



**Houselink Community Homes  
Board Meeting Minutes  
May 29, 2018**

- Present:** Linda McNeil, Mark Guttridge, Phillip Dufresne, Mary Modeste, Joann Sochor, Hugh Cameron, Charles Finlay
- Phone:** Jasmin Earle
- Regrets:** Kim Nichols, Susan Pidgeon, Isaac Coplan, Douglas Jordan
- Guests:** Colette Snyder, Natalie Ochrym, Richa Jagota
- Staff:** Brian Davis, Helen Cheung, Charles Lior and Monica Vaus (minutes)

**Approval of Agenda**

Moved by: Hugh Cameron  
Seconded by: Mark Guttridge  
Carried

**Conflict of Interest**

No conflict of interest declared

**Consent Agenda Items**

Receiving and approval of consent items  
Moved by: Mark Guttridge  
Seconded by: Linda McNeil  
Carried

**Business Arising**

The Paul O'Neil Environment Award was featured in The Link and is a project in progress.

Discussion occurred about the challenges of balancing community safety rights and individual rights and perhaps this could be a topic of discussion at a future Town Hall.

As noted in your package, we consulted at our last Town Hall on how to improve future attendance and ensure the meetings are meaningful while also still conducting Houselink business. Brian and the Support and Program Managers will be using the input garnered to come up with some solutions this spring.

### **Any Consent Agenda Items Requiring Action or Further Discussion**

A small adjustment needs to be made to the attendance list of the April minutes.

#### **Action: Monica to make the adjustment**

### **End of Year Report: 4<sup>th</sup> Quarter Report**

In general, this year's 4<sup>th</sup> quarter financial report is not too different from the preceding year's report.

Some comments on the Statement of Financial Position and Statement of Operations were reviewed:

➤ **Current Liabilities - Line 13 – Due to funders**

This is made up of amounts due to the Province of Ontario and the City of Toronto for the year ending March 2017 plus estimates for the year ending March 2018. The main increase is from City of Toronto Transitions funding that was approved too late to use this fiscal year.

➤ **Expenses – Line 13 – Materials and Services**

Costs for pest control and fire and security systems were higher than expected. There are ongoing efforts to address these issues in order to reduce the burden on tenants.

➤ **Expenses – Line 22 - Program Costs**

Program costs are under budget because of the City Transitions program.

➤ **Revenues – Line 8 – Fundraising and Donations**

Down from what was predicted, but the Resource Council is currently looking at other fundraising events.

### **Motion to Approve 4<sup>th</sup> Quarter Financials**

Moved by: Mark Guttridge

Seconded by: Joann Sochor

Carried

### **In-Camera Discussion Motion**

Moved by: Mark Guttridge

Second by: Mary Modeste

Carried

### **Report of Nominations Committee – Approval of Slate**

On the Community side, we usually have three openings, but as Jasmin Earle has decided not to return for her last year, we now have four openings. Mary Modeste, one of our current Vice Chairs, is up for re-election. In addition, the Nominating Committee is recommending that the following three new candidates be added to the slate:

Colette Snyder, Natalie Ochrym, and Richa Jagota. According to our by-laws, Houselink needs one of our community members to agree to fill in just for one year as they will be replacing Jasmin for the one year term. We will ask if any of them are willing to volunteer for the one year term.

On the participant side, we have three openings. Hugh Cameron and Linda McNeil have chosen to run again. We have one candidate, Nicole Tushingam, confirmed to ensure that there are three participant members to fill the three positions.

Therefore, on the community side, the Nominating Committee would like to acclaim the following four candidates: Mary Modeste, Colette Snyder, Natalie Ochrym and Richa Jagota.

On the participant side, the Nominating Committee would like to acclaim the following 3 candidates: Hugh Cameron, Linda McNeil and Nicole Tushingam.

### **Motion to Approve the Slate**

Moved by: Joann Sochor

Seconded by: Charles Finlay

Carried

### **In-Camera Item Presented by Brian and noted in In-Camera Minutes**

#### **Out-of-Camera Motion**

Moved by: Mark Guttridge

Seconded by: Linda McNeil

Carried

#### **Succession Planning for Executive**

As per our by-laws, it is the new Board at the Annual General Meeting that appoints the new Chair and then the appointment is ratified by the Membership at the AGM. In order to give continuity to succession planning, at the May Board meeting the Board asks for nominations, votes on these nominations if there is more than one candidate, and puts forward a motion to recommend particular Board members for the Executive positions. There has to be at the very least a recommendation for the new Chair.

This year Douglas Jordan has decided to finish his last year as a Director instead of continuing as our Chair. Phillip Dufresne, one of our two Vice Chairs, is willing to put his name forward as the Chair and Linda McNeil is willing to put her name forward as Vice Chair to take Phillip's place. Mary Modeste has expressed interest in continuing as Vice Chair and Joann Sochor has expressed interest in continuing as Treasurer.

**Motion to Recommend Phillip Dufresne as the new Chair, Mary Modeste as Vice Chair, Linda McNeil as Vice Chair and Joann Sochor as Treasurer**

Moved by: Charles Finlay  
Seconded by: Hugh Cameron  
Carried

### **AGM Planning (Board Co-Chairs)**

Charles Finlay and Phillip Dufresne volunteered to co-chair the Wednesday, June 27<sup>th</sup> Annual General Meeting.

Board members were invited to contribute any ideas they may have regarding entertainment at the Annual General Meeting.

### **Policy Committee**

The following policies were carried over from March, and the policy committee incorporated feedback from the April Board meeting to bring them to today's meeting for approval:

- 1.2 Anti-Discrimination
- 1.5 Mental Health and Recovery
- 1.6 Environmental
- 4.3 Social Action
- 2.8 Executive Officer Job Descriptions
- 5.1 Signing Officer Job Descriptions

### **Motion to Approve**

Moved by: Linda McNeil  
Seconded by: Joann Sochor  
Carried

**Action: 4.4 Human Resources will be taken to the next Policy Committee meeting.**

### **Houselink's Draft Quality Plan (Tabled to June)**

#### **In-Camera Debrief Motion**

Moved by: Mary Modeste  
Seconded by: Linda McNeil  
Carried

#### **Out-of-Camera Motion**

Moved by: Charles Finlay  
Seconded by: Hugh Cameron

### **Adjournment**

Moved by: Jasmin Earle  
Seconded by: Mark Guttridge