



**Houselink Community Homes
Board Meeting Minutes
October 27, 2020**

Present (zoom): Phillip Dufresne (Chair), Carole King, Steve Rogers, Joann Sochor, Colette Snyder, Natalie Ochrym, Linda McNeil, Douglas Jordan, Richa Jagota, Andy Ip, Charles Finlay

Staff: Brian Davis, Helen Cheung, Karen Hazelton, Colleen Vandeyck, and Monica Vaus (minutes)

Approval of Agenda with addition of supporting Board members to connect virtually
Moved by: Carole King
Seconded by: Steve Rogers
Carried

Conflict of Interest
None

Consent Agenda Items
Moved by: Richa Jagota
Seconded by: Joann Sochor
Carried

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

A Board member has requested reimbursement for a computer upgrade to create the ability to attend the Board meeting virtually. It was noted that the Houselink by-laws support repayment of reasonable expenses to Board members (By-law 6.4 (a)) and it was agreed that a motion to support the decision wasn't necessary. Generally speaking it was agreed in principle that expenses less than \$500 would be reimbursed to ensure virtual access for Board meetings.

Helen expressed her appreciation to the Board members for the opportunity to become the Interim Director of Services, Strategic Planning and Partnerships and creating the learning opportunity to be considered for the Interim Executive Director role in 2021.

Financial Health Second Quarter Report

The 2nd Quarter Financial Reports were reviewed. Houselink is reporting on higher unused funds than in previous years and believe this has to do with the Pandemic Pay reporting. On the Statement of Operations, it was noted that the province's pandemic

pay shows up as revenue in the wages and benefits and therefore this line differs from the budget.

Tenant receivables are higher than normal as some tenants have stopped paying rent because they heard that landlords were not able to evict someone due to arrears. Arrears notices have been sent out to these tenants along with a clear message that they need to make their payments.

Motion to Receive & Approve the Second Quarter Financial Report

Moved by: Steve Rogers
Seconded by: Joann Sochor
Carried

Human Resources Report

Colleen reviewed the Human Resources Report which had been circulated to the Board prior to the meeting. Some key points included:

- More turn-over than usual but still under the norm
- negotiations for a new collective agreement have recently resumed after halted in March 2020 due to covid-19.
- increase in usage of Employee and Family Assistance Program
- a key upgrade to our supported Employment Program (SEP) was the contracting with a social purpose enterprise, Aangen to take on the role of employer.

Motion to Receive & Approve the Human Resources Report

Moved by: Steve Rogers
Seconded by: Joann Sochor
Carried

Special Resolution to Merge with Mainstay Housing and Approve the Houselink & Mainstay Amalgamation Agreement

The Board reviewed the most current version of the agreement for approval, and for distribution to the Membership to prepare them for the vote. The agreement will be accompanied by an explainer to make it easier to understand.

The Board had a discussion about the need to conduct more due diligence and for the agreement to reflect this need. The goal of the due diligence process is to ensure that any legal and businesses risks are identified, not necessarily to stop the merger, but to make sure that all risks are known on both sides to ensure a successful integration. This protects both parties. It was also suggested that Houselink retain separate legal counsel to support the process.

Action: Natalie Ochrym and Bruce Lewis to have a phone conversation.

Action: Brian to speak to Mainstay about the proposed revisions to the agreement.

Motion for Natalie Ochrym to Join the Joint Governance Committee

Moved by: Joann Sochor

Seconded by: Steve Rogers

Carried

Tenant Engagement Update

Helen reported that engagement efforts are well underway by the staff Outreach committee, the Tenant Board Directors, and Tenant ambassador. Their outreach targets are dedicated housing tenants and non-resident participants including Dream Team members. They conduct one-on-one conversations at tenants' in homes or buildings. Some of the resources being used are our new brochure as well as our website Joining with Mainstay page which includes the FAQ section.

Analysis

- As of October 27, 2020, 106 people registered as members and are eligible to vote in November
- 33 people have email addresses
- 11% live in shared units and 37% in non-owned Self-contained units
- 56% have expressed to be in support of the joining with Mainstay project.
- Based on type of dwelling and conversations, 84% are estimated to be in support.

Strategy

- 1) Targeted outreach: Before Oct 31, 2020, reach out to shared unit tenants that had been engaged before COVID.
- 2) Ensure at least one one-on-one conversation with each registered member to ensure correct info, reason of joining with Mainstay, and overcome barriers in voting and participating in the meeting.

Succession Planning Update

Steve Rogers, Chair of the Succession Planning Committee reviewed the committee's report. The work has been progressing well and the main update is that Helen is now functioning in the interim role as Director of Services, Strategic Planning and Partnerships, and a development plan has been established. The committee will continue to meet bi-weekly to oversee and support the process.

Brian reported on the communication related to his retirement and the communication notices are in the Board package. First the management team was told on Monday, October 19th, then the staff on Wednesday, October 21st; both via zoom. The next day, Brian sent the notice to sector partners and Houselink's key funders.

The only outstanding item is Brian writing to 2 key private donors which will also include a general update about Houselink and our virtual Annual Report.

Generally speaking, there was some internal speculation by some staff so it wasn't a complete surprise. The response was positive by sector partners with a number congratulating Helen.

Action: Brian to create the list of those donors.

Motion to go In-Camera (check-in – only if requested)

Moved by: Joann Sochor

Seconded by: Carole King

Carried

Motion to go Out-of-Camera

Moved by: Andy Ip

Seconded by: Linda McNeil

Carried

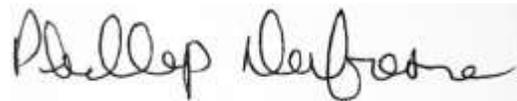
Adjournment

Moved by: Steve Rogers

Seconded by: Richa Jagota

Carried

Minutes approved as presented

A handwritten signature in black ink, reading "Phillip Dufresne". The signature is written in a cursive style and is positioned above the printed name of the chair.

Phillip Dufresne, Chair

December 15 , 2020