

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

**Wednesday April 20, 2022 – 6:00 p.m.
Orillia Common Roof & Microsoft Teams**

Present In-Person: Bill Macdonald, Jeff Schreiter, Betty Ann Lewis, Bill Forster, Benjamin Zhu, James Thomson, Maureen Armstrong

Virtual (Microsoft Teams): Lauren McNair, Joe Johnson, Paul Pratt

Regrets: Linda Loftus, Lisa McKee

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:00 p.m.
2. **Declaration of Conflicts** – Maureen advised that she will excuse herself for any discussions related to USG.
3. **Consent Agenda Items**
Approval of Previous Minutes – March 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 most of the work has been spent reviewing USG and Financials for end of February.

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

4. **Committee Updates**
Finance Committee – Paul noted the report was sent out and they are working on pulling financials together for BDO. There will be some adjustments from January through March with respect to Accumulated Depreciation. They are also working on the budget and trying to align with monthly financial reports.

USG – Maureen departed the meeting for this discussion and James updated the Board.

James reviewed the budget, noting they are trying to align it with the Income Statement. Other items have been pulled out to show separately (e.g. mortgage payments, loan to New Path Services, USG payments). It more closely aligns to how Financial Statements will look. James is bringing in the amortization piece and shared the document to show how we are trending. The budget that was sent out includes everything, but James added in amortization of deferred contributions after it was sent out.

Next step – the budget will go back to the Finance Committee after all year-end and Q4 items are in. Once approved it will come to the full Board for approval.

Paul spoke to grants and capital. James reviewed building fund and MITU amounts. Lauren shared information for Orillia and feels we are fair in our rental charges. James noted the committee will be looking at leases and setting a target rate for each building. He noted there will be some cost increases this year for tenants and partners and we are working with them on this. Any lease costs can be done through lease addendums and will require good explanations.

James noted that we will be also be updating salary grids and tweaking the way that we charge costs back to partners/tenants. Ben noted that salary increases will be covered through MITU, other than he and James. It was also reported that the Line of Credit was used in February 2022, but has been paid back.

Human Resources – Bill Forster reported no meeting last month. They have reviewed the Receptionist Job Description. James updated the move to give the Receptionists more responsibility in an effort to make the position more of a concierge approach.

Services – Jeff's report was included in the package. No questions were raised. Jeff noted that Jasper didn't feel a good fit with the committee and has stepped down, but Lauren is a welcome addition to the committee.

Real Estate Working Group – James noted we are waiting for the legion to bring on their new executive (this Sunday). Once this happens, the Legion will craft a motion to work with New Path Foundation to explore affordable housing.

James updated that University of Toronto will be offering some Infrastructure seminars on SPRE (Social Purpose Real Estate) through their School of Cities. James and Linda are now in week 4 of a 6-week module. There will be opportunity to join an organizational readiness program. James noted it helps interested organizations to determine if it makes sense for them to move forward in a social purpose real estate program. The deadline to apply is May 10th (limit of 20) and James will be submitting an application. If chosen, we will be paired with a group of mentors and we will know by June 2022 if we are ready.

Potentially James, Linda and Joe will be involved. James noted as soon as they establish the working group for Barrie, they will connect with Betty Ann (she and her husband may be able to assist).

5. **Branding – Name Change**

Logo Refresh / Georgian College Design Class – James, Bill and Dominika attended a presentation today from Georgian College students Communication Class. James reviewed the three presentations below.

Group 1 – Building the Brand Awareness for the Common Roof as a Community Hub for non-profits. They want to highlight our target markets, supported by factual information about the work of the Common Roof. James shared two logos they came up with.

Group 2 – They want to make the Common Roof feel like a second home (warm, safe and welcoming and homey). They focused on the Common Roof environment (cozy, homey feeling). James shared their logo and reasons behind it.

Group 3 – They focused on the Common Roof as the nurturer and bringing others under our roof to support and help them with long-term sustainability. They talked about fostering growth in the community over funding and James shared their logo.

James noted that Group 3 stood out for him and Dominika as really entrepreneurial and they wanted to support this.

James will discuss with Allison (Professor) tomorrow. In follow up discussions with Dominika, they will incorporate the pieces they like into one document. One item noted was that we need to be more “out there” on social media. All groups spoke to creating events within the building and bringing people in and demonstrating why this is beneficial to potential tenants, but also to connect with the community to promote our name.

Next steps – James clarified that this was an assignment for student groups to come up with a plan. We then have access to all the plans and can do what we want with them. Dominika is reviewing all the slides and pulling together items that resonated. She can present at an upcoming Board and discuss Communication Strategy.

Ben noted we could also work with Mount Inc. once we decide which direction we want to go.

Logos – James shared the final 9 logos. Feedback was offered. James asked everyone to review and let it resonate. We want to finalize the logo by AGM in September.

Action: Board members to review and send thoughts and comments to James.

6. **New Business:**

OCR 3rd Floor – James noted lots of conversations happening. Lauren will be doing an open house. She is also attending an event in Orillia where she will be highlighting the 3rd floor space. More to come.

Board Development – the was discussed at the Board Executive. They are looking for different skill sets (i.e. architect, project manager). James noted that Board members can discuss with their personal contacts. We would also like to get MPs and MPPs involved and advocate for the work we are doing to get the word out and have an eye to explore affordable housing. Once the election is over, we will be updating a list of local contacts and begin to reach out and make connections. It was also suggested that it might be beneficial to have a representative from partners/tenants and James is discussing with them at Partner Meetings.

7. **Adjournment - Moved:** by Jeff Schreiter to adjourn the meeting at 7:12 p.m.

Bill Macdonald, Chair

Next Meeting Date: Wednesday May 18, 2022 – 6:00 p.m.

April 20, 2022