

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

**Wednesday April 26, 2023 – 6:00 p.m. – Microsoft Teams**

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

**BOARD BUSINESS**

1. **Welcome/ Call to Order** – Paul Pratt called the meeting to order at 6:00 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 March 29th, 2023.

**President & CEO Report** – James noted for the consent agenda, it is assumed that everyone has reviewed his report that is sent out prior to the meeting, so this is the time to ask questions. No questions or concerns were raised.

**Moved:** by Bill Forster and seconded by Joe Johnson to approve the previous minutes from March 29, 2023, and the Consent Agenda as received. All in favour. Carried.

4. **Committee Updates**

**Finance Committee** – James updated that the February Financial statements were sent out and everything is looking good for year end. The budget was also included to show actuals versus what was projected. He noted that money owing from Community Connections is on the Balance Sheet and not included on the budget for 2023/24. James noted that some expense lines are a bit off as we bring more in line to where they should be. James reported a healthy financial picture and moving in the right direction, with no issues or concerns.

James also included his budget tracking and noted that for the last 2 months, all year-end charge back items are being amortized across the board to make the statements clearer.

No concerns were noted from the Board. Bill asked if the column with no heading in the 2023/24 budget is Administration line. James confirmed and will fix this issue.

Paul reported that they were unable to have a Finance Committee meeting, but he spoke to Lisa on Monday, and she did not have any significant issues with the budget. She noted the only significant issue is the USG.

USG – James reported the Finance Committee has put together a proposal that will be presented to the partners one-on-one. Prior to this, James will set up a meeting of the Finance committee, to sit down and review page by page to ensure everyone is on the same page, make any tweaks and prepare for any questions from the partners. James advised at last week's partner meeting that will be reviewing the USG proposals with them over the next month.

Signage – James has been having conversations with Pattinson Signs about putting a billboard sign at OCR. James shared at last week's partners meeting and everyone was ok with this, but want to ensure that what goes on the billboard, meets with our vision and mission. James confirmed this with Pattinson and will follow up with partners. Pattinson will send an agreement (James noted approximately 20,000 in revenue per year).

Budget Projection – James included the high-level budget projection in his email, as well as the line item references. James recommends it go back to the Finance Committee for final review (line by line) and they bring to the Board for approval. James noted the biggest item is staff compensation and the assumption that all staff will move up to the next step on the grid, so this is the only thing pending approval and will impact the budget. James does not see any substantial changes from the previous budget. He noted that we want to ensure the budget includes all items that are assumed to happen (i.e., USG).

**Resource Development** – James, Joe, Champagne, and Paull will be meeting next week to discuss our resource development statement and strategy for the organization.

**Human Resources** – James will reach out to Sharon. He updated that the Performance Appraisal forms have been updated and give a sense of what each of the rating scales mean. It has only been seen by James, Ben and Sharon and James is awaiting Sharon's feedback, before sending out to the HR Committee. He will reach out to her tomorrow to send information out by Friday for the next meeting.

James noted no substantive HR issues. He reported the OCR receptionist is still off on WSIB and we will be working on a return-to-work plan. In the interim we do have coverage in place and this person is doing well. Maureen updated that she checks in with Karen every week and is working to have her return to work one or two days per week to start to ease back into her role.

James noted they are also working on a H&S Plan to ensure sites are safe and secure for staff and clients.

**Services** – Was scheduled to meet on Monday but this was postponed. The tenants have until next week to respond to the survey. Once the survey is closed, the Services committee will review for next steps.

James noted they have discussed the virtual tenant option and room rentals. The CR Management team will meet tomorrow and ongoing monthly and will discuss these issues there.

**Real Estate Working Group** – James noted the Committee has not met yet.

James updated on an interesting development in Collingwood, starting with a telephone meeting with Thomas Vincent, who is crafting a report for municipalities on affordable housing. Two weeks ago, James received a request from Rotary and 211 to meet again with Thomas Vincent who was working on a potential housing development across from our Collingwood site. He was looking at a build to include three organizations (CMHA; My Friend's Place – a housing support program for victims of domestic abuse; and a number of businesses struggling to find housing for employees). Unfortunately, the owner of the property across from CCR has another offer on the lot, so Thomas approached Rotary and 211 to determine our interest in exploring further. James noted there is some potential on part of our property. James advised that he discuss further with our Board, but gave him permission to have his architects look at our site. James thus reached out to Joe and Paul. James and Joe will review options and James invited Paul to attend as well if interested.

OCR 3<sup>rd</sup> floor – Champagne had some interested doctors and is still pursuing. She was also chatting with Lauren earlier today. She feels they would be a good fit and could be beneficial for the building. More to come.

### **New Business**

**Update on Bill** - Paul and Bill have been in contact with Bill M and he is on the mend and continues to progress.

**Glen Newby Scholarship** – James reported this closes at the end of this week. Applications are coming in and will be reviewed.

**Recognition of Admin Professionals Week** – James acknowledged this is Administrative Professional's Week and thanked Maureen and the Reception team for their work. Maureen thanked James and the Board, noting she enjoys her work with the team and the Board.

5. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:40 p.m.

**Next Meeting:** Wednesday May 24<sup>th</sup>, 2023 – 6:00 pm.