



**Houselink Community Homes
Board Meeting Minutes
May 19, 2020**

Present (zoom): Phillip Dufresne (Chair), Carole King, Steve Rogers, Mary Modeste, Charles Finlay, Joann Sochor, Colette Snyder, Richa Jagota, Natalie Ochrym

Regrets: Linda McNeil

Guest: Douglas Jordon

Staff: Brian Davis, Helen Cheung, Charlie Lior and Monica Vaus (minutes)

Approval of Agenda

Moved by: Steve Rogers
Seconded by: Carole King
Carried

Conflict of Interest

None

Consent Agenda Items

Moved by: Joann Sochor
Seconded by: Colette Snyder
Carried

Business Arising & Any Consent Agenda Items Requiring Action or Further Discussion

Brian reported that the Quality and Accountability Committee met on April 29th to review and provide feedback on 2 operational documents; the Emergency Plan and the draft Pandemic Plan. This was an action from the March 17th Board meeting as part of approving Houselink's Risk Management Plan.

Brian reviewed the feedback at a recent management team meeting and it is now being updated (ie. Confirming contact names and ongoing commitment to provide safe evacuation places by neighbouring organizations). The Pandemic Plan will be rolled into the overall Emergency Plan once it is finalized.

COVID-19 Briefing

Brian reviewed Houselink's current response to the Pandemic as it has evolved since last month.

On a positive note, no tenants or staff have tested positive for Covid-19. The area of our greatest concern, however, is the Steps Program that is situated along the Sherbourne Avenue north of Queen Street. There is a lot of street traffic as well as shelters in this area. Staff are concerned about the vulnerable tenants and the lack of physically distancing.

End of the Year Report – 4th Quarter Statements

Joann Sochor, Board Treasurer, began by stating that on behalf of the Board, she would like to acknowledge and honour Charlie Lior, former Finance and IT Manager, for his tremendous contribution to Houselink for the past 30 years and 8 months. The Board and staff will greatly miss Charlie's work ethic, insights, knowledge, and sense of humour. A proper gathering in celebration of Charlie will be held as soon as we are all able to meet in person. In the meantime, the Board gave Charlie a well deserved round of applause.

On May 12th, the auditors began to conduct their audit and prepare the audited financial statements for 2019/20.

In reviewing the 4th Quarter Financial Statements, it was noted that Houselink is ending the year with a healthy surplus. The Ministry of Health has informed us that we can use the surplus in their allocations for Covid-19 related expenses,

Motion to Approve the 4th Quarter Statements

Moved by: Joann Sochor

Seconded by: Steve Rogers

Carried

Board Evaluation

Monica has sent out the annual Board Evaluation, consisting of 5 questions. A friendly reminder to fill out the survey by Friday, June 5th.

Nominating Committee

This year we have three seats to fill with two from the participant side and one from the community side.

On the participant side, Douglas Jordan is interested in rejoining the Board. As there are two participant spots open, the Board could decide to appoint Douglas immediately to the Board and at our fall AGM, his appointment would then be ratified by the membership.

Motion to appoint Douglas back to the board effective June 19, 2020 until the AGM

Moved by: Steve Rogers
Seconded by: Mary Modeste
Carried

Also on the participant side, Linda McNeil is standing to be re-elected and the Board will need to inform the membership that Esther Mwangi left the Board mid-term. Therefore, the Committee recommends that the slate on the participant side be Linda McNeil and Douglas Jordan.

Motion to Approve the Participant Slate – Linda McNeil and Douglas Jordan

Moved by: Steve Rogers
Seconded by: Carole King
Carried

On the community side, the focus has been on succession planning for someone with a strong human resources background. We were fortunate to have two strong H/R candidates to interview and the committee is putting forward Andy Ip. Therefore, the Committee recommends that the slate on the community side be Andy Ip, Colette Snyder, Richa Jagota, and Natalie Ochrym.

Motion to Approve the Community Slate – Andy Ip, Colette Snyder, Richa Jagota, and Natalie Ochrym

Moved by: Mary Modeste
Seconded by: Joann Sochor
Carried

Action: Colette to contact both Andy Ip and the other community candidate on behalf of the Nominating Committee.

Succession Planning for the New Executive 20/21

As per Houselink's by-laws, at the AGM, the new Board appoints the new Chair and then the appointment is ratified by the Membership. In order to not leave such an important appointment to the last minute, historically the Board in May asks for nominations, votes on these nominations (if there is more than one candidate), and puts forward a motion to recommend particular Board members in the Executive positions. This year, if the Board is amenable, all of the current executive with the exception of Mary is willing to put their names forward to continue in their role: Phillip as Chair, Joann as Treasurer and Linda as Vice-Chair.

This means that we will need someone from the community side to step into a vice-chair role. Natalie put her name forward to be a Vice-Chair.

Motion to Recommend the following New Executive 20/21 to the new Board:

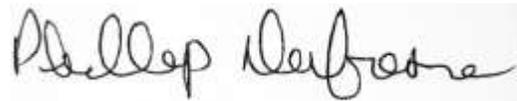
- Phillip Dufresne as Chair
- Joann Sochor as Treasurer
- Linda McNeil as Vice-Chair
- Natalie Ochrym as Vice-Chair

Moved by: Carole King
Seconded by: Richa Jagota
Carried

Adjournment

Moved by: Colette Synder
Seconded by: Joann Sochor
Carried

Minutes approved as presented

A handwritten signature in black ink, appearing to read "Phillip Dufresne", is written on a light-colored rectangular background.

Phillip Dufresne, Chair

June 16, 2020