

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

**Wednesday November 22, 2023 – 6:00 p.m.
BCR Boardroom and Microsoft Teams**

Present In-Person: Bill Macdonald, Betty Ann Lewis, Bill Forster, James Thomson, Maureen Armstrong (minutes),

Virtual: Paul Pratt, Joe Johnson

Absent: Lisa McKee, Lauren McNair

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:05 p.m.

2. **Declaration of Conflicts** – There were no conflicts declared.

3. **Consent Agenda Items**

Approval of Previous Minutes – October 25, 2023. No concerns noted.

President & CEO Report – This report was sent out with the Board Meeting package. No questions were raised.

Moved: by Paul Pratt and seconded by Betty Ann Lewis to approve the Consent Agenda as received. All in favour. Motion carried.

4. **Committee Updates**

Finance Committee – Paul reported that there are some variances due to trying to catch up with receivables. We are tracking well with a profit of \$50,000, which is a bit better than last year and in-line with our budget. James noted we are tracking to a surplus of approximately \$107,000 at year-end prior to the USG of approximately \$45,000.

James noted we have submitted the provincial annual report, which is a new requirement of the Ontario Not-For-Profit Corporations Act. We are required to do both provincially and federally.

USG – we are having conversations with the Health Unit, who would like to set up a meeting with James, their CEO and Chief Financial Officer. James will also include Joe and Lisa and Paul in the background. James has not yet responded but will do so in the next week.

Ben has been onboarding the new finance person, Valerie. This has caused a delay in receivables; thus, we are tight financially at this time. Paul noted Valerie is doing well and is very detailed and competent. Paul noted no concerns in finance and James noted we are on track. James noted that he also keeps his own notes on internal cash flows as a check and balance against finance report.

James noted we still need to update the high-level budget report, which Ben and Valerie are working on for the next meeting.

We have received the BDO Management letter, which James reviewed with the Finance committee, signed, and sent back to BDO.

Human Resources – Bill noted no meeting. James noted he and Maureen are working through the return-to-work strategy with the OCR Receptionist and WSIB. The goal is to have her back full-time by the end of the month and see how it goes. Concerns were raised at the last Board meeting, which James followed up on with Carters Law Firm and they are on standby if we need them.

James will reach out to the HR Committee if anything comes up, before contacting Carters.

Performance appraisal – we have changed the timeline from fiscal year-end to the staff anniversary date.

James noted the full staff team has met a few times and will continue to move forward with Quarterly meetings. Meetings are going well.

Services – James and Lauren had a couple of meetings and James noted it is difficult to get the partner organizations on Board. We will continue to meet with partners and explain KPIS and why we need this information. Partners agreed to bring back to their staff teams and look at data they are collecting so we can see how it lines up. We were hoping to do KPI form in Q4, but now feel it will be better to do it in Q1 with the data from partners.

Our IT department is fully stand-alone from New Path and Catulpa. James provided an update, noting we will look ahead to fully support partners and tenants with IT needs.

The role of Reception includes animation and involving staff in the buildings with information sharing and creating opportunities for staff to engage (i.e., social events, activities, training, workshops).

James noted after attending the NCN Conference that a lot of the organizations do not use the term Tenants as it goes against what we want to do. “Members” was the suggested term and James noted we will make this shift to member organizations from partner/tenant organizations. James noted a huge benefit is to re-engage organizations within the common roof following Covid and this will begin in the new year.

We are also working on a facility safety assessment with Kim Latour from Catulpa (specific to issues in Orillia). We want to create a high-level assessment that can be done by member committees at each site and identify the level of priority for each issue. There are 14 stages, which James reviewed, noting we are looking to do in 2 stages. The first stage would be a pulse survey that will go out to each agency and will feed into conversations at member committees. Urgent issues would go to the partner committee.

Action: James will send the assessment to member committees for review next week. Partners have reviewed and signed off. Member committees will decide who will implement the survey at each site.

Resource Development – James noted that he, Paul, and Dominika met to discuss options for revenue generation for the Common Roof. James noted we need to consider what we are raising funds for and what this will look like. James noted we want to focus on awareness strategies (i.e., pollinator garden; more opportunities to bring people on site to share what we do). We are looking to partners and members about collaborative fundraising needs and what we can do as a collective (i.e., to improve lighting and meeting room space).

James would like to pursue a Trillium grant to improve meeting space in the buildings. He is looking at this in partnership with CTN, as the Foundation cannot apply for a Trillium grant.

James has been talking with Grant Match (a group of consultants that source grants and do the work on your behalf). Their fee is included in the grant. James was referred through RBC.

Action: James will follow up with them on a grant to redo the HVAC at BCR and be environmentally green.

Paul noted we need to work on our messaging and work with Grant Match to be part of the messaging. James agreed there is lots of work, but we are moving in the right direction. He wants to bring everyone back to the table to see what they need from us and how we can support each other.

NCN conference – James attended in Detroit with Manager of Finance and Manger of Facility Maintenance. He noted very positive, interesting and interactive. He learned that many found our model innovative and wanted more information. The next conference is in 2025 and may be in Toronto. James would like to have more staff and Board members attend if possible.

Real Estate Working Group – James noted we have been working on parameters with Lauren and Linda Loftus (former board member) to determine what we want to support. James shared the workbook for looking at opportunities that have come up that have met the parameters. We would do a preliminary assessment and if it scores 75% or more then we would do a follow-up assessment. If the assessment scores more than 50% we would discuss further.

James shared the priority areas we feel we are in the best position to support (i.e., common roof community hub development or enhancement) and the service approach (i.e., clear partnership model with defined roles and responsibilities; succession planning, etc.). Joe noted this is like our investment filter and mission/vision and we need to ensure it does not detract from our other members or our resources. This was agreed.

We will approach the City of Orillia to see if it fits.

5. New Business –

ONN Membership - James renewed our membership with the Ontario Non-Profit network, noting they advocate for the not-for-profit sector and the membership is only \$250 per year. James will include this on our website.

Board membership – Bill asked members to consider any connections they may have though their own networks. James asked the partner committee to consider being a non-voting member. It was noted we should also look at the Board matrix to see any areas lacking. Some suggestions were public welfare, community development, resource development, legal, Shak (Shak's World). James noted that Dominika has developed a great Power Point presentation. James noted that Champagne has terminated from the Board due to lack of participation.

6. Adjournment - Moved: by Bill Forster to adjourn the meeting at 7:19 p.m.

Bill Macdonald, Chair

Next Meeting Date: Wednesday December 13th - 6:00 pm at State & Main Barrie.

November 22, 2023