

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

**Wednesday September 28, 2022 – 6:30 p.m.  
Barrie Common Roof & Microsoft Teams**

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

**BOARD BUSINESS**

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:28 p.m.
2. **Declaration of Conflicts** – Maureen declared a conflict for any discussions relating to USG.
3. **Consent Agenda Items**  
**Approval of Previous Minutes** – June 15, 2022  
**President & CEO Report** – James sent out his report last Friday and noted that we will need to identify year 2 planning activities and incorporate into the committee goals. He noted the Finance committee may postpone or delay some year 2 items due to competing priorities.

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

4. **Committee Updates**

**Finance Committee** – Lisa reported some restructuring and reorganizing of items going forward. We will be looking at refinancing long terms commitments against the buildings with RBC. This is almost complete. They are also working on a plan for USG repayment plan, hinging on OCR and CCR vacancies. James reached out to Jason from RBC to lock in the interest rate. At the end of 2 years, we will have a better picture of financial strengths. James noted we are looking at tenant options and meeting room rentals as income sources, as well as billboard options.

Paul acknowledged Lisa for her great work and leadership on the committee.

USG -James noted they had a meeting with the partners and decided to put off until end of March and the partners agreed. This will give us 6 months to come up with plan.

**Human Resources** – Sharon was welcomed and provided an update. They are working on job descriptions for the handyman and cleaners. Also looking at reviewing the employee handbook to ensure current and accurate. The discussed Health & Safety to ensure it is being done according to standards, which it is.

James noted a staff satisfaction survey is on their radar to get some qualitative data.

**Services** – Over the summer, Lauren worked on the Tenant Satisfaction survey to ensure it appeals to everyone. They are trying to force people to ask questions. Lauren will add in all of the shared services to ensure everything is up to standard. She hopes to have it out in the next month or so.

Service Enhancements (virtual tenants and other services) - James was on a call with United Way, who are one of organizations under Centrade Canada. They are offering Capacity Building Grants to help agencies recover from Covid. Lots of good information around shared services, hot desks, meeting space and office space. James will go through his notes from the chat and pull all of the elements to discuss and inform the work we are doing. James feels we have to be more aggressive and promote our services and what we can offer. Our fit for applying will be to enhance our organization to work better (i.e. reconfiguring current meeting space to work better).

**Real Estate Working Group** – Lauren reported on behalf of the working group.

Collingwood – One interested party – Home Horizons. Will hear by end of October if this will move forward. Collingwood basketball team is also interested in some admin space and we will hear soon.

Orillia – received some interest in 3<sup>rd</sup> floor. In a lull right now due to unknown and interest rates rising. Would offer free rent as incentive, but they have to pay for retrofit/ improvements. Waiting to hear back from one party who was interested (Muskoka Rehab).

James noted that as they bring people in to view the building, to advise James so that he can join and update them on the building and what we do. Suggested an open house for realtors and have the right people there to speak (James, tenants). Lauren noted they are working with group in Orillia (Orillia DIA) to do this, but they were busy over the summer. James has also been reaching out to the local Chamber of Commerce's to present/update on our buildings. Sharon noted she is a member at 3 different chambers and Bill F noted a contact at the Barrie Chamber. James made note of this and will follow up if need be.

**5. New Business –**

**Lawyer** - Bill noted that we have been using the same lawyer for a number of years, who is also the lawyer for New Path Services. We will be pursuing changing lawyers, but this will be a long process, and we want to ensure no conflicts.

As a final note, James is hoping to add generative conversations into future Board meetings.

**6. Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:57 p.m.

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**Bill Macdonald, Chair**

**Next Meeting Date: Wednesday October 26<sup>th</sup> – 6:00 pm**

September 28, 2022