

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

**Wednesday October 30, 2024 – 6:00 p.m.
BCR Boardroom**

Present (in-person): Bill Macdonald, Betty Ann Lewis, Bill Forster, Lisa McKee, Lauren McNair, James Thomson, Maureen Armstrong
Virtual: Paul Pratt
Guest: Kate Venn

BOARD BUSINESS

1. **Welcome/ Call to Order** – Bill Macdonald called the meeting to order at 6:04 p.m.
2. **Declaration of Conflicts** – No conflicts were declared.
3. **Board Recruitment** – Bill M welcomed Kate Venn who is attending as a potential Board candidate. Kate departed the meeting for a board discussion. Bill F provided a brief bio about Kate. She has recently retired from Barrie YMCA with a background in HR. She was interviewed by Bill M and James and no concerns were noted. Bill F recommends that she be elected to the Board.

Moved: by Bill Forster and seconded by Betty Ann Lewis to nominate Kate Venn to the Board of the Common Roof effective this date. All in favour. Motion Carried.

Kate re-joined the meeting and was welcomed to the Board. Introductions were made.

4. **Consent Agenda Items**
Approval of Previous Minutes – September 25, 2024. No concerns noted.

President & CEO Report – James reviewed his report which was sent out on Friday. The Finance department is working to ensure more timely reporting of monthly finance reports. Risk Assessments are being done at each site. The Pattison sign at OCR will be installed in the next 3 to 4 weeks.

Collingwood had a lunch and learn for the Simcoe County rehousing project. This was a positive meeting that allowed time for questions. James will meet with this team monthly and will continue to update.

Our Articles of Amendment have been approved by the province.

Board Recruitment - James followed up with Dave Carrol, who is the chair of another non-profit board in Simcoe County. James invited him to our November meeting and will send his bio out to the Board. Lisa also has a candidate who is interested and will send his information to James. Dominika has been working on Board Recruitment flyers, but her time is limited to 5 hours per week, so we need to prioritize her communication work. Everyone agreed that we need to expand our fundraising and have a good communication plan.

It was agreed that if we elect two additional Board members, we will pause on recruitment to ensure it is more staggered.

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

5. **Committee Updates**
Finance Committee (Lisa, Paul, and James) – The Finance report was included in the Board package. Paul noted we are pretty much in line with the budget and tracking well. No concerns were noted.

It was reported that the Audit costs increased significantly this year, thus there was agreement to re-engage the RFP Process for our annual audit. Kate has a contact that she will invite to submit. James is meeting with BDO next week to review the Audit process.

Property assessments were provided to Meridian last week. We should receive an update in the next few weeks and then we can begin the transition process. James noted we have not been formally approved yet but is confident this will happen.

OCR third floor is a bit complicated, as we must have guaranteed leases to ensure we can obtain financing for leaseholds. Lisa noted that Chris Gariepy (Foreman who is overseeing the project) felt the costs could be significantly more due to increasing costs in the market. He recommended that we have someone in Orillia to get the contacts. Lauren noted there is no designated commercial agent in Orillia. We were co-brokering with local agents, but they were not as active as we would have liked. Lisa wondered if we could do it in-house as we do have interest from Lighthouse and current tenants. Chris recommended not having a board member involved due to conflict, but this is our choice. If needed, Lauren is happy to step aside and let another agent from her company step in, then she would act as our Board member.

Next Steps: Lisa, Benjamin and James will meet on Friday to review the proposal. Lisa noted we are looking at \$15- 20,000 for Chris's services. Everyone agreed that having Chris onboard will help to fill the building, that has been vacant too long.

Human Resources (James, Bill F and Betty Ann) – James' CEO Performance Review will be discussed in-camera later in meeting.

James noted that we worked with HR connect to update our HR Manual to include AODA and meet all CRA Standards. The new manual also encompasses our former manual.

Action: James requested that the HR Committee review the manual and send feedback.

Services Committee (Lauren, Jeff, James, and Dominika) – James noted one of the big focus areas is on Key Performance Indicators (KPIs). James is currently tracking the number of partners, space utilization, social media hits, USG, Social impact items, etc. He would like to increase the number of room bookings, as this is lower than usual. James is looking to SKEDDA (the software company for room bookings) to see if we can make some changes. In the interim James will continue to report on while the committee works on a more comprehensive reporting system.

James will upload the Stage of the Sector shared space survey and dataset to the Board portal. We can compare how we fare to other providers across the sector. James noted that we fare well regarding employee satisfaction. The survey is heavily US informed, but we are more interested in the results. James will ask the Services Committee to review questions raised to see if we can use them in our next tenant satisfaction survey. We will also be looking at the key performance indicators that were not responded to. By knowing what services are being offered by our member agencies, this will allow us to see how many resources are available in our sites and will help with fundraising.

Next steps – James will meet with Lauren to discuss further.

We talked about the community still not knowing who we are, so we discussed making presentations to agencies in the community. James noted we have a one-page key messages document, which James will post on the portal and board members can use this when out in the community.

Resource Development – We are beginning to move forward with some of the strategies discussed at the working group. James is working with Dominika and reviewing our Communication Plan and Case for Support using key messages. Some of the initiatives we are looking at are the pollinator gardens and the buy-a-brick campaign.

James is also meeting with member agencies to discuss their fundraising needs and talk about collaborative fundraising.

Real Estate Working Group – James noted this is an Ad hoc committee that comes together when there are issues to discuss. James updated the working group on the 3rd floor work with Chris Gariepy and the Collingwood project. James will reengage the committee as needed moving forward.

James updated there are no issues with the Health Unit since they ended their partnership agreement. Their staff team is highly engaged, they continue to use the building and meeting space and they are paying for their leaseholds.

New Business

Animation and Engagement Working Group - James noted this working group was established to review our shared space and talk about how to create a warm and welcoming space to support member agencies and guests of our buildings. Committee members consist of staff from member organizations and reception staff from each site. They are currently reviewing reports and online resources and trying to come up with recommendations that can be put in place easily and cost effectively. They are looking at seating areas at the sites where staff can sit, take 5 and make use of the kitchen areas and available rooms. They are also looking at options to spruce up the buildings (both internally and externally) and bring in natural light. The next meeting is at the end of November. James noted it's good to see everyone excited and engaged.

Board Development Kit – James is resourcing this for the Board.

6. **Adjournment - Moved:** by Bill Forster to adjourn the regular board meeting at 7:10 pm. James and Maureen departed the meeting.

Motion to move in-camera:

Moved: by Bill Forster and seconded by Kate Venn to move in-camera. All in favour. Carried.

A discussion was held to discuss the CEO Performance Evaluation and remuneration for the previous fiscal year.

Motion to move out of in-camera:

Moved: by Betty Ann Lewis and seconded by Lauren McNair to move in-camera. All in favour. Carried.

In-Camera Motion for James' Performance Evaluation and to be shared with Finance:

Moved: by Bill Forster and seconded by Lisa McKee that the four directives and performance metrics set out in the previous fiscal year for James Thompson have been met. Therefore, the four incentive bonuses of \$2,000 each, totaling \$8,000, will be paid out to James Thomson in the current fiscal year. James will remain on the top of the Salary Grid for 2024/25 fiscal year effective his employment anniversary date of November 1, 2024.

Adjournment - Moved: by Betty Ann Lewis to adjourn the board meeting at 7:20 pm.

Bill Macdonald, Chair

Next Meeting Date: Wednesday November 27th, 2024 – 6:00 pm at BCR

October 30, 2024