



**Houselink Community Homes
Board Meeting Minutes
April 21, 2020**

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

Guest: Andy Ip, Douglas Jordon

Staff: Brian Davis, Helen Cheung, Peter Marra, Karen Hazelton and Monica Vaus (minutes)

Approval of Agenda

Moved by: Natalie Ochrym
Seconded by: Steve Rogers
Carried

Conflict of Interest

None

Consent Agenda Items

Moved by: Colette Synder
Seconded by: Joann Sochor
Carried

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

None

COVID-19 Briefing

Brian and Helen reviewed the "Covid-19 Briefing Note to the Board" which they had prepared and distributed prior to the meeting. This briefing note is a summary of Houselink's response to this Pandemic since early March based on current knowledge and understanding. The briefing note sections include Managing and Supporting Staff; Health and Safety Protocol; Support Services and Program Adjustments; and General Considerations.

Houselink has been identified as an essential service by our key funder. As an essential service, our response is meant to balance our funder and employer obligations, making sure we all carry the workload together in serving our mission, and in so doing, keeping both participants and staff healthy and safe.

On a positive note, although we still have a long way to go, recent news reports have announced that the pandemic curve is flattening in Ontario. On a negative note, the risks associated with long term care facilities and other group living settings have been highlighted in the media. Houselink has about 110 where people live in shared housing. Houselink is focussing on how to mitigate this risk. An outbreak in one of our support teams is another risk, and staff redeployment is an important of risk mitigation strategy.

Fundraising Plan for 2020/21

In the first half of March, Peter distributed the “The Fund Development Plan” to the Board of Directors. This report provides an overview of 2019-20 fiscal year activities and a fund development budget for fiscal 2020-21. It is important to note that it was prepared prior to the Covid-19 pandemic and does not include funds recently received at the end of March / early April.

The 2019-20 fiscal year has proven to be a challenging one across our various fund development campaigns, and Peter forecasted ending the year at \$106,500 in fundraising revenues. As Houselink is conservative in its budgeting process, the proposed 2020-21 budget reflected a more achievable target of \$125,000 in Fundraising and Grant Acquisitions.

In response to the Covid-19 pandemic, however, Houselink received an additional \$40,000 which was not included in the March report. Working in consultation with the management team and accounting in particular, Peter believes that it is more appropriate to include these funds in fiscal year 2020-21, and he would personally like to work towards a goal of \$160,000 rather than \$125,000 in fundraising revenues.

In addition, Houselink has also received significant gifts-in-kind. For example, Houselink has received a donation of 250 meals weekly for the next 8 weeks which helps provide food security for our participants during the Pandemic.

In closing, Peter thanked the Board and staff for their continued support and donations to Houselink.

Motion to Receive the Fundraising Plan for 2020/21

Moved by: Steve Rogers

Seconded by: Linda McNeil

Carried

Board Budget for 2020/21

The Board budget distributed prior to the meeting was reviewed. There is little difference in the budget as compared to last year. The one main change, however, is to line 6 as the contract for property management of xxxxxx as of March 31st 2020 and will effect both revenue and expenditures.

Motion to Approve the Board Budget for 2020/21

Moved by: Joann Sochor
Seconded by: Carole King
Carried

Auditors Package

This is an annual package that the Board is required to approve and complete before the audit slated can commence. Houselink received the same standard five letters from Prentice Yates & Clark:

1. Communications Process Letter
2. Audit Planning Letter
3. Independent Letter
4. Engagement Letter
5. Fraud Questionnaire

In respect to the Fraud Questionnaire, discussion focussed on due diligence by the Board of Directors and ensuring that the questionnaire was being dealt with appropriately.

Joann reviewed the fraud questionnaire provided by the auditors. The questionnaire sparked a discussion about whether our Financial and Asset Management Policy ensures that the Board is being made aware of any fraud during the year.

Action: The Policy Committee will ensure that it will specifically state in our Board policies that any fraud of a material nature will be immediately brought to the Board's attention.

Action: 3 signatures are required on the Fraud Questionnaire

Motion to Authorize Directors to Sign and Complete the Fraud Questionnaire as Reviewed and Submit it to the Auditors

Moved by: Natalie Ochrym
Seconded by: Charles Finlay
Carried

Semi-Annual Vacancy Report

Helen reviewed the Semi-Annual Vacancy Report which had been distributed to the Board of Directors. The vacancy rate has been going over our target. It is expected that this trend will continue as it has become increasingly challenging to fill our shared units due to the Pandemic.

Motion to Receive the Semi-Annual Vacancy Report

Moved by: Richa Jagota
Seconded by: Joann Sochor
Carried

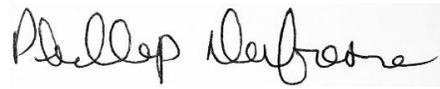
Adjournment

Moved by: Steve Rogers

Seconded by: Mary Modeste

Carried

Minutes approved as presented

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

Phillip Dufresne, Chair

May 19, 2020