

**Minutes of the Meeting
Of the Board of Directors of New Path Foundation**

**Wednesday March 16, 2022 – 6:00 p.m.
Barrie Common Roof & Microsoft Teams**

Present In-Person: Bill Macdonald, Jeff Schreiter, Betty Ann Lewis, Bill Forster, Lauren McNair,
Benjamin Zhu, James Thomson
Virtual: Linda Loftus, Paul Pratt, Maureen Armstrong
Regrets: Carolyn Stevenson, Joe Johnson
Guests: Lisa McKee (in-person)

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:03 p.m.
2. **Declaration of Conflicts** – No conflicts were declared.
3. **Board Recruitment** – Bill Forster introduced Lisa McKee to the Board and provided some background information, noting she joined the Finance committee in December and has an Accounting background. Bill noted she would be a great asset to the Board.

Lisa departed the room for a Board discussion. James, Bill and Paul provided some positive feedback and felt she would be a welcome addition to the Board.

Moved: by Bill Forster and seconded by Betty Ann Lewis to approve Lisa McKee as a New Path Foundation Board member effective this date.

James updated that Jim and Patti have resigned from the Board. Carolyn has not been in attendance for many meetings this past year and her membership will need to be confirmed.

4. **Consent Agenda Items**
Approval of Previous Minutes – February 16 2022. There were no questions or concerns with respect to the previous minutes.

President & CEO Report – James sent out his report last week noting a new format that focuses on key items. He highlighted some of the significant items and reported we are compliant with all legal and CRA requirements.

USG Grant – the Memorandum and USG Summary were sent out to the partners. The summary is an overview listing the background, intent and current reality, recommendations, and what the action will be.

Action: James will send these out to the Board.

James explained for Lisa, the Trillium Grant and Building Fund Grant applications that we applied for.

Moved: by Jeff Schreiter and seconded by Paul Pratt to approve the Consent Agenda as received. All in favour. Motion carried.

5. **Committee Updates**
Finance Committee – Ben shared the financial dashboard which is a tool that will be used to present information going forward. He reported that we have overestimated revenue throughout the year, but this is okay because expenses are lower as well. We are currently sitting at \$127,000 profit for the year and there is still \$40,000 to 50,000 of income to come in by year-end. Ben anticipates that revenue will remain steady. Expenses were higher in January due to snow removal and contractors doing work in the

buildings. The Orillia tax bill was also higher due to snow removal by the City. These numbers will be billed to partners and tenants through MITU. Questions were raised and answered and explanations were offered.

Ben noted that once everything is reconciled, will be able to see things in more detail, which will help in planning for the coming year.

It was asked if the report could be split/tweaked to show how each building/cost centre is functioning and keep it simple. James noted this was done previously and could be done again if the Board feels there is value in this.

In terms of separation from New Path Services for our mortgages, Lisa cautioned that the bank will look at 2 to 3 years of statements and not make a decision based on one year. She noted the bank would also consider an unfinalized agreement as an area of risk.

James has been in discussion with Van City, who will present at the April Finance Committee meeting.

James updated that we have hired a contract for bookkeeping to assist Ben to bring financials up to date and with the upcoming Audit process. This will help to lower the BDO costs and will assist with the overarching planning process.

James drafted a budget for 2023 which was presented to the Finance Committee. He reviewed the budget and will send an updated version the committee by Friday. This will be discussed at the next Finance Committee to ensure it makes sense. James removed the USG for the upcoming fiscal period. The biggest difference from the dashboard and budget is that James includes principal and interest for the mortgages. He noted we will need to determine how to split/value the buildings and property for each site. Lisa provided some suggestions.

James is continuing to populate the cash flow statement. He reviewed the salaries and noted that Reception salaries have been updated as they were less than the cleaners.

Action: The budget will go back to the Finance committee for detailed review and will come to the Board in April for approval.

Paul noted that the Finance Committee has developed goals and action plans and are prioritizing them. USG Resolution and Financial Reporting are two of the goals.

Lisa acknowledged James and Ben for being very open and responsive to her feedback.

Human Resources – Bill Forster reported that 4 pages of the Manual have been revised. James noted the full manual was reviewed and approved at the Board 3 years ago. It is now reviewed annually and a summary of items to be revised is shared with the Board. All policies in the manual follow Employment Standard Act (ESA) guidelines. One big change was developing a new policy on Conflict Resolution to be included in the manual so that there is a process for staff to follow.

Lisa noted that she has an HR Contact that she can reach out to if needed. The Board supported this.

Moved: by Jeff Schreiter and seconded by Lauren McNair to approve the revisions to the HR manual as presented and to approve the new policy on Conflict Resolution. All in favour.

Services – Jeff noted we now have a google drive and drop box thanks to Lauren and a new document around service offerings. The committee met on March 11th and consists of Jeff, Lauren and James.

They have identified items to review. Everyone is requested to review the Google drive information by next meeting (250 pages executive summary). They are requesting Maureen- Manager of Reception Services, Roger, Manager of Facility Maintenance and Jasper (IT Services) to attend the next meeting to review service offerings.

James noted this process will slow down progress on the strategic plan due to need for this committee to reset with new membership. Everyone agreed it will be important for James and Jeff to bring issues forward.

Action: Maureen will ensure new Board members (Lauren, Linda and Lisa) receive a copy of the book on shared spaces.

Action: Jeff will send his report to Maureen to include with the minutes.

James noted that Board reports will become part of the Board package.

Real Estate Working Group – James noted they (James, Linda, Joe) discussed affordable/supportive housing and felt it would be a fit for our strategic plan and social purpose real estate. There is lots of work to be done and it will take time and resources. For next steps, James is requesting permission from the Board to connect with other agencies to pursue what this would look like. He would want to start with Barrie. The Board supported this request.

Their recommendation to the Board is to proceed with the investigation piece. James will then reach out to the legion and review both properties and apply to CMHC for a grant to hire a consultant with experience to oversee a feasibility study. James noted we would be the owner, operator and landlord and we can bring the organizations together to determine what role they can play.

Pit falls /Barriers – are the buildings cost effective and if not, how will we support? James is in contact with others in the field. We see the need but need to do our due diligence and investigate to ensure it makes sense and is financially sound.

OCR Update – 3rd floor is promoted. Lauren noted it has been officially listed and on-line for 2 weeks. There was some interest, but it didn't work out. They are meeting again tomorrow and will send an update. James noted it will take time. Lauren noted that the Orillia Community is holding an event to promote business/community investment; she will send the link to the Board.

Strategic Planning/ Executive Committee – Bill noted all items have been covered in the reports above.

6. **Branding – Name Change**

Logo Refresh / Georgian College Design Class – James noted that Georgian College students are working through the communications plan. James spoke to the coordinator, and everything is on track. Students will be doing a presentation to Bill and James at the end of April. James and Bill will choose the top 2 to 3 teams of 6. They will also present some ideas for logo.

James had Dominika create a power point presentation for staff to vote on logos. It was sent to the staff team to choose their top 4. James will then send to partners and tenants and noted he will need to be thoughtful in explaining the name change and logo change. James is hoping to bring the top 4 back to the April Board meeting.

7. **Land Acknowledgement** – James sent out the work he had done with Jim. He was able to pull land acknowledgements from different sources. James took all the information and feedback from BANAC and crafted one to reflect Simcoe County. If in another area of the County (i.e. Collingwood, Orillia) we would include other specific groups for these areas. James noted that BANAC cautioned not to overuse as it would lose purpose and meaning.

The Board was supportive of the land acknowledgement(s) that James sent out.

8. **New Business** – No new business was tabled.
9. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 7:27 p.m.

Bill Macdonald, Chair

Next Meeting Date: Wednesday April 20, 2022 – 6:00 p.m. OCR

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