

**APPROVED - February 9, 2019**

**John Howard Society of Saskatchewan  
Minutes– Board of Director’s Meeting  
October 18, 2018  
The Bessborough Hotel, Meewasin Room, Saskatoon**

<b>Attendees:</b>		
Christine Boyczuk, Chair	Gordon Braun	Peter Braun
Pauline Busch (regrets)	Benedict Feist	Robert Kowalchuk (regrets)
Michelle Caron	Wanda Clare (regrets)	Anna Robinson
		Tammy Williams (regrets)
<b>JHSS Staff</b>		
Jaime Boldt (regrets)	Cindy Babcock	Roger Bucsis

ITEM	SPEAKER	NOTES	ACTION/MOTION
<b>1. Call to Order and Opening Remarks</b>	C. Boyczuk	The meeting was called to order at 1:34 p.m. Christine welcomed Board members to the meeting.	
<b>2. Acknowledgement of First Nations People and Treaty Lands</b>		Christine read the acknowledgement.	
<b>3. Approval of Agenda</b>	C. Boyczuk	The agenda was approved with the addition.  One item was added to the Board Agenda for information. A response letter to MWC Chartered Accountants LLP was provided to Board members concerning the Constructive Services Letter dated May 29, 2018.	<b>Motion:</b> Moved by G. Braun, seconded by A. Robinson to approve the Board agenda with addition.  <b>CARRIED</b>
<b>4. Approval of Minutes – September 28, 2018</b>	C. Boyczuk	The minutes of September 29, 2018 were approved as presented.	<b>Motion:</b> Moved by M. Caron, seconded by P. Braun to approve the September 28, 2018 minutes as presented.  <b>CARRIED</b>
<b>5. Business Arising ending September 29, 2018</b>	C. Boyczuk	C. Babcock reviewed the outstanding actions items with Board members. Please refer to updated business arising.  Christine had mentioned she had initially proposed a	

**APPROVED - February 9, 2019**

ITEM	SPEAKER	NOTES	ACTION/MOTION
		meeting with the Hub at this Board meeting, but it was not possible due to timing. Anna reached out to her provincial contact to discuss involvement of non-profits at hub tables.	
6. Consent agenda	C. Boyczuk	The Committee minutes of Funds Development dated August 16, 2018 were approved as presented.	<b>Motion:</b> Moved by B. Feist, seconded by M. Caron to approve the consent agenda as presented. <b>CARRIED</b>
7. CEO Ends Reporting		No report – CEO at ED meeting for JH Canada – recent reported provided on Sept. 29	
8. If Not Us, Then Who?	J. Boldt	No report – same as above.	
<b>Lunch – Break</b>			
9. Financial Update	R. Bucsis	<p><b>Financial Update as of Sept. 30, 2018</b> – R. Bucsis reported the financial statement summary was presented and reviewed by Audit and Finance Committee. Roger presented the financial statement summary to the Board.</p> <p><b>Health Care Benefit Plus</b> – Roger reported there was currently a \$15,000 surplus in the employee fund for benefits. This surplus is currently with the benefit company – Youngtenstar. He advised he would like to setup a RBC Benefits Surplus account. If we ever have a shortfall or need additional monies we can draw from this account. This is an opportunity to make some interest income for JHSS rather than the benefit company. These monies will be set aside and will be reported in our financial statements. Last year these dollars were excluded out of the financial statements since they were held by the benefit organization.</p> <p>Pension credits – Roger discussed pension credits which were not part of the Board agenda. He reported if someone leaves within two years, the employer’s portion would not be paid to the employee. The employee only receives back their portion if prior to two years of service.</p> <p><b>Retention Payment for CEO</b> – R. Bucsis discussed the CEO retention bonus (handout provided). Also added to the agenda was discussion on Long Service Awards. Added to agenda – long service award to pay \$250 for 5</p>	<p><b>Motion:</b> Moved by G. Braun, seconded by P. Braun, to approve the Financial Statement Summary <b>CARRIED</b></p> <p><b>Motion:</b> Moved by G. Braun, seconded by B. Feist to bring funds back onto the JHSS financial books, as opposed to carry surplus from benefits with outside health care provider. <b>CARRIED</b></p> <p><b>Motion:</b> Moved by A. Robinson, seconded by G. Braun to approved retention payment for CEO. <b>CARRIED</b></p>

**APPROVED - February 9, 2019**

ITEM	SPEAKER	NOTES	ACTION/MOTION
		<p>years of service, \$500 for 10 years and \$750 for 15+ years. Policy is to be further developed.</p> <p><b>Constructive Services Letter</b> – Roger reported the Auditor had requested a response to the concerns brought forward in their report. This was to be brought forward to the Board and reflected in the minutes. Roger advised that staff who received money as a gift (long service or retention payment) greater than \$500, would show this as a taxable benefit on their T4.</p> <p>G. Braun asked for an update concerning Concur software. Roger reported Concur was put on hold due to some pushback, resource and technology issues. Concur may be reinstated or another recommendation may come forward after due diligence has been done.</p>	<p><b>Action:</b> Long Service Awards Policy to be further developed – J. Boldt/ HR</p> <p><b>Motion:</b> Moved by G. Braun, seconded by P. Braun to approve the Constructive Services Letter Provided to MWC Chartered Accountants. <b>CARRIED</b></p>
<p><b>10. Governance Committee Report</b></p>	<p>C. Boyczuk</p>	<p>Christine reported the Governance Committee agreed the 1<sup>st</sup> Monday of the month at noon for one hour would be when the meetings are held. All items on the work plan will be completed including Board evaluation, Imagine Canada standards, etc. These items will need to be completed before applying to IC for accreditation.</p>	<p><b>Motion:</b> Moved by C. Boyczuk, seconded by P, Braun to approve the Governance Committee Report as presented. <b>CARRIED</b></p>
<p><b>11. Audit &amp; Finance Committee Report</b></p>	<p>G. Braun</p>	<p><b>Update from the Chair</b> – G. Braun advised meeting dates for the Audit &amp; Finance Committee are tied to the Board meetings. There are no regular monthly meetings held.</p> <p><b>CEO Expense Report</b> – G. Braun reported the A &amp; F Committee had reviewed and approved the CEO Expenses. The report is not included in the Board package. The expenses for mileage are increasing based on the travel that the CEO is doing to Saskatoon.</p> <p>Christine reported Roger/Jaime would be looking at some options for a car for Jaime. Christine reported the CEO expenses should be coming to the Board of Director's meeting and she would review this under the Imagine Canada standards. Jaime would review and approve the Director, Finance expenses.</p>	<p><b>Motion:</b> Moved by G. Braun, A. Robinson to approve the Audit &amp; Finance Committee Report as presented. <b>CARRIED</b></p> <p><b>Action:</b> Confirm Imagine Canada requires review and approval of CEO expenses – C. Boyczuk</p>

**APPROVED - February 9, 2019**

ITEM	SPEAKER	NOTES	ACTION/MOTION
<p><b>12. Funds Development Committee Report</b></p>	<p>A. Robinson</p>	<p>Anna Robinson thanked Cindy and Jaime for their work on the JH Canada conference. She reported slight changes were made to the terms of reference relating to promotional pieces. The Committee will focus on new initiatives at their next meeting in November. Meetings will continue to be held the 3<sup>rd</sup> Friday of the month at noon. Anna asked Cindy to provide an update to the JHSS reception this evening and the press release. G. Braun suggested that we contact the local paper for coverage this evening since the press release did not spark any interest in the event.</p>	<p><b>Motion:</b> Moved by A. Robinson, seconded by B. Feist to approve the Funds Development Committee Report. <b>CARRIED.</b></p>
<p><b>13. New Business</b></p>	<p>J. Boldt</p>	<p><b>Final Affiliation Agreement</b> – G. Braun spoke to this item. Further work with the JH Canada Board needs to be completed. The JHSS Board would not approve this affiliation agreement until JH Canada has reviewed this further.</p> <p><b>Approval of 2019 Board Meeting Dates</b> – The Board agreed with the dates presented. Roger reported he would try to have the reports completed by the April 16 Audit &amp; Finance Committee meeting as well as the Board meeting in April. Cindy will send meeting request to members of the Board.</p> <p><b>Emerging Issues – How JHSS reflects on values of a restorative approach versus an incarceration approach</b></p> <ul style="list-style-type: none"> <li>- Christine spoke to the above and advised she did not have the ability to evaluate</li> <li>- The document provided is from Wikipedia</li> <li>- The document speaks of some alternatives which are very interesting transformative and restorative approaches</li> <li>- It is important how we state our philosophy and our point of view</li> <li>- A. Robinson suggested the Board hold off on this in order to research further</li> <li>- Anna suggested looking at Restorative Justice and our funders</li> <li>- Do we have an elevator pitch that outlines in a short</li> </ul>	<p><b>Action:</b> Send Board meeting dates as meeting requests to Board members – C. Babcock</p>

**APPROVED - February 9, 2019**

ITEM	SPEAKER	NOTES	ACTION/MOTION
		<p>statement who JHSS is, what we do, and what restorative justice is?</p> <ul style="list-style-type: none"> <li>- Is this a policy initiative or a conversation that we have with someone – is it meeting with the Hubs in Saskatoon or do we prepare some type of a document?</li> <li>- Board asked that Cindy provide the agenda for the National Restorative Justice Week Symposium on November 18 to November 20.</li> <li>- Board members discussed at length and wondered whether there was any opportunity to develop a paper to present at the RJW symposium.</li> <li>- Group agreed to work on a short position paper discussing restorative justice – A. Robinson and P. Braun will develop a paper</li> <li>- P. Braun indicated a strong representation at this conference would be important and would provide an opportunity to meet people</li> <li>- Christine indicated by attending the conference would advance our knowledge</li> <li>- Christine suggested this could be part of the Board's professional development by attending the conference.</li> <li>- Christine asked Board members who might be interested in attending the RJW National Symposium</li> <li>- An agenda will be sent to all members of the Board and Board members are to let Cindy know if they are interested in attending. Peter and Christine indicated they were interested in attending.</li> </ul> <p><b>Reflecting Strategic Priorities</b></p> <p>C. Boyczuk reported that one thing we were going to do today was meet with members of the Hub in Saskatoon. She advised there was too much on our plate with the JHSS event this evening. Christine reported some priorities have been set such as aligning our Board processes and key administrative areas. G. Braun advised the organization is stabilizing in a lot of ways and do we need to start further articulating what we are working towards and the opportunity to become more effective, just</p>	<p><b>Action:</b> Develop an elevator pitch/short position paper discussing restorative justice – A. Robinson &amp; P. Braun</p>

**APPROVED - February 9, 2019**

ITEM	SPEAKER	NOTES	ACTION/MOTION
		<p>and humane. Christine advised we are developing more collaborative partnerships – Jaime is working on this</p> <ul style="list-style-type: none"> <li>- Advocacy is being promoted through the video and our 60<sup>th</sup> anniversary celebrations and the JHSS reception and RJW National symposium.</li> <li>- Service Delivery – Fine Option program</li> <li>- Christine discussed the updated list of priorities</li> <li>- She reported we are struggling with outcomes</li> <li>- Human Resources – a look at the organization and review of entire structure will be completed once a permanent CEO is appointed.</li> <li>- Sustainability – Cedar House – documents are with lawyer for purchase of house and motion have been provided to bank for mortgage</li> <li>- Christine reported JHSS needs to promote more cultural competency</li> <li>- Group discussed Fine Option coming up next April, letter going to police related to carding and a policy on our position concerning truth and reconciliation.</li> <li>- An additional item suggested for the Board discussion was to develop a Treaty Land Statement.</li> </ul> <p>A Letter is to be send to Mary Lou at JH Canada to advise that G. Braun is first delegate and Christine will be second delegate to JH Canada Board. Traditional practice at JHSS was President and Past President are appointees to JH Canada.</p>	<p><b>Action:</b> Board to discuss Treaty Land Statement – C. Boyczuk</p> <p><b>Action:</b> Send letter to Mary Lou advising who JHSS delegates are to the JH Canada Board – C. Babcock</p>
<b>14. In-Camera Meeting</b>	C. Boyczuk	<p><b>Approval of in-camera minutes for September 29, 2018</b> – Board went in-camera to discuss.</p> <p>The JHSS Board members went in-camera at 3:26 p.m. and adjourned from the in-Camera meeting at 3:35 p.m.</p>	
<b>15. Upcoming Board Meetings</b>	C. Boyczuk	The upcoming Board meeting will be held on Saturday, February 9, 2019. This meeting will be a teleconference.	
<b>16. Adjournment</b>	Boyczuk	The Board meeting adjourned at 3:45 p.m.	<b>Motion:</b> Moved by P. Braun to adjourn the meeting.