

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

**Wednesday March 27, 2024 – 6:00 p.m.
BCR Boardroom and Microsoft Teams**

Present (in-person): Bill Macdonald, Betty Ann Lewis, Bill Forster, James Thomson, Stacey Young (minutes)
(virtual): Joe Johnson, Lauren MacNair
Regrets: Maureen Armstrong, Paul Pratt
Absent: Lisa McKee

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:05 p.m.

2. **Declaration of Conflicts** – There were no conflicts declared.

3. **Consent Agenda Items**

Approval of Previous Minutes – February 28, 2024. No concerns noted.

President & CEO Report – This report was sent out with the Board Meeting package. James provided a quick overview of items within the report.

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

4. **Committee Updates**

Finance Committee (Lisa, Joe, Paul, and James) – January statements have been completed and sent to members. USG was discussed regarding the Health Unit (OCR) moving from a Partner Lease to a Tenant Lease. The Health Unit has requested a full Partnership refund, so we need to look at options for repayment. A refund could be done on a month-to-month basis. Any changes to the current lease would require a lease addendum for clarity. Joe flagged the need for a Full & Final Release clause. He will send an example to James. The recommendation is to honor their request, which should be manageable for the remainder of the lease.

BCR water main repairs were discussed. The repairs were paid through the building fund, not through building insurance.

James reviewed the 23/24 budget.

Moved: by Betty Ann Lewis and seconded by Lauren MacNair to approve the 2023/2024 budget as received. All in favor. Motion carried.

Human Resources (James, Bill F and Betty Ann) – The staff satisfaction survey was discussed; Bill Forster recommended that the questions outlined be slightly reduced to ensure no overlap or duplication. James will follow up on this with TCR Management Team.

James discussed accessing an online HR portal that would give staff access to policies, OADA training, etc. James is looking into this and will discuss it further when the HR Committee reconvenes in April.

Bill Forster spoke briefly regarding James' performance appraisal and goals and requested a follow up report on progress. James will send Bill Forster/Bill Macdonald an update for review.

Services Committee (Lauren, Jeff, James, and Dominika) – No update at this time.

Resource Development – James reported no updates as of yet on grants submitted (Honda Canada, RBC and Trillium Foundation). A follow up meeting of the Resource Development Working Group will be coordinated in April to discuss next steps, key messaging related to the development of a Case for Support, and to identify key areas of interest around donor support.

Real Estate Working Group (Joe, Linda L., Betty Ann, James) – The group has not met. James updated that he has been approached by the County of Simcoe regarding the potential for temporary modular housing on the CCR property. James requested a proposal and is currently awaiting this information.

There is no update on the Redwood Park proposal. James will resend to the group and call a meeting to review for mid to late April.

5. **Other Updates**

Collingwood Reception - The CCR has hired a new receptionist, Hailey Corvari. She will be starting training next week.

Phone System - The phones at all CR locations will be moving to a VOIP system. The goal is to have one phone number for all locations. The cost incurred will be covered by CR tenants.

Accessibility for Ontarians with Disabilities Act (AODA) Compliance - James reported that the Common Roof is considered a small business due to the number of staff and therefore the expectations on our side are quite small. That being said, we will ensure that our policies are reflective of AODA, and we will continue to work with our member organizations with respect to their expectations.

Ontario Nonprofit Corporations Act (ONCA) - James reported that updates are required on our By-Laws to ensure that we are compliant under the new act. Carters has been engaged to review materials and craft an updated By-Law package. Anticipated receipt will be early June for review over the summer break with ratification at our AGM in September.

6. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:42 pm.

Bill Macdonald, Chair

Next Meeting Date: Wednesday April 24th, 2024 – 6:00 pm

March 27, 2024