

**Minutes of the Meeting  
Of the Board of Directors of The Common Roof**

**Wednesday June 28, 2023 – 6:00 p.m. – OCR – Neville Twine Boardroom**

Present in-person: Betty Ann Lewis, Bill Forster, Bill Macdonald, Lisa McKee, Lauren McNair, Champagne Thomson, James Thomson, Maureen Armstrong (Minutes)  
Present via Teams: Joe Johnson  
Regrets: Paul Pratt

**BOARD BUSINESS**

1. **Welcome/ Call to Order** – Bill Macdonald called the meeting to order at 6:00 p.m.
2. **Declaration of Conflicts** – Bill and James explained conflicts and items that might be perceived as a conflict. No conflicts were declared.
3. **Consent Agenda Items**  
**Approval of Previous Minutes** – No concerns noted to the previous minutes of May 24th, 2023.

**President & CEO Report** – James noted his report was sent out last week. No questions were noted.

**Moved:** by Bill Forster and seconded by Betty Ann Lewis to approve the previous minutes from May 24, 2023, and the Consent Agenda as received. All in favour. Carried.

4. **Committee Updates**  
**Finance Committee** – The report was sent out with the Agenda. No questions were noted.

James updated that he and Joe are confirmed to meet with the Health Unit on July 6<sup>th</sup>. James will send a power point ahead of time to provide information for the discussion and report back after the meeting. Lisa questioned as a pre-emptive move if we can advise that all the other partners are in support of the USG proposal. Joe would prefer to have the discussion first and then ask any questions and advise that all the other partners have been met with and agree with the proposal.

James noted that he sent out the Financial Statements and going forward this will be what the Board receives each month. He noted there will always be a few things a bit off due to timing and explained the reasons for this.

Lisa is feeling good that there is a slight increase on the balance sheet and things are running smoothly. James noted as well, that as of April they are starting to put funds into the reserve fund.

**Human Resources** – James reported that his evaluation has been done and goals have been set to the end of March, which James will be working on. We are now using the new Performance Appraisal form, which is much simpler and more user-friendly than the previous.

James attended the Canadian Management Centre, Accounting for Managers program. He noted a great refresher, and the only challenge was that it was heavily American based. James has a lot of resources to refer back to. He noted lots of ratios, and he would like to review with Ben and Brent to see which ones can be used. The next training that James is looking at is Project Management. He will see what options are available. It was noted that Georgian College also has a Project Management program.

Lisa noted the new framework was really helpful and the team picked 4 items for James to pursue (2 course-based and 2 performance-based) which they will assess at year end.

**Services Committee** – Lauren noted the committee met yesterday and reviewed survey responses. There were 48 respondents, but they weren't able to get all the KPI data they wanted because some respondents skipped the questions. Next year, they will tweak and have 2 separate surveys – one for EDs/CEOs and one for front-line staff. Lisa noted these surveys can be difficult to get the information needed, so she commended Lauren on her efforts and added some positive suggestions.

James noted at the next partner meeting, he would like to re-start the collaborative conversations and will provide them, the tenant committee and management team, with a copy of the summary results from the survey. He wants to work with the partners to make them aware of the importance of KPIs and create a form for data collection each year, that they can complete with their Data Manager.

Ventures Program – James reported that we have recently launched virtual tenancy and meeting room rentals. We are receiving a lot of requests from groups looking for recurring bookings (which would be more of an MOU than standard rental agreement). The Pattison sign will be put up at the front corner of the OCR (size and options depend on the City's bylaws).

For BCR, we are working with the Mosque about charging for parking spaces on Fridays. We will look to Carters to assist with drafting the agreement.

**Resource Development** – James reported they haven't met recently but will reconvene in late July to review information that was sent to the Board and staff. Dominika is working on a communication strategy. James had a conversation with Terry Cheaney, Investment Advisor for RBC Dominion Securities, who was quite excited about raising funds through the Common Roof for a social purpose (i.e., solar panels). James noted an interesting concept. More to come.

**Real Estate Working Group** – James noted they met a couple of weeks ago with Thomas to discuss the Collingwood proposal, where it was decided to create an "Opportunities Checklist" (i.e., is it a fit? does it align with our mission/values/strategic plan? etc.). James spoke to Valerie (CEO for CMHA) but has not yet spoken to My Friends House. Valerie was supportive and saw the value. James doesn't have all the answers but hopes these can be answered at the next meeting. It was questioned if we should first check with the town, to see if this is permitted? James believes that Thomas already did this but will reconfirm and request written confirmation. It was suggested that Thomas make a pitch to the Board. Joe confirmed that all the questions have been asked of Thomas and the next meeting is more at the committee level, prior to bringing to the Board. It was also noted that social purpose housing is not in our mandate, so this would need to be revisited. It was suggested that we may re-look at housing as something to add to our mandate, as this is identified as a provincial need and positive for the community. Everyone agreed.

**Next steps** – James and Joe will attend the next meeting with Thomas, listen to the proposal, ask questions, and do our due diligence.

**Third Floor OCR** – Lauren noted that CMHA and the Nurse Practitioner are still interested, but progress is slow. If there is any new information, Lauren will update.

### **New Business**

**AGM (September 27<sup>th</sup>)** – Maureen reminded everyone that the next meeting is the AGM and asked for feedback on venue and guests. It was decided to hold the AGM at BCR this year and invite some community partners and post on social media.

5. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:51 p.m.

**Next Meeting:** AGM - Wednesday September 27<sup>th</sup>, 2023 – 6:00 pm.

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**Bill Macdonald, Chair**

**June 28, 2023**