

4. Review/Acceptance of Minutes of Previous Meeting

4.1 May 5, 2018

Clarification that under 6.2, we will be reviewing the Vision, Mission & Values for the organization at a future meeting.

MOTION #3

TO approve the Board meeting minutes of May 5, 2018, as amended.

MOVED BY: Manon White

SECONDED BY: Andrea O’Nabigon

CARRIED.

5. Reports

5.1 Statistical Report for the period ended June 30, 2018

Sally gave an oral report. She explained that we are still not able to access reports that make sense; however, she doesn’t have any concerns with respect to the work that the clinic is doing. There is a cap on intake right now – maximum of eight (8) each intake day (Monday, Wednesday, Friday). The numbers seem comparable to what we’ve been doing. Sally will try to have a printed report for the next Board meeting

5.2 Coordinator of Legal Services Report

Sally presented her written report, which is attached to the minutes.

MOTION #4

TO accept the Coordinator of Legal Services Report, as presented.

MOVED BY: Cindy Whittington

SECONDED BY: Michael Deschamps

CARRIED.

5.3 Financial Report for the period ended June 30, 2018

Beth presented the financial report for the period ended June 30, the first quarter financial report for fiscal 2018/19. This report contains the adjusting entries from the audit, although the audited financial statements still have a couple of minor adjustments pending; for example, there are some large ticket items in stationary that should have been expensed in last fiscal year.

Beth reported that the Board travel expenses are significantly over budget; this is because the cash for travel expenses from the last meeting in the amount of \$1,005 was lost. This will have to be expensed in a different category, as it is not a Board travel expense.

The Board requested that Beth send a memo to the staff person responsible for the loss and that the procedure be clarified that cash for business purposes is to be kept in the safe; violations of the procedure could result in the employee being held personally responsible to replace the missing cash.

MOTION #5

TO accept the financial report for the period ended June 30, 2018, as presented.

MOVED BY: Manon White

SECONDED BY: Cindy Whittington

CARRIED.

The legal clinic has received funding for salary increases for this fiscal year. The Salary Committee, comprised of the President, Treasurer, Coordinator of Legal Services and Director of Administration, meets to review the funding and make recommendations to the Board. The Salary Committee will meet on Thursday, August 2, at 5 p.m.

5.4 Director of Administration Report

Beth presented her written report, which is attached to the minutes.

Beth presented an analysis of the Request for Quotation for audit services for the upcoming three fiscal years.

MOTION #6

TO select MNP as auditors for the next 3 fiscal years (2018/19, 2019/20, 2020/21).

MOVED BY: Cindy Whittington

SECONDED BY: Andrea O’Nabigon

CARRIED.

MOTION #7

TO accept the Director of Administration’s report, as presented.

MOVED BY: Michael Deschamps

SECONDED BY: Andrea O’Nabigon

CARRIED.

6. Business Arising

6.1 Northern Region Transformation Project Update

Addressed in the staff reports.

6.2 Clinic Financial Eligibility Expansion

Addressed in the staff reports.

6.3 2018 Annual General Meeting and Area Community Meetings

The dates have been scheduled as follows:

Nipigon	September 17	Noon
Marathon	September 17	6:00 p.m. BBQ; ACM at 7:30 p.m.
Geraldton	September 18	5:00 p.m. BBQ; ACM at 7:00 p.m.
Armstrong	September 25	6:00 p.m.
Thunder Bay	September 28	Noon

Annual General Meeting October 27 Prince Arthur Hotel

6.4 Board Self-Assessment

Board Self-Evaluation forms (Appendix C in the Board Manual) were distributed to all Board members. Everyone was asked to complete the self-assessment and return them to Alta, who offered to tabulate the results.

6.5 Board Supports Working Group (BSWG) Training Webinars

Training webinars have been offered on a variety of topics and everyone is encouraged to participate. Alta inquired if anyone is having problems connecting - if so, let us know so that we can help.

A survey was sent to all Board members via email, to assist with BSWG program development. Everyone is encouraged to fill out the online questionnaire.

7. New Business

7.1 Audited Financial Statements 2017/18

The Audited Financial Statements were provided to the Treasurer and reviewed by Beth, however, the reports were provided very late (Thursday, July 26) by the auditor. There are a couple of items that require follow-up; however, there are no major concerns.

MOTION #8

TO accept the audited financial statements, as presented.

MOVED BY: Cindy Whittington

SECONDED BY: Michael Deschamps

CARRIED.

7.2 Legal Aid Ontario Expense Directive

Addressed in the staff reports.

7.3 Salary Committee

Meeting set for August 2, 2018 at 5:00 pm at Kinna-aweya Legal Clinic

7.4 Legal Aid Ontario Clinic Review – Draft Report

Copies of the draft report were sent in the Board packages. There are no significant concerns. The review confirms that the clinic is well-managed and running effectively. Sally and Beth are meeting with Carene Smith and Jorge Blair, the audit review team, by conference call on August 2, 2018 at 10:00 am.

7.5 Board Succession Planning

In light of Louis' passing, the Board confirmed that Alta Fenton will be Acting President. The Thunder Bay Area Community Meeting is on September 28, 2018, and elections will take place for two positions for Thunder Bay – Cindy Whittington is up for re-election and stated that she would run again, and the other position is Louis'. We will try to recruit an Indigenous lawyer to our Board. The AGM is on October 27, 2018; election of officers will be an item on the agenda at the Board meeting following the AGM.

8. Next Meeting : Saturday, October 27, 2018 after the AGM