

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

**Wednesday February 26, 2025– 6:00 p.m.
Microsoft Teams**

Present (Virtual): Bill Macdonald, Dave Carroll, Bill Forster, Betty Ann Lewis, Lauren Tomlinson,
Kate Venn, James Thomson, Maureen Armstrong
Regrets: Paul Pratt, Lisa McKee

BOARD BUSINESS

1. **Welcome/ Call to Order** – Bill Macdonald 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 – January 29, 2025. One typo was noted, which Maureen will correct.

President & CEO Report – James reviewed his report that was sent out prior to the meeting. With respect to OCR 3rd floor – a meeting is scheduled for March 5th with Chris Gariepy and interested parties, as well as current building members. The Collingwood open house has been re-scheduled for April 22nd from 4 – 5:30 pm. The Scholarship Committee has 8 members on the committee and will meet soon to review applications. James noted that all information about the Scholarship can be found on the website.

Board Development - When James receives the Board Training Modules from Charity Village he will send them to the Board for training.

Moved: by Lauren Tomlinson and seconded by Bill Forster to approve the Consent Agenda as received with the change noted to the January 29th minutes. All in favour. Motion carried.

4. **Committee Updates**

Finance Committee (Lisa, Paul, and James) – James reviewed the December 2024 Finance Statements, and explained any significant variances. Revenue and expenses are higher than budgeted, but there is always a lag with MITU charge backs and receiving the funds. James noted that YTD Rent and MITU appear to be a little off, so he will confirm with Benjamin. He is assuming that some allocations or charge backs between these lines are missing and this will need to be rectified. James will report back in the next week. James noted that Professional fees were high this year with the additional legal fees related to switching our work with the Partnership Fee process, ONCA By-Law reviews and switching our mortgaging over to Meridian. Year to date is looking good even with the increased spending in some of these area. Net income at the end of December is in line with projections. No questions were raised, but it was noted the importance of having correct allocations.

The Meridian transfer is almost complete. The final piece is the transfer of the Bank accounts. Ben is hoping to have this done by the end of next week.

Next month at the Finance Committee they will review the Draft Budget for 2025/26 and bring this to the Board for approval. Benjamin is reviewing actuals to date for MITU and will then need to forecast MITU for next fiscal period and advise the partner organizations what the forecast is.

Human Resources (James, Bill F and Betty Ann) – James noted the committee is not meeting until March. They are reviewing policies. From Board perspective we want to ensure the Board has information they need and connect with Maureen if they require any information. James and Maureen have also been updating the Board portal.

Services Committee (Lauren, Jeff, James, and Dominika) – James noted there is a lot of work being done in the background on KPIs so determine if we are meeting the goals of our strategic plan. James shared his spreadsheet on KPIs and reviewed the report in detail in terms of items being tracked.

He noted that we will explore the standardized space utilization rate as a benchmark (meeting room usage). He noted there will be 2 surveys (member satisfaction survey for all staff; and the annual member report to the senior managers at each of the member agencies).

James shared the dashboard for the CSI portal where we enter information from our KPI surveys and receive a summary. James noted we have done the Overview, KPI data can then be entered for reports to be generated and shared with our key stakeholders. By the end of Q4, James is hoping to have the information entered into the portal and run the reports. A question was raised with respect to the financial health of the agency. James can talk to Lisa about specific financial KPI's being included as part of the finance report.

Resource Development – No report.

Real Estate Working Group – No report.

5. **New Business** – No new business was tabled. James noted he would like to invite Managers to speak at future Board meetings (Maureen, Ben, Roger, and Dominika). If the March agenda is heavy, this will start in April.
6. **Adjournment**
Moved: by Bill Forster to adjourn the Board meeting at 6:47 pm.

Bill Macdonald, Chair

Next Meeting Date: Wednesday March 26th, 2025 – 6:00 pm at BCR

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