCJP team and summarized activities to date. First steps include setting up the office and laptop, reviewing the funders' files and developing an operational work plan. Beth referenced the launch of the school program and the link to the photo blog prepared by Roger and Liane Sands. Board members were requested to consider attending Lanark County Council on April 13th when we will be presenting about the new youth initiative. Funding assistance has been confirmed from Tay Valley Township and the Town of Smiths Falls. On behalf of Sheri who was on vacation, Beth reported there are 2 new cases currently underway. Also, the Youth Crown has recommended that low level domestic violence cases get referred to LCCJP.

Board members requested that in future, Beth move the Administration part of the ED report to the end of the report and also that activities reported are linked to the goals of the Strategic Plan.

7. SSW Placement Student Report

Rina's report was not available due to a sudden illness. Beth reported that Rina continues to perform well and is exceeding expectations.

NOTE: At this point in the agenda, it was agreed by consensus to re-arrange the agenda and move to the Finance items as one of the Board members needs to leave the meeting early.

8. Budget 2016-2017 (as circulated)

The Finance Committee met on March 2 to review the draft 2016-2017 budget with Beth. Betty Jo reported to the Board about the need for deferring revenue from some of our grants for the portions of the funds that will not be spent until the next fiscal year. Beth led the Board through a line-by-line review of the proposed budget with explanatory notes and answered questions. It was noted that 90% of the revenues in the 2016-2017 budget are already confirmed which puts us in a strong position.

In addition, it was requested that the Board consider offering a \$500 honorarium to Bonnie King who has been doing our bookkeeping on a voluntary basis since the summer of 2015. This is not to set a precedent for future years.

Moved by Betty Jo, seconded by Bob to approve the 2016-2017 budget as presented. Carried unanimously.

Scott Ferguson left the meeting at 6:45 p.m. There were still enough members present for quorum.

Moved by Betty Jo, seconded by Bob to pay an honorarium of \$500 to Bonnie King in thanks for her service as our bookkeeper. Carried unanimously.

9. Policy on Level of Reserves (as circulated)

The policy was reviewed and accepted in principle. Items # 1 and #2 of the policy were considered to be redundant. Item #3 was modified to change the words "net profit" to "surplus",

change “will be allocated” to “may be allocated” and to remove the final clause of that item. A new clause was added that said: *“The Board of Directors will annually review the status of the reserve fund”*.

Moved by Bob, seconded by Margo, to approve the Policy on Level of Reserves as amended. Carried unanimously.

NOTE: At this point, we moved back to pick up the items that were skipped over when the agenda was re-arranged.

10. Employment Contract – Time in Lieu Policy

Beth and Murray presented this policy with suggested revisions as circulated. In addition, the words “supervisor” and “employer” were amended to read “Executive Director”. Also, in the final paragraph, the word “average” was amended to read “contract”. Moved by Bob, seconded by Margo, that the Employment Contract-Time in Lieu Policy be accepted as amended. Carried unanimously.

11. Board Representation on Committees

Beth asked the Directors to consider on which committee they would prefer to serve. It is her goal to have these committees established before the AGM in June 2016. Most committees will only need to meet infrequently (example quarterly or semi-annually) and some on an as-needed basis. By having committees to vet discussion items or new policies prior to them coming forward to the Board meetings, it will streamline the Board meetings.

12. International Restorative Conference

Board members were asked who was interested in attending this conference (June 27-28) in Halifax. Brian indicated an interest. Beth will check in with Brenda who was absent from this meeting to see if she is interested as well. Early bird deadline for registration ends April 1st.

13. Annual General Meeting

Beth advised that the AGM will be held on June 6, 2016 at the Carleton Place Canoe Club. Plans are underway to contract with a caterer and there will be an emphasis on youth at this event. A potential speaker is being approached. More details to come.

14. Strategic Plan Discussion

Murray deferred this discussion. In future, Beth will include a tie-in to the Strategic Plan in her E.D. Reports.

15. Next Board Meeting Date is April 19, 2016.

16. Closing Round

Everyone felt a sense of accomplishment with this meeting. Several Directors expressed satisfaction with the budget presentation.

17. Adjournment – moved by Brian to adjourn at 7:30 p.m.

These minutes have been amended to include clause #5 above and are declared to be a true and accurate record of the Lanark County Community Justice Program Board of Directors meeting of March 8, 2016.

Signature – Murray Long, Chair

Signature – Bob Chaplin, Secretary