

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

Wednesday March 29, 2023 – 6:00 p.m. – BCR Board Room and Microsoft Teams

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

BOARD BUSINESS

1. **Welcome/ Call to Order** – Paul Pratt called the meeting to order at 6:05 p.m.

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

3. **Consent Agenda Items**

Approval of Previous Minutes – No concerns noted to the previous minutes of February 22nd, 2023.

President & CEO Report – James reviewed his report that was sent out. No questions or concerns were raised.

Moved: by Betty Ann Lewis and seconded by Lauren McNair to approve the previous minutes and Consent Agenda as received. All in favour. Carried.

4. **Committee Updates**

Finance Committee – Lisa noted the committee did not meet this month and there is nothing substantive to report at this time. She noted they are still working on details of the USG as per James's update. Although the draft budget was not reviewed at Finance, James updated that he and Benjamin reviewed it in detail, taking into account all activities that happened this year to ensure accuracy and to bring accounts more in line with actual. He noted that the Ventures cost center was removed and blended with Administration. Overall the draft budget is as close to where we think we will end up at the end of next fiscal. The next step is to review the full budget and worksheets at the next finance meeting to ensure everyone is in agreement and bring back to the Board for ratification and approval.

Human Resources – Bill Forster updated that the committee worked on the CEO evaluation and sent it out for feedback. They are looking to do some senior management incentives for the coming year. Betty Ann noted they had a productive meeting yesterday with Sharon and Benjamin discussing safety and our follow up with WSIB and our benefit carrier with respect to the OCR incident last month. They also discussed the Pooled Benefit Plan option under investigation and employee Performance Appraisal.

James noted with respect to the pooled benefit plan, our request would be to have menu options to choose from to allow flexibility for individual staff members. The HR Committee also decided from a due diligence perspective to obtain a 3rd quote to compare and determine what makes sense. This issue will then go back to Bill M and the HR committee for further conversation. He noted the Performance Appraisal discussion was with respect to updating the current template to allow for more clarity when filling out the performance evaluation as an assessor. James will review further with Sharon.

Services – Lauren noted a great meeting on Monday. The Virtual Tenant option has been soft launched on social media and a more targeted advertising campaign is in the works. They are also working on the Partner/Tenant survey incorporating questions related to our Key Performance Indicators (KPI's) to go out on April 7th with responses back by April 20th.

Resource Development - Champagne and James have been discussing Resource Development in terms of how to fundraise in a unique hybrid organization and how to engage tenants. James noted they are considering a Resource Development working group. He noted that since we don't have clients, we need to determine why and what we are fundraising for so we can target the appropriate channels.

Lisa suggested it would be good to allocate some time towards Bequest /Planned Giving as the “gives” would be significantly higher. James agreed this is worth pursuing and would be an area for the working group to consider. Other suggestions to consider were consulting expertise and naming rights in our buildings.

Lisa noted that donors will look for efficiency in the use of their funds or they won't donate. James agreed this needs to be packaged to show how the funds raised will be used and to be clear on articulating what the admin costs are.

Paul offered to assist on this committee. James noted if anyone knows anyone in the community with an interest in fundraising, or community/resource development to let James know and he can connect with them. Paul noted we can also approach community people to review and provide feedback on our script.

Real Estate Working Group – James noted there was no need to meet. The YMCA exploration has ended as they indicated the site would now not be suitable for their needs due to timing restrictions on their approved funding.

James noted we are looking at ways to generate income on our properties (i.e. billboards). James reached out to Pattinson Outdoor Advertising and there was interest for Orillia, noting we could earn \$15,000 – 20,000 in passive income per year to put a billboard sign at OCR. We need to look at where to place and what impacts it would have at the site, as well as other questions about electricity, terms of lease, etc.

Action: James will send an email to those on committee to look at next steps.

James and Lisa are reviewing next steps on USG, based on information from Carters.

OCR – 3rd floor. Paul wondered if Orillia Rotary would be interested. James noted before we reach out, he wants to have our fund development in line.

Lauren noted no other interest at this time for OCR. There was one request, but it wasn't appropriate.

In terms of Nurse Practitioner group that was interested, James noted it will be a long time coming as they need to get approval/funding from the province, so this is ON HOLD at this time.

Action: Champagne will send Lauren contact information for a medical clinic who may be looking for space. Lauren will then follow up.

James noted 2nd floor space is already built out up to 1900 square feet. If they want to increase space, they could opt for the 3rd floor at a later time.

New Business

Board Recruitment – Paul noted many Boards are struggling with getting volunteers and noted we need to be constantly looking for new people for the Board. James is available to meet with interested people or to present at any groups/committees as the ambassador for the common roof.

Action: Betty Ann will reach out to the Probus group which she is involved with and report back to James if they are interested in James presenting.

Paul encouraged everyone to come out to the Rotary Springtonic event this weekend.

5. **Adjournment - Moved:** by Champagne to adjourn the meeting at 7:04 p.m.
Next Meeting: Wednesday April 26, 2023 – 6:00 pm