

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

Wednesday May 24, 2023 – 6:00 p.m. – BCR Boardroom

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

BOARD BUSINESS

1. **Welcome/ Call to Order** – Bill Macdonald called the meeting to order at 6:07 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 April 26th, 2023.

President & CEO Report – James provided a brief review of his report, which was sent out last week. He noted everyone has copy of the March finance statements in Draft for 2022-23. Finance still has some items to ratify.

USG conversations are underway. James and Paul met with New Path Services last week and it was a very positive meeting. They will be meeting with CTN on Friday and will also set up a meeting with Catulpa. Rotary Club will be the following week and then Simcoe Muskoka Health Unit. Joe will be involved in the meeting with the Health Unit. Things are moving forward, and James is hopeful to complete soon.

Operationally everything is going well. We are continuing to work through H&S issues at each building. Catulpa has offered to support in doing a risk assessment (timeline Aug /Sept).

We are continuing to work on the Strategic Plan, including a communications strategy and key messages.

Moved: by Paul Pratt and seconded by Lauren McNair to approve the previous minutes from April 26, 2023, and the Consent Agenda as received. All in favour. Carried.

4. **Committee Updates**

Finance Committee – Lisa noted not too many meetings, but a large part of the discussions were around USG, which has been going well, as James noted in his report. Brent has been working on statements and numbers are looking healthy for year-end. We are still going through some transitional changes from prior years. Revenue is down compared to actual, but net expenses are higher (partly due to interest expense). Lisa feels we need to be a little more conservative in expectation of expenses, but overall things are looking good compared to last year and the bank balance is quite healthy.

It was noted that ongoing Reporting will be in the new format, which is a more accurate reflection of revenues and expenses.

New Path wanted to clear up the fundraising and scholarship items, which are scheduled to be repaid this year. BDO will reconcile and reduce retained earnings for these amounts, and it will not affect income. BDO is aware of USG commitments, and this is referenced on the financial statements.

Brent is setting up receivables as accruals for each month instead of quarterly.

Budget – James wants to look at through a conservative lens and not over-estimate anything. All information was pulled from the Sage Accounting system into this worksheet and then reforecasted from April 2023 going forward to next fiscal year. James reviewed and explained each line. He noted that all MITU increases are complete, and James is hopeful this will reflect actuals. Salaries have been adjusted for Cost of Living and taking minimum wage into account.

Moved: by Paul Pratt and seconded by Lisa McKee to approve the Budget as presented. All in favour. Carried.

Human Resources – The Committee will be meeting next week and reviewing the updated Performance Appraisal process and guidelines and discussing Professional Development. James is looking into Board/staff and Team Development and is awaiting a quote.

Bill F noted that he, Lisa, and Paul will be meeting on Friday afternoon to do the CEO Evaluation.

Services Committee – Lauren noted no report at this time. James noted the Tenant Satisfaction survey is out, but no CEO's/ED's responded. James followed up with them and it will close this Friday. The Services Committee will review results and bring the report to the Board.

They are also working on the virtual tenant and meeting room rental items.

Resource Development – This committee will consist of Champagne, Joe, Paul, Dominika, and James. James, Paul, and Dominika met to review fundraising options. They reviewed purpose (what are we raising funds for and what does it look like) and developed some key questions. The questions were sent to Board and staff asking what prompted them to get involved with the organization and what do they see as the value. They will set up a meeting to review answers. They are also looking at different ideas to generate income (i.e., use of parking lot, vacant land, outdoor market in parking lot, community garden, wildflower garden/butterfly conservatory, etc.). We want to build awareness of community groups.

Real Estate Working Group – James noted they will be reconvening to discuss the Collingwood request to build on our Collingwood property. A site plan has been presented with recommendations. It would be in partnership with CMHA and My Friends House. James, Paul, and Joe will review to do our due diligence and determine potential to move forward. If the Real Estate Working group agrees to continue, we would bring both groups together for further discussion. James will continue to update.

Orillia – Lauren updated that CMHA is very interested in 3rd floor and is taking to their board. More to come.

New Business

Scholarship – in round two and should have recipients confirmed by end of next week.

Key Message Matrix – James noted Dominika wanted to know if anyone had feedback from on the tool. Paul wondered about a 3 or 4 word tagline. James will share this with Dominika. If anyone has further feedback to send to James by Friday and he will review with Dominika.

Marg Gallow Room Naming Opportunity - Everyone agreed, in honour of Catulpa's 50th Anniversary, to rename the Resource Room the Margaret Gallow Room to honour Margaret Gallow, former Executive Director of Catulpa and Founding member of the Common Roof.

Moved: by Paul Pratt and seconded by Lauren McNair to rename the Resource Room at BCR, the Margaret Gallow Room. All in favour. Carried.

5. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 7:12 p.m.

Next Meeting: Wednesday June 28th, 2023 – 6:00 pm.

Bill Macdonald, Chair

May 24/2023