



## VANCOUVER ISLAND REGION RESTORATIVE JUSTICE ASSOCIATION

[virrja@ymail.com](mailto:virrja@ymail.com)

<http://acjs.ca/VIRRJA.html>

### **Minutes Executive meeting via ZOOM 26 March 2020**

Present: Genesis Hunt Higginson, Vanessa Ramsdale, Bruce Curtis, Jane Waterman. Gail Jewsbury was unable to attend.

Check-in round

#### Use of VIRRJA's ZOOM account

Established that VIRRJA's ZOOM account costs \$200/year for unlimited meetings, unlimited duration and up to 200 attendees/meeting.

Clarified VIRRJA membership – a program is a member but any number of participants from that program encouraged to be involved. We also have independent practitioners as members. Points of order that are voted on allow one vote per paid up member. We tend to use consensus-based decision making rather than Robert's Rules to fit with RJ practices. As ZOOM is a fixed cost per year felt we should not increase membership fees at this time but encourage programs and individuals to pay the annual membership fee if they are going to participate.

It was decided that any paid-up member (i.e. representative of a program that has a current membership of VIRRJA or an individual practitioner) could request a ZOOM meeting. They should email both Jane Waterman and Vanessa Ramsdale, one of whom will set up the meeting and email the link to the member.

We want to track the number of meetings and the number of participants but much of this is possible using ZOOM administration. Meetings can also be recorded and subsequently circulated. Permission to record the meeting would be required from meeting participants.

When ZOOM used for executive and/or committee meetings minutes must be kept.

We should continue to look for other funding with a view to purchasing a projector, laptop and other equipment required when ZOOM used in conjunction to physical meetings. There is always the problem of where to store this equipment to ensure it gets to the meetings. John Howard Society in Nanaimo does have a projector we can use.

#### Establish a committee to revisit VIRRJA's mission statement, purpose and prepare strategic plan.

Gail, Vanessa, Jane and Sue Saunders expressed interest in being on this committee at the 20 January meeting. We decided to ask the VIRRJA email list if others interested.

Committee should consist of maximum 8 paid-up members or representative of a paid-up program member.

Expectations to be able to attend a bi-weekly 2 hour meeting and take on some tasks arising from the meetings.

Existing by-laws and strategic plan will be attached to the email.

Discussion about VIRRJA role with existence of RJABC. This committee will look at ways to work with RJABC, support each other and present a united front going forward.

#### 2020 Conference and AGM

It was decided to de-link the annual conference and AGM for 2020 because of the uncertainty involved in planning a conference with venue and speakers, not knowing how long the COVID 19 crisis will go on. The AGM will be held as scheduled 17 October 2020 and allow ZOOM attendees as well as in person if we can meet in person by then. The conference will be deferred until there is more certainty to the planning.

#### Board positions for 2020-2021

- Terms ending: President and Treasurer

Nominations must be submitted at the 25 May 2020 meeting

We will organize a ZOOM meeting 6 April 2020 10.00 – 12.00 to inform members of how they can use VIRRJA's ZOOM account, the establishment of the committee to look at VIRRJA's mission, purpose and strategic plan, de-linking the annual conference and the AGM for this year, the executive positions open and nominations required by the next general VIRRJA meeting scheduled for Monday 25 May and discuss how programs are doing business while dealing with COVID 19. Vanessa and Genesis will plan the agenda.

The meeting adjourned at 12.35 PM