

**APPROVED – June 23, 2018**

**John Howard Society of Saskatchewan  
Minutes– Board Retreat  
Travelodge Hotel – Ascot Room  
Saturday, April 28, 2018  
8:30 – 3:00 p.m.**

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

ITEM	SPEAKER	NOTES	ACTION/MOTION
<b>1. Call to Order and Opening Remarks</b>	C. Boyczuk	<p>The meeting was called to order at 9:00 a.m.</p> <p>Christine welcome the members to the meeting. She reported that Board members had agreed that the meeting for June 23, 2018 would be held at the Travelodge and not at the Regina office. Christine asked members of the Board if they would like to host Board meetings or Board activities outside of Regina. Board members discussed these items during lunch and the following dates were suggested.</p> <ul style="list-style-type: none"> <li>- September, 2018 – Have Board meeting in Moose Jaw and include curling event. Christine to find out if curling club would be available.</li> <li>- An October, 2018 Board meeting would be held in Saskatoon at the JH National Conference.</li> </ul> <p>Christine reviewed the Board meeting schedule that was approved earlier this year. All dates were good with the Board.</p>	<p><b>Action:</b> Book Ascot Room at Travelodge for June 23 meeting – C. Babcock</p> <p><b>Action:</b> Confirm Board meetings for Sept and October with Board members – Discuss at June 23 Board meeting – C Boyczuk</p> <p><b>Action:</b> Check availability of curling club in Moose Jaw – Christine/Cindy</p>
<b>2. Acknowledgement of First</b>		Gordon Braun read the acknowledgment of First Nations	

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Nations People and Treaty Lands		People and Treaty Lands.	
3. Approval of Agenda	C. Boyczuk	The agenda was approved as presented	Moved by G. Braun to accept the agenda as presented.  <b>CARRIED</b>
4. Review of JHSS Bylaws	C. Boyczuk	<p>Board members broke into groups of two and reviewed specific areas of the bylaws. Christine reported minor changes were made to the bylaws in 2017. She reviewed the Statement of the Objectives. Members discussed Article 4 – Membership. The following comments were made:</p> <ul style="list-style-type: none"> <li>- When Christine joined the Board a fee of \$10.00 was paid to join JHSS as a member (item 4.3)</li> <li>- She asked members if this item should remain in the bylaws. Anyone that pays the \$10 fee gets a vote.</li> <li>- Treasurer is Gordon Braun</li> <li>- If Stakeholders are interested in a membership, they would pay the \$10 and get a vote</li> <li>- Board agreed that individuals must be a member first before they can become a Director</li> <li>- Board agreed to a yearly fee of \$10 would be collected from each Board member</li> <li>- A record of paid members will be kept by R. Bucsis</li> <li>- Group discussed whether a membership drive was required after the AGM – no further discussion</li> <li>- Current members paid: Christine, Peter, Gordon, and Roger</li> <li>- Members discussed Committees portion of the bylaws</li> <li>- Currently do not have an Executive Committee but could require this Committee if JHSS was doing bargaining for the collective agreement</li> <li>- The terms of reference for the HR Committee clarifies what the scope of work is and deals with the CEO and is not operational</li> <li>- No changes were made to the Bylaws, Article 7 – Committees</li> <li>- A motion was put forward to approve the Committees for 2018 – 2019</li> </ul>	<p><b>Action:</b> Keep a record of paid memberships and provide list to Board Chair and E.A. – R. Bucsis</p> <p><b>Action:</b> Place Board membership on June 23 Board meeting agenda and collect outstanding memberships – C. Babcock and R. Bucsis</p> <p><b>Motion:</b> Moved by G. Braun, seconded by P. Braun that the annual membership fee of \$10, and the process in Article 4, Item 4.03. will remain in the Bylaws as is.</p> <p><b>Action:</b> The senior leadership team will also have voting rights and will be required to pay this membership fee.</p> <p><b>Motion:</b> Moved by C. Boyczuk, seconded by P. Braun the following Committees will be in place for the 2018 – 2019 year – Executive Committee, HR Committee, Audit &amp; Finance Committee, Governance Committee and Funds Development Committee. <b>CARRIED</b></p>

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		<p>A slate of Officers and Committees will be reviewed by the Governance Committee at their May 7 meeting and brought to the Board of Directors meeting on June 23 for approval.</p> <p>Board members discussed item 6.03 – there is no provision in the Bylaws if someone has to be extended. Ben suggested such an extension could be taken to the AGM for approval.</p> <p>The Board agreed to add to the Bylaws - 6.03.1 that would reflect the ability to extend a Board members term beyond the terms of the agreement upon approval at the AGM - a 3 year term may be extended as deemed necessary by the Board.</p> <p>Bylaw amendment will be required. Amend bylaws and motion will be required for AGM approval at the June 22 meeting.</p>	<p><b>Action:</b> Present slate of Officers and Committees to the Governance Committee of May 7. Once reviewed the Officers and Committees will be brought to the Board of Directors meeting of June 23 for their approval – C. Babcock</p> <p><b>Motion:</b> Moved by B. Feist, seconded by P. Braun that should a Director be required beyond the current terms of two consecutive terms of three years, <b>a third term of three years</b> may be extended as deemed necessary by the board of Directors.</p> <p><b>Is the Third Term – 3 years or 2 years? Notes from Board members was 3 year term.</b></p>
<p><b>5. Strategic Plan – Goals for Next Year</b></p>	<p>C. Boyczuk</p>	<p>The Mission, Vision, Values statement and strategic framework document was handed out to the group. Christine reported these documents were required as part of the membership of Imagine Canada. Christine reported one of Imagine Canada’s requirements was to annually review the mission, vision, values and ends statement. Board members reviewed the Mission, Vision, Values and Ends statement. The last ends statement not identified on the sheet is Governance. Minor changes were made to the Ends Statements. Item #3 – Marketing changed to Promotion and Item #4 – the words “efficient and cost” were added to this statement.</p> <p>Board members discussed the strategic framework and provided the following comments:</p>	

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		<p><b>Collaborative Partnerships</b></p> <ul style="list-style-type: none"> <li>- Institutions we collaborate with: Springboard Program, Federal Justice Fund (received a 3 year grant), JHSS is invited to the National Restorative Justice table.</li> <li>- <b>Strategic Partnerships</b> – for upcoming year – institutions, re-establishing meetings with United Way in Regina and Saskatoon. City of Saskatoon and Prince Albert</li> <li>- Look at connecting with South Saskatchewan Community Foundation – G. Braun is a board member</li> <li>- As a Board, members thought they would like to move forward in partnerships with institutions</li> <li>- Canadian Border Services – Jaime is participating in training. Board suggested that JHSS do an exploration but no immediate partnership. Need to do due diligence. Jaime reported the Canadian Border Services was led thru JH Canada</li> <li>- Partnerships with Policing and Corrections (advocacy and client centered approach)</li> <li>- Partnership with City Police – getting into court and police cells</li> <li>- <b>Education/Advocacy</b> – inmates rights and corrections policy issues, vulnerable populations in general (i.e. housing supplement will be removed starting July 1)</li> <li>- Group discussed policies/issues that may affect the public and concern us as an organization.</li> <li>- Jaime reported that JHSS needs to be careful when speaking on issues that are not items that JHSS advocates for.</li> <li>- Christine suggested JHSS partner with organizations that think alike – suggestions mentioned were E Fry, FSIN, Saskatoon Tribal Council, etc.</li> <li>- Christine reported this discussion was very timely as Strategic framework and CEO responsibilities policy was discussed at the HR Committee and this policy would be discussed at an upcoming Governance Committee, and then going to the Board for approval.</li> <li>- Christine summarized the following: Our priority for partnerships for next year is institutions, funders and</li> </ul>	

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		<p>First Nations (United Way, City of Saskatoon, South Sask. Foundation, etc.)</p> <ul style="list-style-type: none"> <li>- <b>Education and Advocacy</b> – JHSS to become a leading voice on issues that concern JHSS. This will provide some direction at a Board and at board meetings.</li> <li>- <b>Governance</b> - Resolving the current situation with CEO is absolutely critical for JHSS</li> <li>- Second critical item is Cedar House which is important and needs to be resolved as soon as possible</li> <li>- Restructuring/org. chart will be addressed once CEO items have been sorted out.</li> <li>- <b>Service Delivery</b> – this is around Fine Option Program – this could also be another key priority if we are the successful candidate for the fine option proposal</li> <li>- <b>Service Delivery</b> – like to see measurement outcomes /stats from service delivery. What are the stats/facts, success rates, for clients that have come out of our programs? Peter Braun suggested a partnership with people in ministry who have the expertise and are willing to work with JHSS. <b>Approach ministries to partner/work with JHSS to track outcomes</b></li> <li>- <b>Service Delivery</b> – meeting with Correctional Services and getting into institutions is a priority</li> <li>- <b>Promotions</b> – new communication groups or hot topics we may wish to comment on? – having a voice for our vulnerable populations</li> <li>- Jaime reported E. Fry does a lot of positional papers and JHSS has been asked to partner with E. Fry on these papers</li> <li>- <b>Governance</b> – Target stakeholder groups and invite them to AGM</li> <li>- <b>Governance</b> – Christine reviewed cultural competency piece – a general policy statement put forward by the Board that would be released to media, etc. She reported YMCA had recently completed this exercise. It is a general statement that Boards use to generate awareness about their organization. Christine reported she will be drafting a</li> </ul>	<p><b>Action:</b> Contact Ministry on potential partnership concerning tracking outcomes/measurements for programs – J. Boldt</p>

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		<p>statement that fits with our organization and putting this forward at the June Board meeting.</p> <ul style="list-style-type: none"> <li>- This is a policy statement that can generate a lot of media attention. We need to be educated and understand what is going on.</li> <li>- Board should think about targeting some of our stakeholder groups and invite them to AGM</li> <li>- Christine reported these strategic priorities would be finalized in June</li> </ul>	
6. Break	C. Boyczuk		
7. Resume Strategic Planning		Session completed earlier.	
8. Board & Committee Work Plan and Calendar	J. Boldt	<p>Christine asked the Board to review the Board &amp; Committee work plan that was presented. These are items that are required to be completed on an annual basis.</p> <p>Document was reviewed and changes provided. Cindy to amend and send out to Board.</p>	<p><b>Action:</b> Amend document and resend to Board – C. Babcock</p>
9. New Business	C. Boyczuk	Board Evaluation – Board Chair discussed the two evaluations handed out. She asked Board members to review and complete the document as this time. Results will be pulled together and discussed at the Governance Committee meeting of May 7. Jaime Boldt and Roger Bucsis were asked to complete the evaluation.	<p><b>Action:</b> Tabulate results from Board surveys for May 7 Governance Committee meeting – C. Babcock</p>
10. Lunch	C. Boyczuk		
11.0 In-Camera Session with Board	A. Robinson	<p>The Board Chair reported an In-Camera session was held at the Board meeting Friday evening. Once item not completed was the approval of the In-Camera meeting minutes of January 20, 2018. A motion was put forward to approve the minutes with one amendment - page 3, bullet 1, remove “more than” from sentence.</p> <p>The Board Chair read out the letter from Ms. Barber concerning G. Fleet. The Board discussed this item at length. A meeting will be requested with Ms. Barber.</p>	<p><b>Motion:</b> Moved by B. Feist, seconded by C. Boyczuk to approve the In-Camera Meeting minutes of January 20, 2018 with requested amendment. CARRIED.</p>
Adjournment		The JHSS Board of Directors Retreat adjourned at 11:58 a.m.	Moved by B. Feist to adjourn the meeting.