

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

**Wednesday June 15, 2022 – 6:00 p.m.
Collingwood Common Roof & Microsoft Teams**

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

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:04 p.m.
2. **Declaration of Conflicts** – Maureen declared a conflict for any discussions relating to USG.
3. **Consent Agenda Items**
Approval of Previous Minutes – May 18 2022
President & CEO Report – James sent out his report last week. He noted everything is on track. He met with Fern from the legion last week around the supportive housing initiative. They would be interested in anything that would support veteran membership. Fern will continue to champion through their internal process and report back in the summer. James informed the partner committee today of this initiative that we are exploring with the legion.

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

4. **Committee Updates**
Finance Committee – The update was sent out. Paul thanked Brent and Benjamin for their work in getting reports up to date and in-line with BDO. James sent out the financials with his report. Some variances were noted due to catch up from switch over to billing tenants monthly for MITU. Paul explained some of the variances, noting nothing significant. The committee will follow monthly and develop a policy. James is doing research on anticipated costs and will work on Linda's request for a reserve fund.

Ben reported the Audit is going well.

James reviewed capital work sheets for each site (showing income, withdrawals and balance). He noted that capital needs are fast tracked to determine if partners will contribute or if funds will come out of the building fund. Questions were raised and answered. James noted there is some give and take with partners. They would like to work with us, so we need to continue to have dialogue with them and involve them in the process. This current fiscal, there are items identified that are needed; wanted; and items sitting as placeholders. Feedback/suggestions were offered (i.e. do a percentage increase each year in lease costs as a better way to get to the needed amounts required of 5.67). James is working with partners on increased building costs to prepare them for this.

James and Paul are meeting with New Path Services tomorrow to review issues. New Path Services wants to know where the Foundation is heading and the what impact this will have on partners. James noted the Guarantor ship on the mortgages will be part of the conversation as well as the funds that New Path Foundation holds for New Path Services.

James and Paul will also review and work on USG and determine how to roll out. They will seek feedback from the Finance committee and reach out to Joe and Lauren, who are open to be involved to provide input and expertise as required.

Human Resources – Bill Forster reported the committee met briefly last month. They discussed that Brent (Accounting assistant to Ben) needs to have a job description. The committee met with Brent and his contract will be extended until November 15th. They will also develop a defined job description for this position. Brent requested a New Path Foundation email address and access to review bank reports.

The HR Committee felt it would be good to have an HR person on the Board. Lisa recommended a contact with lots of HR, corporate and Board experience, who is willing to join the Board. Bill M suggested that we engage her over the summer and elect her onto the Board in September. Everyone agreed.

Action: Bill M will follow up and provide her with James' contact information and invite her to work with the HR committee over the summer.

Services – This report was included with the Minutes. Lauren and Jeff met last Friday and reviewed the Tenant Satisfaction survey. They will create a new survey (10 key questions) over the next month and roll out in September. James noted we will incorporate Reception Services into MITU for Orillia as a pilot project. If successful, we will then look at doing this for Barrie and Collingwood over the next year.

Real Estate Working Group – James, Linda and Betty Ann continue to attend the Infrastructure Institute Webinar series about Social Purpose Real Estate. Next week will be the last week (week 6). Through this series, they discovered other funding/financing options available that we can explore.

A Smaller group will reconvene next week to review readiness to proceed to the next step (bi-weekly commitment of 3 hours every 2 weeks). If this is a "GO", we will be looking at the Barrie site and determining if we will expand the common roof model to include supportive/social housing. James noted there is no commitment, we are only in the exploratory stages and looking at opportunities where we can seek knowledge. Some concerns were noted with respect to stretching our resources and the need to find solutions to address our current needs first. It was questioned if this fits with our mandate and strategic plan. It was noted this is free education (great knowledge and resources). James noted if we are not in sync with the organizational readiness, we would not proceed. It was agreed that before we look at expansion of the common roof, we need to determine what we are doing with our current properties.

5. **Board Development** – James noted the matrix was sent out. He asked everyone to review and send Maureen their updates. The executive will then review to determine what areas are missing.
6. **Strategic Plan** - James confirmed the Strategic Plan is reviewed annually. James reviews and updates what has been completed and will bring back to the Board for review to ensure we are still on track.

Part of the Strategic plan is growing /expanding common roof buildings, but there are lots of housekeeping items to get in order (USG, banking, etc.) before we pursue this. Linda reported a need in Midland/Penetang, noted this could go back to the Real Estate Working group.

It was questioned if we can set a timeline to complete outstanding items around USG and banking.

Action: James and Paul are meeting tomorrow and will try to come up with timelines.

It was suggested the guarantor ship issue would be a 3-year plan (as we would require 2 years of solid financials and a healthy reserve fund). It was felt we should explore further funding options in addition to RBC. James shared a couple of options from RBC with the Finance committee. Linda also shared information from Credit Unions. James noted we have a good relationship with RBC and can work with them. More to come

7. **New Business** – **OCR 3rd floor** – Lauren reported they have reached out to one doctor, but no action yet. They will include OCR space in an event they are attending in Orillia. Linda noted we can also approach commercial bankers (would have to determine if good fit with building mandate and social purpose).

Action: Linda will pursue other contacts (i.e. commercial lenders) and we can determine if we will allow.

8. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 7:07 p.m.

There will be no Board Meetings over summer, but committee work will continue for those not on vacation.

Bill Macdonald, Chair

Next Meeting Date: AGM – Wednesday September 21st – 6:00 pm

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