

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

Wednesday January 25, 2023 – 6:00 p.m. - Microsoft Teams

Present: Bill Macdonald, Betty Ann Lewis, James Thomson, Joe Johnson, Paul Pratt, Bill Forster,
Sharon Knoblauch, Lauren McNair, Lisa McKee Maureen Armstrong
Regrets: Champagne Thomson

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:02 p.m.

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

3. **Consent Agenda Items**

Approval of Previous Minutes – November 23, 2022 – No concerns noted.

President & CEO Report – James wished everyone a Happy New Year. He highlighted some items from his report that was sent out prior to this meeting. The consolidated BCR/OCR mortgage was renewed in December and we will look at options in 2 years for consolidating all mortgages.

The BDO Audit Planning report was also in the Board package and if anyone has questions, James can bring them forward to BDO. The Audit will be standard to last year with some heightened awareness around IT systems and cyber security. Lisa suggested some cyber security awareness training for staff and Board. Maureen noted New Path Services Board recently had a presentation on Cyber Security from their IT department which was very informative and well received.

James noted no compliance updates. We are moving forward on strategic plan objectives. James has been setting up meetings with MP's, MPP's and Municipal Councillors to introduce the Common Roof and make connections. To date he has connected with the Mayor of Collingwood, the Mayor of Barrie and Simcoe North MP Chambers. James has been invited to present at the Barrie Community Services and Safety committee and has been given a copy of their plan that highlights information on Community Hubs. If anyone wants a copy, James can send to Maureen to include with the minutes.

Community Services Benefits Trust – re: pooled benefit plan. Bill and James met with them and James shared some information. They are looking to see if will be cost effective and if we can encourage other partners/tenants to switch to this plan.

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

4. **Committee Updates**

Finance Committee – James noted the Finance report is in the package. Paul noted some issues in terms of timing with MIT and billings, so they will focus on quarterly reporting as opposed to monthly. James noted this will provide a more accurate projection. The mortgage renewal resulted in release of covenants and guarantees, which is positive. Paul reported the budget is on track.

James is anticipating a surplus at year end between 90,000 and 120,000. He noted that the Finance team (James, Ben and Brent) are confident with the financial picture at this time.

Human Resources – The committee hasn't met this month. They previously reviewed the HR manual in detail. They will meet next week to finalize updates to the HR manual, discuss the performance appraisal process and look at Code of Conduct. Maureen has drafted a code of conduct for the Board, to be reviewed at the HR committee. He also wants to review employment letters, where code of conduct is embedded, and wants to ensure everything lines up with where it needs to be.

Services – Lauren noted the committee was unable to meet last month due to scheduling conflicts. They are working on the next tenant survey to go out in February. James will determine the next meeting date.

Real Estate Working Group – James noted they are waiting for Linda to come back with options for the Barrie property. He noted they may need to reconvene after he attends the community safety services meeting at the City (if they want to know if we have any land available).

OCR Third Floor - James met with a nurse practitioner group, but they are not yet ready to move forward. They have submitted a proposal to the Ministry and are looking to fill out some Performa information. James will send them some information and an updated floor plan and will do what he can to assist. Lauren noted there have been some inquiries, but most are for day care and the issue is the space is on the 3rd floor. Other than that, not too much interest. She is hoping things will pick up in the next month.

James will also reach out to Wendy Timpano from CDC and look at options (i.e. possibly with Georgian College in Orillia). MP Chambers also suggested some federal grants, which James will look into. James is also waiting to hear back from the City if we can use the 3rd floor for residential. Lauren will check zoning, but believes we may need security and 24-hour access if we pursue the residential option.

James thanked Lauren for helping to onboard Home Horizons into Collingwood. James noted this was a lot of work, and there were lots of learnings. James noted we will continue to support them through the next few months and ensure they have lots of tools and resources (i.e. Common Roof Manual).

5. **New Business**

Legal Representation – James noted we are currently with Barriston Law, but this is conflictual because they also represent New Path Services. James and Bill have been reviewing different firms and are recommending that we go with Carters (in Orangeville) that we have dealt with previously to revise our objects. Costs are in-line with other quotes and they have confirmed no conflicts of interest. They have sent a commitment letter to be our legal representative. Bill reviewed the letter and noted it is a standard letter and we can terminate at any time at no cost.

Moved: by Bill Forster and seconded by Betty Ann Lewis to pursue Carters as our law firm moving forward. All in favour. Motion carried.

Action: James will advise Graham Knight, from Barriston Law.

Communication – James and Dominika are recrafting the communication plan and will make it applicable to the general public, professionals, political (MP's, MPP's and municipal). Dominika is also developing a brand package (i.e. Emails, website, accessibility), which she will work on with OCR receptionist.

Scholarship – James reported that applications will be live on Monday. Everyone will continue on the committee from last year. James asked if any other board members would like to participate on the committee. Work would involve reviewing and scoring applications based on the Rubrik and attend 2 virtual meetings. Sharon volunteered. James will also reach out to New Path Services to see if there is any interest. James encouraged everyone to share the information once available.

Virtual Tenant – James reported this is now live for small business who want a business address and/or mailing service and 2 hours office space for \$40 per month. All information is posted on website. James will also share with the Chambers of Commerce and Paul suggested to also post on info-simcoe.

6. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:49 p.m.