

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

Wednesday February 22, 2023 – 6:00 p.m. - Microsoft Teams

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

BOARD BUSINESS

1. **Welcome/ Call to Order** – Paul Pratt 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 – No concerns were noted to the previous minutes of January 25th, 2023.

President & CEO Report – James reviewed his report, which was sent out earlier. He noted that with respect to the December statements, everything is in line. He noted that expenses related to MITU may fluctuate, but will be charged back to partners and tenants. Once Brent completes the January statements, James will update to see where things are trending. No concerns were noted. James noted that MITU addendums are coming in and the amounts should be in line for year end.

James updated on a significant issue that occurred in Orillia last week, where a client from the Health Unit's Harm Reduction/Needle Exchange program over-dosed in the washroom and was found by our Reception staff. James noted there has been an uptake in the amount of issues over the past few months, but this was the most serious to date. James noted this has fast-tracked the need for more in depth conversations with the Health Unit. Conversations have begun with Benjamin and Doug Ironside (Health Unit – Harm Reduction) on these issues and note that it will take time to resolve. However, we want to put protocols in place to mitigate these incidents happening again. Conversations are also underway with the Lighthouse organization behind the OCR who also deals with these types of clients. James noted that all partners/tenants are on board and feel the issue should not be borne solely by The Common Roof or the other partners and tenants. A collaborative approach is required to fully support all clients; one that clearly outlines expectations from a Tenant regarding client support. James will set up meetings with each organization to review the issues and any concerns.

Benjamin is working on a Crisis Response Protocol to be standardized across all common roof locations. He is currently reviewing what partners already have in place and will try to align with that. We do not fall under Occupational Health & Safety with respect to having to do a risk assessment, but James noted we will do one regardless to determine areas of higher risk. The partners are on board with this and will help to support the process.

James and Bill will discuss the pooled benefit plan and next steps.

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

4. Committee Updates

Finance Committee – Lisa noted the finance piece fell off the radar with the holidays and scheduling conflicts, but she is confident everything is in order. She is happy to report that after 9 months of dealing with the confounding issues related to the USG, they have come to consensus as a committee on a plan, which will be reviewed by our lawyer. Lisa shared details of the plan, that we will offer a 5% payment per month based on investments and if sufficient funds, will provide an additional payment (discretionary) up to 10%. We will attempt to pay out what we can based on our financial situation. We have limited to 3 years and the agreement can renew after that time with any adjustments.

Lisa noted that everyone worked hard and she feels it is a great static solution, with flexibility, given the circumstances. She noted it is a simple plan and easy to administer and doesn't fluctuate based on leases.

Action: Bill and James will review with Carters on Friday. James and Lisa will connect prior to this. Lisa noted if anyone from Finance has further comments, please submit them before Friday.

Jeff cautioned that at this point, it is only a commitment and still needs to be vetted by Carters and then be presented to the Partners. Lisa agreed, but noted it is fair and a starting point. James feels we are on the right path and partners have agreed that we need to work together.

Human Resources – Sharon noted they reviewed the HR Staff Manual and completed edits and approved the manual. They now have a job Code of Conduct for Board members that has been approved to go out. They are also working on the Performance Appraisal process for employees, and also working on James Performance Appraisal which was sent out. They are awaiting feedback from the Executive committee to review in mid-March with James.

James noted he wants to bring back to the HR Committee the recent issue with the overdose and the effect on staff; to ensure we support staff when needed in specific areas. He noted we added EAP to our benefit package as a result of the Orillia incident.

Services – Lauren updated that the committee hasn't been able to meet in the last 2 months, but will be meeting next week and will work on the partner/tenant survey and KPI's. James noted this will track indicators to see how we are doing.

Real Estate Working Group – The committee has not met, as there was no need at this time. As conversations come up, James will flow them back to this group and they may need to set up a meeting.

5. **New Business**

Board Meeting Schedule – James noted we have moved meetings to the last Wednesday of the month to allow for finance to have statements ready for the Board meeting. James noted during short months, we need to be cognizant that there may be some schedule conflicts (i.e. with finance or other committees).

Resource Development/Fundraising – James noted that we needed to get through the branding and name change process before focusing on fundraising. He noted that when doing fundraising, we need to think about who our target audience is and what will we be raising funds for.

Action: James will reach out to Champagne to begin to articulate this and what opportunities we should look at moving forward.

James has been applying for grants, but they want to see that we are directly supporting clients, so we need to find the right messaging for targeting funders. Paul wondered about a separate committee to focus on Fundraising and is social media based. Joe agreed that we need to package our branding into a fundraising initiative and case for support. He feels we have a powerful message to provide a resource to the agencies helping clients, but we just need to message it correctly. Lisa noted it would be good to have a champion/ambassador to advocate our message and bring more awareness about the work that we do. It was also noted that it would be good to include positive quotes from those using our services. Betty Ann is onboard to assist and has some contacts in the community. James noted that he can make himself available to speak to any groups in the community.

Action: Betty Ann and James will discuss further off-line.

6. **Adjournment - Moved:** by Betty Ann to adjourn the meeting at 6:40 p.m.
Next Meeting: Wednesday March 22nd – 6:00 pm

