

APPROVED: February 22, 2020

**John Howard Society of Saskatchewan
Minutes – Board of Director's Meeting
September 28, 2019
The Travelodge Hotel, Ascot Room**

Attendees:		
Anna Robinson, Chair	Christine Boyczuk	Wanda Clare
Peter Braun	Michelle Caron	Ben Feist
Tammy Williams (R)	Tyler Gray	
JHSS Staff		
Shawn Fraser	Cindy Babcock	Echo Qin

ITEM	SPEAKER	NOTES	ACTION/MOTION
1. Call to Order and Opening Remarks	Anna Robinson	The meeting was called to order at 8:30 a.m. Did a round table.	Moved by B. Feist, seconded by M. Caron to call meeting to order.
2. Acknowledgement of First Nations People and Treaty Lands	Anna Robinson	Peter Braun read the acknowledgement of First Nations People and Treaty Lands.	
3. Conflict of Interest Declaration		No conflict of interest was declared by Board members.	
4. In-Camera Meeting		The Board decided to go in-camera at 8:32 a.m. prior to approval of agenda. The Board came out of the in-camera meeting at 9:36 a.m.	Motion: Moved by P. Braun, seconded by B. Feist to move in-camera. CARRIED Motion: Moved by Wanda, seconded by Michelle, at 936 to adjourn the in-camera meeting. CARRIED
5. Approval of Agenda – September 28, 2019	Anna Robinson	The agenda was approved as presented.	Motion: Moved by P. Braun, seconded by M. Caron to approve the Board Agenda of September 28, 2019 with amendments. CARRIED

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<p>6. Approval of Minutes – June 22, 2019</p>	<p>Anna Robinson</p>	<p>The minutes of June 22, 2019 were approved as presented.</p>	<p>Motion: Moved by M. Caron, seconded by C. Boyczuk to approve the minutes of June 22, 2019 as presented. CARRIED</p>
<p>7. Business Arising ending June 22, 2019</p>	<p>Anna Robinson</p>	<p>Please see list.</p>	
<p>8. CEO Update</p>	<p>S. Fraser</p>	<p>Shawn provided an update to members of the Board. He provided updates on:</p> <ul style="list-style-type: none"> - Provincial staff leaving and new staff coming onboard - Weekly staff meetings - Strategic planning meeting - Contract negotiations - Cedar House - Bert's Place - ARC program - National Restorative Justice Week <p>Complaints Report – Shawn advised he had nothing to report on concerning complaints.</p> <p>Ends Reporting – Shawn reported he has not yet framed Ends Reporting in a context but strategic plan will assist with this.</p> <p>An item added to the agenda was information concerning the mortgage for Basswood. It has been on a one-year term and it is up for renewal. Shawn provided a handout to the board and reported a decision on this item was required at this meeting. Anna Robinson asked what the dollar value is needed to pay staff salaries for 3 months if government funding was cut. Echo reported approximately \$1M would be required. Shawn reported this dollar value should be figured out going forward. His suggestion for the mortgage is to pay the full \$65,000 for now. Shawn advised they were going with the lowest interest rate.</p>	<p>Motion: Moved C. Boyczuk, seconded by T. Gray to pay the mortgage on Basswood in the</p>

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		<p>Motion was made by C. Boyczuk to allocate \$65,000 to allocated funds from unrestricted reserves. This motion made with the request that it does not reduce our reserves below the acceptable level.</p> <p>Anna advised JHSS does not have a policy in place for our unrestricted reserves. Need to develop a policy with specification that JHSS maintains a 3-month reserve to cover off operating reserves should government funding be removed.</p> <p>Discuss developing Unrestricted Reserve policy at next Audit and Finance Committee meeting. Anna to advise Tammy.</p>	<p>amount of \$65,000 and ensure this does not reduce our reserves below our acceptable level. CARRIED</p> <p>Action: Place on A & F agenda discussion on Unrestricted Reserve Policy. Advise Chair, Tammy Williams. – Anna to advise Tammy (see notes below).</p> <p>Policy to be developed on unrestricted reserves specifying JHSS maintains a 3-month reserve to ensure operations exists should government funding be removed once discussed at A & F meeting.</p>
<p>9. If Not Us, Then Who?</p> <p>Break</p>	S. Fraser		
<p>10. Financial Report</p>	E. Qin	<p>Financial Update as of June 30, 2019 (Q1) – E. Qin presented the first quarter ending June 30 of operating results. She reported JHSS was in a good financial position operational wise. First quarter revenues are higher than expected due to timing of payments from government are different than our annual budget. Echo reported salaries and wages were a bit over budget. Main reason is largely due to external contractor on staff for invoicing and Director of Finance contractor. There has also been some overtime incurred due to scheduling issues. Expenses for AGM were higher than last year but largely due to expenses incurred due to new venue, catering and the printing of annual report A motion was put forward to accept the financial update.</p> <p>Financial Update – July – Echo reported expenses and overtime has slowed down. Most of the overtime has been at Bert’s place and due to scheduling challenge. Shawn reported Saskatoon office is looking at scheduling software to overcome this. Without July overtime, JHSS is sitting with over \$300,000 surplus.</p>	<p>Motion: Moved by B. Feist, seconded by T. Gray to accept the financial results ending June 30 2019. CARRIED</p>

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		<p>CEO Expenses – CEO expenses are embedded across programs. This report is just presented to the Board to ensure there is no unreasonable expenses incurred. Echo reported she reviews expenses of CEO. It was agreed that Board Chair should be signing off of CEO expenses. Once expenses are signed off, a report goes to the Audit & Finance Committee for final review and approval with expense been presented to the Board of Directors.</p> <p>Motion made to approve CEO expenses.</p>	<p>Motion: Moved by B. Feist, seconded by W. Clare to approve CEO expenses.</p> <p>CARRIED</p>
<p>11. Governance Committee Report</p>	<p>C. Boyczuk</p>	<p>Update from Chair – Emerging Issues in agenda was moved up to Governance Committee Report.</p> <p>At the September 3 Governance Committee meeting, policy review was discussed. The Corrections and Policy meeting was also discussed with a potential for a meeting to be setup up with Mark McFadden. New E.A. will review calendars and setup a meeting for October once briefing has been reviewed and agreed upon. appointment for October. Discussion will focus on the Auditor’s Report of 2018. Attendees to this meeting will be Anna, Christine, Shawn, and Ben. Draft agenda for this meeting will be discussed at the October Governance Committee. Agenda to be determined before new E.A. makes appointment.</p> <p>October 7 meeting will be around review of policies, meeting with Ministry and reviewing the policy on the CEO Succession plan. Shawn Is to recommend a position in the organization who will the potential succession.</p>	<p>Motion: Moved by C. Boyczuk, seconded by A. Robinson to accepted the minutes of June 3 governance committee.</p> <p>Action: Recommend position that will be placed in the CEO Succession policy to replace CEO when necessary. Recommend a position and not a name. Bring forward to the next Board meeting – S. Fraser</p>
<p>12. Presentation – CAR Report</p>	<p>L. Ahenakew</p>	<p>Community Alternatives to Remand Program in Prince Albert – Lori Ahenakew presented on the CAR program in Prince Albert. She provided a brief bio of herself. Referrals first started on August 27. She explained the process. Lori provides support in every way possible. She sometimes provides temporary housing at her home. Currently has 8 active files. So</p>	

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		far 199 referrals have been made. She attends the HUB meetings every Tuesday. Lori advised she often is on call 24\7. Board members raised concerns on the number of hours Lori works and not having a life outside of work. Members asked Lori what she would need. A second Assistant Program coordinator might be required.	
<p>13. Funds Development Committee Report</p> <p>Lunch</p>	Anna Robinson	<p>Update from Chair – Anna discussed policies that were completed and are in line with the Imagine Canada process. Board discussed next steps for funds development. Based on our conversation at yesterday's committee meetings, Funds Development will focus more on outreach and awareness, and also ensure that processes for receipting, etc. are completed.</p> <p>May 17,2019 Minutes acceptance and approval – Motion made to accept May 17 minutes. Anna moved to approve minutes, seconded by Michelle.</p> <p>Fundraising policies – The following fundraising polices were reviewed and approved.</p> <ul style="list-style-type: none"> - BGF-1 Fundraising Policy - BGF-2 Donor Bill of Rights Policy - BGF-3 Donor Recognition Policy - BGF-4 Gift Acceptance Policy <p>Next steps for Funds Development Committee – discussed above.</p> <p>Capital Campaign Ideas –shifting focus to community outreach .</p>	<p>Motion: Moved by A. Robinson, seconded by M. Caron to approve the Funds Development Committee minutes of May 17 2019. CARRIED</p> <p>Motions: Moved by C. Boycuzk, seconded by B. Feist to accept BFG – 1 as presented. CARRIED.</p> <p>Moved by M. Caron, seconded by B. Feist to accept BGF-2 as presented. CARRIED.</p> <p>Moved by T. Gray, seconded by C. Boyczuk to accept BGF-3 as presented CARRIED.</p> <p>Moved by P. Braun, seconded by B. Feist to accept BGF-4 as presented. CARRIED.</p>
14. Audit & Finance Committee Report		<p>Update from the Chair – Peter Braun provided an update to the last meeting.</p> <p>Audit report reviewed with Auditor and Committee. Some questions were addressed. Financial report and appointment of Auditor for 2020 approved.</p> <p>Audit & Finance Committee Minutes June 14, 2019 – were approved as presented.</p>	<p>Motion: The Audit & Finance Committee Report was moved for approval by P. Braun, seconded by T. Gray. CARRIED</p>

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<p>15. New Business</p>	<p>Anna Robinson</p>	<p>Approval of Mission – (Board agreed with mission but did not formally approve)</p> <p>Review and Approval of Vision Statement – Anna handed out new doc. Anna read out new statement and asked for feedback and thoughts on this. Board was good with the new vision statement presented. The statement is as follows: “Communities are served through measures that prevent crime, repair harm, focus on rehabilitation and ensure social inclusion.”</p> <p>Strategic Priorities and strategic planning process – Christine and Shawn discussed the strategic planning process to date. At the April board meeting a session was held for members of the Board. The same activity was completed with members of staff in the spring. The Board choose approximately 6 priorities. The following priorities are: capital strategy, risk management, indigenous person’s engagement strategy, organizational review and collective agreement. Also included is a communication plan and institutional and post institutional programing. Shawn referred to the Strategic plan handout.</p> <p>Christine Boyczuk left the meeting at 1:21 p.m.</p> <p>Board Chair asked CEO to pull together a briefing document concerning a part-time position in Prince Albert to help support Lori Ahenakew. To be presented to members of the Board well before the February Board meeting.</p> <p>P. Braun advised that he would be in Prince Albert and would check on the existing contract and see if there was any possibility to add resources. Proposal to come from Shawn in the next month and half (early</p>	<p>Motion: Moved by M. Caron, seconded by P. Braun to approve the Mission Statement for JHSS. CARRIED.</p> <p>Motion: Moved by A. Robinson, seconded by C. Boyczuk to approve the new Vision statement as presented at the Board meeting. CARRIED</p> <p>Action: Revise Mission\Vision document and communicate to all staff – Shawn\Dot</p> <p>Action: Prepare briefing for Board concerning a part-time position in Prince Albert to assist Lori Ahenakew. Present to Board of Directors in early to mid-November – S. Fraser</p> <p>Action: Check on existing contract and see if any</p>
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		<p>November). Echo to prepare some options. Echo to come up with some more options.</p> <p>Motion put forward to approve Strategic priorities as presented.</p> <p>Report on Executive Limitations Compliance – Shawn reported that everything is in order.</p> <p>Appointment of Committees and Chairs – Appointment of Committees of the Board to be updated. Wanda Clare agreed to be Chair of Human Resources Committee. T. Gray agreed to be placed on the Funds Development Committee and also the Audit & Finance Committee.</p>	<p>possibility of adding resources – P. Braun</p> <p>Action: Provide options around potential hiring and dollars. – E. Qin</p> <p>Motion: Moved by T. Gray, seconded by B. Feist to approve Strategic Priorities as presented in document. CARRIED.</p> <p>Action: Update Committee Lists - add W. Clare as Chair for HR Committee and T. Gray as committee member for Funds Development Committee and Audit & Finance Committee – D. Lansdowne.</p> <p>Motion: Moved by M. Caron, seconded by B. Feist to approve Appointment of Committees with amendments. CARRIED.</p>
16. Emerging Issues (standing item)	Anna Robinson	<p>Update on Meeting with Ministry (briefing note, etc.) Refer to earlier notes under Governance Committee. M. Caron may attend meeting is available.</p> <p>Plug for Re-integration program – Peter Braun requested information on the reintegration program. Shawn to connect with Amanda and Tanna. Provide number of days on supervision on CAR program, others Stats that will be useful when presenting to Policing and Corrections Executive Director.</p>	<p>Action: Provide information to P. Braun that will be helpful and useful for meeting with Policing and Corrections. Speak to Amanda and Tanna – S. Fraser</p>
17. Upcoming Board Meeting		<p>The next Board meeting is scheduled in February, 2020 via conference call. Anna suggested that the Board keep in contact by email. She asked that the Prince Albert position be shared with members of the Board in the in the next month. Once received the Board could communicate by email or have a conference call.</p>	
18. Adjournment		<p>The Board of Directors meeting adjourned at 1:58 p.m.</p>	<p>Motion: Moved by T. Gray to adjourn the Board meeting.</p>