

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

**Wednesday November 23, 2022 – 6:00 p.m.  
Barrie Common Roof & Microsoft Teams**

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

**BOARD BUSINESS**

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:00 p.m.

2. **Declaration of Conflicts** – No conflicts were declared.

3. **Board Development**

**New Candidate** – James introduced Champagne and introductions were made around the room. Champagne provided a brief background, noting that she is interested and passionate about our work around social innovation. She works closely with some of the agencies in OCR and likes our innovative model of sharing services to reduce costs. She is also interested in Social Purpose Real Estate.

Champagne departed the meeting for a board discussion. James feels that Champagne will bring a lot of energy and enthusiasm to the Board. He supports and recommends her being a member of the board. No red flags were noted.

**Moved:** by Betty Ann Lewis and seconded by Joe Johnson to accept Champagne Thomson as the newest Board member for the Common Roof Board. All in favour. Carried.

4. **Consent Agenda Items**

**Approval of Previous Minutes** – October 26, 2022 – No concerns noted.

**President & CEO Report** – James sent out his report on Friday and spoke to some of the highlights. He noted MITU will eventually fall in line with where it should be. James followed up with YMCA with regard to affordable supportive housing and their interest to build on our property. He has not heard back, so will give them a gentle nudge. The Real Estate committee had the opportunity to connect and decided to focus only on current properties and look at what we can do to maximize their value. Linda was going to look into a severance option for BCR and James will follow up with her. All reporting items are in compliance. Committees are working on Strat Plan items and will begin to start tracking key performance indicators. A Pulse Survey (designed by the Services Committee) was sent to CEOs of partners/tenants and closes tomorrow. Then the Partner/Tenant survey will go out in early December.

James has begun to reach out to local councils, MP's and MPP's to invite them to engage in conversation to look at opportunities in the community, regionally, provincially and at the federal level. He will continue to follow up.

James has followed up with our lawyer regarding a Virtual Tenant Option for our buildings. He will update the Agreements, Maureen will share with Reception staff and then go live the week of December 5<sup>th</sup>.

Reception staff organized a Common Roof Welcome Back Breakfast for staff in each building and this was well received. They are now planning for a Holiday pot luck lunch and will work together to do brown bag lunches, training and consistent emails across sites.

If anyone wants further information on James' report, please reach out to James.

Bill M. updated that we are still pursuing a lawyer separate from New Path Services. We have received names of all the Board members across Partner/Tenant organizations and he will reach out to his contact (Rob Galloway) to review the list and determine next steps.

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

## 5. **Committee Updates**

**Finance Committee** – Paul reported that things are a little delayed with his vacation and Lisa being ill. Accounts Receivable are a bit longer than 30 days for MITU charges, however money has come in in November. Net Profit numbers are almost the same as last year. James noted as FYI that he does review the general ledger in detail and looks for unclaimed amounts owing. He noted we are on track and still trending towards a 90,000 – 100,000 surplus prior to any USG Payments.

We have an annual review with RBC every December. The mortgages on OCR and BCR both come due in January and we were pursuing the following issues: 1) trying to get a locked-in interest rate; 2) trying to get rid of the guarantor piece on our mortgage and New Path Services loan. For the interest rate, we received a quote from RBC of 5.95% however their credit department wanted to do a full review of both agencies (New Path Services and Foundation) which delayed things getting put into place. We were able to get RBC to release the guarantor ship and now there are no debt service covenants. The interest rates went up, so we now have a fixed rate of 6.33% for 2 years (which is below prime). Collingwood mortgage renews in 2 year and then we can look at financing all 3 properties in entity. James and Bill signed off on the forward fix agreement yesterday. We do pay a deposit to hold this, so this is in process to get this returned.

James wanted to ensure we wouldn't get less service/treatment than a Public Service entity and was reassured it would be the same. Paul noted it would be good to get 3<sup>rd</sup> floor of OCR rented. James noted we do have a potential client, who he will hear back from soon (Nurse Practitioner). He will reach out to Lauren and discuss at the next committee meeting. CCR will be at 100% occupancy in January. All lease renewals at OCR have been confirmed and all are moving to a 5-year lease.

Overall, we are happy with the outcome.

**Human Resources** – No update. The Committee will be meeting next week and follow through with review of HR Manual from Sharon's standpoint. They will also discuss KPI from a staff perspective.

**Services** – James noted Lauren is away. The Pulse survey was sent out and will help to inform our work. The tenant survey will go out next week. We will hold off on Room Rentals until January to get things in place (contract, room rental guide about who we are, our vision, what the rules are for renting space, etc.). James is working on this with Karen (OCR Receptionist). In the interim, we have allowed Reception staff to open meeting space during day to other Not-for-Profit organizations and will do a full roll-out in January.

**Real Estate Working Group** – This was updated in James' report that was sent out.

**Collingwood Space** - James met with the leader of E3 community services (Christine Vallis-Page), who approached James to discuss property development and look at building on our property in Collingwood. James gave her a tour of CCR. She will be discussing with her Board tonight. James noted that conversations will take time and we need to look at both of our needs and configuration. James wondered about the idea of a land lease, but she is interested in ownership. James noted we will look at options and determine if this would be beneficial to both parties.

James noted the David Busby Centre is also struggling with space in Collingwood. They are interested in the farmhouse and barn for shelter space.

James noted the Barn is currently open storage, but Roger is going to divide into 3 sections for partners/tenants to rent out for storage, as both 211 and Catulpa need space. It will cost approximately \$6,000 for build out. We also found some auto parts in the barn which we may try to sell.

6. **New Business** – Reminder of Holiday Dinner on December 14<sup>th</sup> and to RSVP. James asked about gift options (i.e. everyone to purchase a \$20 gift and bring to the dinner for a gift exchange). Maureen will resend the invite with further details.

We confirmed there will be no business meeting in December, but James will send updates in his President & CEO report.

James reminded committee chairs to do their reports and send to James/Maureen prior to the Board meeting to be included with the Agenda.

7. **Adjournment - Moved:** by Betty Ann Lewis to adjourn the meeting at 6:40 p.m.

---

**Bill Macdonald, Chair**

**Next Meeting Date: Wednesday December 14<sup>th</sup> – Holiday Dinner with Staff - 6:00 pm**

November 24, 2022