

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

**Wednesday September 25, 2024 – 6:15 p.m.
BCR Meeting Rooms A & B**

Present (in-person): Bill Macdonald, Betty Ann Lewis, Bill Forster, Lisa McKee, Paul Pratt, James Thomson,
Maureen Armstrong

Regrets: Lauren McNair

BOARD BUSINESS

1. **Welcome/ Call to Order** – Bill Macdonald called the meeting to order at 6:15 p.m.

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

3. **Consent Agenda Items**

Approval of Previous Minutes – June 26, 2024. No concerns noted.

President & CEO Report – James reviewed his report which was sent out previously. He noted that Security Risk assessments have been completed for Collingwood, Orillia and today in Barrie. They will go to Member committees for feedback then reviewed by the Partner committee to see if there are items that require attention and /or costs. We received \$85,000 from the Trillium Grant through CTN which will be used to update the children's waiting room in Barrie to a meeting room. There will be an open house/PR event with our local MP at a date to be determined. We are also looking at additional projects we can do to spruce up our buildings and meet AODA compliance.

The Supportive Housing project in Collingwood has appointed a service provider and James will be meeting with them next week to share expectations. James is working with the Rotary Club and 211 to have an Open House sometime in the next 2 months.

We are in compliance with ONCA (Ontario Not-for-Profit Corporations Act) and AODA (Accessibility for Ontarians with Disabilities Act). Our new VOIP phone system has been installed and is working well.

James talked about Board Recruitment being an area of focus as we are down to six members with Joe retiring. We will be looking for people with backgrounds in legal, property management, services, and HR. He put a challenge out to Board members to reach out to their contacts and advise him of anyone interested in joining the Board. Dominika and Maureen are working on a social media/website post for Board Recruitment. James will also reach out to former board members to see if they have any contacts. James would like to have a Board of eleven members.

James will re-apply for the Infrastructure Canada grant to support energy efficiency. The funds would be used to replace HVAC systems and put in new windows. The deadline is October 28th.

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

4. **Committee Updates**

Finance Committee (Lisa, Paul, and James) – The Finance report was included in the Board package. Lisa updated that we made application to a few banks. Meridian really wants our business and likes idea of aligning with a Not-for-Profit. They are onboard to finance the leaseholds for OCR 3rd floor if we obtain signed commitments to meet the financing requirements. James has reached out to tenants in OCR to see if they want additional space. Partners are reviewing with their staff teams and will report back. Another agency was also referred, and James will follow up.

Meridian has viewed all our buildings and knows we have value and are covered for security. The next step is getting appraisals. James does not foresee the process taking longer than 1 month.

Jason, our Account Manager at RBC does not want to lose our business, but he does not make the final decision. RBC was unwilling to work with us in a realistic manner.

Carters will oversee any legal implications.

It has been a busy, but successful year for the Finance committee. They resolved USG and leasehold issues, and everyone worked as a team. Bill acknowledged them for their great work and effort.

James spoke about financials, noting a delay due to a lot of cleanup with finances. He noted no concerns from a financial standpoint.

Human Resources (James, Bill F and Betty Ann) – Bill Forster reported the performance appraisal for CEO will be sent to the Executive committee and they will review the four factors for bonuses. James is also working on Ben and Roger's Performance Appraisals.

HR Policy updates - James has follow up meeting on Monday with HR Connect and will put everything into one document. He will then send it to HR committee for final review.

James will discuss the Satisfaction Survey tomorrow with the Leadership Team and share that there will be performance bonuses to recognize staff for their work.

Compliance training – there were five modules that staff had to complete to receive a certificate. The committee has decided to give a \$100 bonus to staff for completing the training.

Board Recruitment - Bill will approach a contact with an HR background who recently retired to see if she interested in joining the Board. Each Board member has been tasked to connect with one person in their contacts for Board Recruitment. Anyone interested can be referred to James.

Services Committee (Lauren, Jeff, James, and Dominika) – The Services committee did not meet in September as some people were away.

James noted that Services committee has a lot of homework. James asked them to review the data set from NCN (2024 state of the shared space survey). James will pull together a team from each Common Roof site to discuss enhancement of physical space and property to appeal to staff to be engaged and encourage them to make effective use of their site.

Resource Development – James updated on the Trillium Grant from CTN and the Infrastructure Ontario grant which James will re-apply for. The committee is also working on a Buy a Brick campaign to help sustain the Pollinator Garden in Barrie. James will confirm information with Dominika and report back.

Real Estate Working Group - The operator is in place for the Supportive Housing project in Collingwood. James is meeting with them next week to begin the onboarding process and plan a Lunch and Learn event.

New Business

Team Building – James is arranging a team building exercise with the staff team in October. He will talk with the consultant to see if she can offer something similar for the Board, in December.

5. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 7:06 pm.

Bill Macdonald, Chair

Next Meeting Date: Wednesday October 30th, 2024 – 6:00 pm at BCR

September 25, 2024