

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

**Wednesday May 18, 2022 – 6:00 p.m.
Barrie Common Roof & Microsoft Teams**

Present In-Person: Bill Macdonald, Jeff Schreiter, Betty Ann Lewis, Bill Forster, Linda Loftus, Lisa McKee, Benjamin Zhu, James Thomson Maureen Armstrong,
Virtual: Joe Johnson, Lauren McNair, Paul Pratt,

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:00p.m.
2. **Declaration of Conflicts** – Maureen declared a conflict for any discussions relating to USG.
3. **Consent Agenda Items**
Approval of Previous Minutes – April 20 2022. Linda had some questions with respect to the previous minutes. James clarified that salary increases are for Reception staff.

Board Development - we currently have 9 members. If anyone has contacts for potential Board candidates, please send to Maureen and she will forward to James to bring to Executive. We are looking for a candidate with a legal background.

Action: Maureen and James will review, update and send out the Board matrix.

President & CEO Report – James sent out his report last week. Linda suggested that we try to challenge and negotiate the soft costs. Paul and James met with Van City, who focuses on Social Purpose Real Estate and works with non-profits. They are willing to accommodate us, but are not making any promises at this time. Paul noted there may be issues in Orillia related to environmental. New Path Services wants to discuss the joint loan and Guarantor ship on the mortgage, as well as USG. James and Paul will meet with Liz and Rick from New Path.

Moved: by Bill Forster and seconded by Linda Loftus to approve the Consent Agenda as received. All in favour. Motion carried.

4. **Committee Updates**
Finance Committee – Paul noted the Committee did some exploratory work with Van City. All Accounting is up to date and showing a small profit. Ben will determine what other adjustments need to happen for year end. They also worked on the budget that will be presented at this meeting.

They discussed USG and the need to look at Budget scenarios. James noted we will be using the net income figure, which will help determine the USG and what type of plan we will be looking at. He noted we have approximately \$103,000 to work with.

Questions were raised and answered. It was explained that Assets and Equity have gone down due to depreciation and we are not acquiring any new assets. It was suggested that we take the depreciation of buildings (4% per year) and put this into the building fund to assist with any capital items required for buildings moving forward. It was noted that we need to do a building assessment report for each building and James confirmed there is one for Barrie and Orillia, but not Collingwood. It was agreed that we need a firm plan for capital moving forward and how this will be funded. The next step is to negotiate with the partner/tenant organizations.

Ben is working on competitive rates and will finalize by September.

Action: Linda and Lauren will pull office and industrial space rates in the market for Orillia, Barrie and Collingwood.

Orillia space (5900 square feet) – Lauren reported that the Economic Development Committee took the flyer to the Toronto show. There have been a couple of showings and some interest from an Ear, Throat and Nose doctor and a Psychologist. Linda and Lauren have made lots of calls and sent emails. They have targeted downtown Orillia and the Chamber of Commerce. It was suggested that we offer something such as 6 months free rent if they sign a 3-year lease (or what can we offer for you to become our tenant?). Linda will bring to Executive Committee and Ben will build a forecast. James noted we don't want to do leaseholds, this would be on the tenant.

Budget – James reviewed, noting the budget sent to the Board is a high-level summary that includes salary adjustments and shifting some of the Admin costs back through MITU. This is a substantial change from last year. They are also ensuring it aligns with the income statement. The Board needs to determine what amount and model they are comfortable with and it will go back to Executive and then presented to partner/tenant organizations.

Moved: by Paul Pratt and seconded by Joe Johnson to approve the budget as presented. Linda abstained from the vote. Eight in favour, One Abstained. Motion Carried.

Linda noted concern that there is no reserve fund for depreciation. We do have the Building Fund (approx. 80,000 on paper), but don't have any cash set aside. Linda feels we need to start and invest the funds to avoid erosion from inflation.

The Cash Budget is ready, but there will be an addendum to the operational budget. This will be discussed further at the Finance Committee.

Human Resources – Bill Forster reported the committee didn't meet last month. The Job Description for Cleaning staff is being worked on by the Maintenance Manager. They also want to do a job description for Brent (Bookkeeping/Accounting position) as they would like to keep him and have his position defined. They are also working on finalizing salary increases.

Services – This report was included with the Minutes. Reception Services was discussed and how to expand this service to be more concierge. They also discussed one tenant in Orillia who doesn't pay into Reception services, but does utilize the service. They are also working on Tenant Satisfaction survey. Lauren and Jeff will review and revise to send out in September. Other discussion included MITU and building fund.

James noted a next step is to go back to the tenant committees to determine if we will allocate reception services through MITU based on square footage or to split equally across each agency. Everyone agreed that Reception services is a core service for the Common Roof.

Real Estate Working Group – James noted they began to attend University of Toronto Infrastructure Institute through School of Cities. James, Linda and Betty Ann are attending and will determine if we are ready to move forward. James contacted Fern at the Legion, who noted the new Executive starts July 1st, so James will present with Jeff on exploring a partnership. James shared an interesting quote, ***“to move at the speed of trust”*** and encouraged everyone not to rush through to get to the end.

Action: Linda will make some notes from the sessions she attended and create a New Path playbook (first series about check lists and how it relates to your mission/vision). This is more hands-on approach about what you need to put in place to move a project forward.

5. **Branding – Logos**

Logo Refresh / Georgian College Design Class – James shared the logo that resonated the most (bottom corner with peaked roof with common roof wording below). James noted the colour still needs to be determined. We will roll out logo and name change in September at the AGM.

Action: James will review colour palette to see if any would fit with logo.

6. **New Business** – No new business was tabled.
7. **Adjournment - Moved:** by Linda Loftus to adjourn the meeting at 7:16 p.m.

Bill Macdonald, Chair

Next Meeting Date: Wednesday June 15, 2022 – 6:00 p.m. Collingwood Common Roof in Saunders Room. Maureen will arrange food. Board members can choose to car pool from Barrie Common Roof. No Board meetings in July and August. James will still do monthly reports and committees may choose to meet over the summer.

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