



ANNUAL REPORT

2017/2018



TABLE OF CONTENTS

MEMORANDUM.....	4
AGENDA.....	5
FROM THE CHAIRPERSON.....	6
ANNUAL GENERAL MEETING MINUTES 2016/2017.....	7
VISION, MISION AND VALUES.....	11
BYLAWS.....	12
ANNUAL SERVICE DELIVERY DATA.....	21
AUDITED FINANCIAL STATEMENTS FY 2017/2018 (addendum)	



MFRC ANNUAL GENERAL MEETING

MEMORANDUM

MEMORANDUM

5850-4 (MFRC Chairperson)

20 Apr 2018

NOTICE OF THE ANNUAL GENERAL MEETING (AGM) OF THE MOOSE JAW MFRC INC.

Ref.: Bylaw III. 4. (a) of MFRC of Moose Jaw Inc. May 94

This is to advise you that the Annual General Meeting of the Moose Jaw MFRC Inc. will be held at 6:00 pm, Thursday, May 24th, 2018. Enclosed you will find the agenda and various other documents for your review.

D. Basley
MFRC Chairperson

Enclosures

Dist List

Action

MFRC Board of Directors
MFRC Executive Director

Info

WComd
WAdminO

MFRC ANNUAL GENERAL MEETING

AGENDA

Date: Thursday, 24 May 2018 at 6:00 p.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. GREETING FROM WCOMD
4. ADOPTION OF 2017 AGM MINUTES
5. REPORTS
6. ADOPTION OF 2017/18 AUDITED FINANCIAL STATEMENTS
7. APPOINTMENT OF AUDITOR FISCAL YEAR 2018/19
8. DISCUSSION/RECOGNITIONS
9. ELECTION AND PRESENTATION OF DIRECTORS TO ASSEMBLY
10. AGM MEETING ADJOURNMENT
11. VFP & MFCP LAUNCH

ANNUAL GENERAL MEETING

FROM THE CHAIRPERSON

DANI BASLEY



It felt like there was never a dull moment at the MFRC this past year. The Veteran Family Program officially launched at all 32 MFRCs across Canada effective April 1, 2018. This new program supports medically releasing CAF members, released on or after April 1, 2018, and their respective families to effectively prepare for and transition to post-service life by providing enhanced information and referral services, VFP transition-focused programs, and access to other programs at the MFRC. For more information on the Veteran Family Program, please contact Ms. Jessica Labreche, Veteran Family Program Coordinator at 306.694.2222 ext. 5324.

School break programs (i.e. summer fun, winter break, PD days), Welcome Wednesdays, deployed socials, and all other programs were very well attended throughout the year. If you would like to be up to date on all of the events and programs at the MFRC, check out the MFRC website at www.CAFconnection.ca/Moose-Jaw, join the Facebook group, or contact the office to be added to the e-mail list. There are also many volunteer opportunities and ways to get involved with the community here at 15 Wing.

I would also like to take this opportunity to express my appreciation to the Wing Commander, Col. Denis O'Reilly, and his senior staff for their continued support; Military Family Services (MFS) for their ongoing funding which enables the MFRC to continue to provide services to meet the diverse needs of the military community; as well as our valued partners at 15 Wing including DND, PSP, CAE and various community organizations. Also, I am extremely grateful to all of our amazing volunteers, staff, and executive director who give so freely of themselves to enhance the military family experience.

Finally, I would like to acknowledge my fellow board members. Thank you all for your continued dedication and service on the board and to the military family community. It is my sincere privilege to act on your behalf as the Moose Jaw MFRC Chairperson for the upcoming fiscal year.

Dani Basley

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

2016/17 ANNUAL GENERAL MEETING MINUTES

5848-4 (15 Wing)
Moose Jaw, SK
S6H 7Z8

26 May 17

Dist. List

ATTENDANCE:

Dani Basley	Chairperson
Tammy Barclay	Vice/Personnel Chair
Jeannette Hatta	Fundraising/ Public Relations Chair
Brenna Kahvedjian	Member at Large
Bert Olson	Member at Large
Marie-Eve Asselin	Member at Large
Holly Cunningham	Member at Large
Lauren Flaherty	Member at Large
Lorna Knight - Portage	Member at Large
Regan Gorski	MFRC Executive Director/ Ex-Officio

Members: 110

NOT IN ATTENDANCE:

Joanne Ubell	Finance Chair
Jaime Moore	Secretary
Lisa Brake	Program/Evaluation Chair
Michel Blain	WCWO/Wing Ex-Officio

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

2016/17 ANNUAL GENERAL MEETING MINUTES

Call to order: This AGM meeting is called to order at 6:12 pm

Adoption of the Agenda: A motion to adopt the 25 May 2017 AGM agenda was made by Jeannette Hatta and seconded by Lauren Flaherty.
All in favor. CARRIED.

Greetings from the Wing Commander: Wing Commander Col O'Reilly spoke to the importance of community ownership of military family services and programs, as well as volunteer involvement. He stressed the importance of getting involved in your community in general and the benefits of participating in the numerous activities, programs and special events. He stated the benefits of the volunteer network, and how it seems that if you want something done, to ask a busy person to do it. He reiterated his gratitude to the community and volunteers for all they do in support of the many MFRC and PSP programs and services. To that end, to illustrate his gratitude, a spontaneous flash mob consisting of the 15 Wing Commander and MFRC/PSP staff sang and danced to show their appreciation to all in attendance.

Review and approval of the 2016 AGM minutes: A motion to approve the minutes of the 2016 AGM was made by Tammy Barclay and seconded by Jeannette Hatta. No discussion.
All in favour. CARRIED.

Reports:

The 2016-2017 annual report (brochures were supplied on the tables) included the executive summaries, program statistics/outcomes, financials and strategic priorities. A more comprehensive statistical report, as well, the complete audited financial statements were included in the consolidated annual report available on each table.

Adoption of the 2016/17 audited financial statements: A motion to approve the 2016/17 audited financial statements was made by Bert Olson and seconded by Tammy Barclay. No discussion.
All in favour. CARRIED.

Appointment of auditor for fiscal year 2017/2018: A motion to approve the appointment of Sheila Roy as the auditor for FY 2017/2018 was made by Lauren Flaherty and seconded by Brenna Kahvedjian.
All in favour. CARRIED.

Discussion/ Recognitions: Board Chair, Dani Basley thanked the community for their support. As well, she thanked the CANEX for their support of the MFRC/PSP 'Partners for a Better Community' volunteer program appreciation. The MFRC Volunteer Services Coordinator, PSP Community Recreation Coordinator and Wing Commander joined the MFRC Chair to present recognition coins to the following recipients:

MFRC/ PSP 'Partners for a Better Community' Adult Volunteer of the Year

Spirit of Military Families Coin

Recipients of the Spirit of Military Families coin symbolizes above and beyond the normal performance, contributions and accomplishments that best typify strong and relentless support to the military family.

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

2016/17 ANNUAL GENERAL MEETING MINUTES

Holly Cunningham and Marie-Eve Asselin are co-awarded this gift of a coin which acknowledges outstanding volunteer service to the 15 Wing community. Their contributions to the MFRC volunteer services and MFRC/PSP joint community programs have served to promote and enhance the quality of life in the military community. Holly and Marie-Eve are both valuable assets to the community and they are extremely deserving of recognition for their volunteer efforts.

MFRC/ PSP 'Partners for a Better Community' Youth Volunteer of the Year

Sponsored by Canex

Spirit of Military Families Coin

Recipients of the Spirit of Military Families coin symbolizes above and beyond the normal performance, contributions and accomplishments that best typify strong and relentless support to the military family.

Stella Smyslo is awarded this gift of a coin which acknowledges her outstanding volunteer service to the 15 Wing community. Her contributions assisting at the MFRC/PSP special events, sitting on the youth advisory committee, providing special performances in our youth programs, etc. have served to promote and enhance the quality of life in the community. Stella is truly deserving of recognition for her outstanding volunteer efforts.

Election/Presentation of the new board to the community:

Incoming:

Dani Basley - Chair

Tammy Barclay - Vice/Personnel Chair

Joanne Ubell - Finance Chair

Jeannette Hatta - Fundraising/ Public Relations Chair

Jaime Moore-Secretary

Bert Olson

Brenna Kahvedjian

Lisa Brake (LOA)

Marie-Eve Asselin

Holly Cunningham

Lauren Flaherty

Lorna Knight-Portage

Adjournment: A motion to adjourn the meeting was made by Jeannette Hatta. All in Favour. CARRIED. The meeting was adjourned at 6:28 pm.

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

2016/17 ANNUAL GENERAL MEETING MINUTES

Prepared by:

Jaime Moore, Secretary , Moose Jaw MFRC

Reviewed by:

WCWO – Ex-Officio , 15 Wing Moose Jaw

Reviewed by:

Col O'Reilly, WComd, 15 Wing Moose Jaw

Approved by:

Dani Basley, Chair, Moose Jaw MFRC

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

ABOUT US

VISION STATEMENT

Strong, capable and resilient families in a supportive Canadian Armed Forces community.

MISSION STATEMENT

The Moose Jaw MFRC Inc. is collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.

VALUE STATEMENTS

- We believe that there are unique stressors placed upon military personnel and their families.
- We believe that all people are equal and we value their ideas, concerns, needs, feelings, input and feedback.
- We believe that our programs should be accessible and reflect the input of community members.
- We believe that all people are to be treated with respect and dignity.
- We believe strongly in each person's right to privacy and confidentiality, as long as it doesn't endanger oneself or others.
- We believe that when people are given access to resources and support, they are capable of taking responsibility for their own problems.
- We believe in respecting the unique cultural diversity found within the community.
- We believe that all members of this community have an effect on the overall quality of the Canadian Forces and the extended community.
- We believe in people's need to belong and experience stability.
- We believe that the decisions made should take into account the needs of the total community.

I LOCATION

The Military Family Resource Centre (MFRC) is located in building #80/95/64 at 15 Wing, which is part of the properties owned and administered by the Department of National Defence.

II GENERAL MEMBERSHIP

1. Eligibility

All military personnel and their families residing at CFB Moose Jaw, Bushell Park, or the City of Moose Jaw, and the surrounding area, are members of the MFRC. No membership fees are required to be a part of the MFRC.

Although only military personnel and their families are members of the MFRC, civilian employees working at 15 Wing Moose Jaw, as well as the surrounding civilian population may take part in courses on a space available basis by paying the appropriate regular unsubsidized enrolment fee.

2. Voting Privileges

Each member, 18 years or older, shall at all AGMs, be entitled to one vote per motion.

At all meetings of members, every question shall be decided by a majority of the votes of the members present and voted on in person, unless otherwise required by the bylaws of the Centre, or by law. Every question, except as otherwise set forth in these bylaws, shall be decided in the first instance by a show of hands, unless a secret ballot is requested by at least 25% of the members present. Upon a show of hands, every member shall have one vote, and unless a secret ballot is requested as per above, a declaration by the chairperson of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Centre shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of votes accorded in favour of or against the resolution.

The request for a secret ballot may be withdrawn, but if a secret ballot is requested and not withdrawn, the question shall be decided by a majority of votes given by the members present, and the secret ballot shall be taken in such manner as the chairperson of the meeting shall direct. The result of the secret ballot shall be deemed the decision of the members in general, meeting upon the matter in question.

In case of an equality of votes at any general meeting, whether upon a show of hands or at a secret ballot, the chairperson shall be entitled to a deciding vote.

3. Removal of Members

Any member may be removed for any reason, including, but not limited to, misconduct or conduct unbecoming as a member. A two-thirds majority vote of the directors present and voting at the meeting, supported by the Wing Commander or Wing Commander's Representative is required. The member shall be notified forthwith and shall be given thirty (30) days in which to present a response to the Centre.

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

BYLAWS

Each member shall be governed by the Centre's objectives. Subject to review by the Board of Directors, the membership of any individual shall cease forthwith in the event of such an individual:

- a. is no longer interested in the objectives of the Centre as set out; or
- b. makes a general assignment for the benefit of creditors or a trust deed, or other general transfer or conveyance of assets for the benefit of creditors.

III MEETINGS

1. *Annual*

The fiscal year for the MFRC is April 1 to March 31. The Annual General Meeting of the MFRC shall be held following the fiscal year end and no later than 31 May of each year. Notice of time and place of the meeting shall be sent via local media not less than fifteen days before the meeting.

Any proposed changes in bylaws must be presented in writing to the chair. Proposed changes must be posted 15 days in advance of the AGM so they may be available for members' perusal at the office.

2. *Special Meetings*

A special General Meeting may be called at the discretion of the Chairperson, but the Chairperson shall call a special meeting when requested to do so, in writing, by a minimum twenty (20) present members. Notice of time and place of meeting shall be sent to the membership not less than fifteen days before the meeting and shall state:

- a. the nature of the business of the special meeting in sufficient detail to permit the members to form a reasonable judgement therein; and
- b. the text of any special resolution to be submitted to the meeting (see the Non-Profit Corporations Act - Section 121 - 1 and 7).

Voting shall normally be by show of hands except where a secret ballot is requested by at least 25% of the members present.

3. *Quorum for Annual/Special Meetings*

A quorum for the transaction of business at any meeting of members shall consist of at least twenty (20) present members. At any meeting of the membership, providing a quorum exists at the time the meeting is called to order, a quorum shall be deemed to have existed throughout the meeting, but in no event shall a quorum be constituted if attendance diminishes to less than fifteen.

Errors in Notice

No errors or omissions in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, by the members of the Centre shall invalidate the meeting or make void any proceedings taken at it, and any member may, at any time, waive notice of any of these meetings and may ratify a proceeding of the meeting.

4. Board Meeting

a. Quorum

Fifty-one (51%) percent of the Board shall form a quorum for the transaction of business. Meetings of the Board may be called by the Chair, Vice-Chair or by any two (2) directors or by the Executive Director on direction of any of these officers. The Chair shall act as chairperson of the meetings and in the event that the Chair is unable to act, then the Vice-Chair will act as the chairperson. In the event that the Vice-Chair is unable to act, a majority of the directors shall elect an executive member as chairperson for the purposes of that meeting only. Notice of such meetings shall be communicated to each member of the Board not less than five (5) days before the meeting is to take place. The statutory declaration of the Executive Director or Chair that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings, at an hour to be named, and for such regular meetings no notice needs to be sent. A meeting of the Board may also be held, without notice, immediately following the annual general meeting of the Centre. The Board may consider or transact any business, either special or general, at any meeting of the Board. At any meeting of the Board, provided a quorum existed at the time the meeting was called to order, a quorum shall be deemed to have existed throughout the meeting.

b. Voting Procedures

Questions arising at any meeting of the Board shall be decided by a majority of votes, except the removal of a member, where two thirds vote is required. In case of an equality of votes, the Chairperson of the meeting shall have the deciding vote. All votes at any such meeting may be taken by ballot, if so requested by at least 25% of the directors present, but if no request is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favour of, or against such resolution. In the absence of the Chair, the duties of the chairperson may be performed by the Vice-Chair or such other executive member as the Board may, from time to time, appoint for the purpose.

c. Errors in Notice

No errors or omissions in giving the notice for a meeting of the Board shall invalidate the meeting or make void any proceedings taken at the meeting.

IV BOARD OF DIRECTORS

A democratic Board of Directors, composed of up to eleven elected Directors (one of which must be from Portage) and other Ex-Officio Directors (who are invited by and serve at the pleasure of the directors), shall manage the affairs of the MFRC. There must be a minimum of seven elected Directors. No employee may be a director or executive officer. All prospective Directors of the company must satisfactorily complete an interview and screening (criminal record check, orientation and interview) by the Executive Committee before they will be added to the slate of Directors for an Annual General Meeting or, in the case of an Interim Director, be recommended to the Directors to fill any vacancy on the Board.

1. *Powers of Directors*

The Board shall have full power with respect to governing the affairs of the Centre and, subject to the provision of amendment, no resolution passed or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the members of the Centre in order to become valid or to bind the Centre, with the exception of any changes to the bylaws, which require ratification by a majority of the general membership at the annual general meeting. Without limiting the generality of the powers of the Board as set out in these bylaws, the Board shall have the power to pass, without any confirmation by the members, all necessary rules and regulations related in any way to the operations of the Centre, including, without limitation, conduct of members, rules of order for meetings and all other aspects of operation of the Centre. The Directors recognize that they are responsible for the decisions and actions taken by the BOD, the Executive Committee and any other Committees, whether or not they directly participate in each decision. Matters of specific direction and discipline shall be addressed through the Chair. These powers shall not supersede regulations and orders of the Department of National Defence or the Canadian Armed Forces or 15 Wing Moose Jaw.

2. *Election of Directors*

Election as a voting Director shall be for a three-year term. A Director may stand for election for two additional years. The Directors shall be elected by a majority vote of the members and such election shall occur at the Annual General Meeting of the Centre. Of the elected Directors, the majority will be elected from the community at large, with emphasis on representation from all segments of military families such as; civilian spouses, single parents, Francophones and Anglophones. The majority (51%) of the elected Directors shall be spouses of CAF members.

- 1) An employee of the MFRC shall not be eligible to hold a position on the Board of Directors until 12 months after the employee's termination of employment.
- 2) A member of the Board of Director shall be eligible to apply for employment at the MFRC through the official resignation from the Board of Directors. Reinstatement to the Board of Directors is at the sole discretion of the Board of Directors, in consultation with the MFRC Director, and is subject to para 1).

3. *Vacancies*

Vacancies on the Board, however caused, may so long as a quorum of directors remain in office, be filled by the Board from among the members of the Centre, if they see fit to do so; otherwise the vacancy shall be filled at the next annual

meeting of the members. If there is not a quorum of directors, the remaining directors shall convene a special meeting to fill the vacancies.

Remuneration of Directors

No Director shall be permitted to serve while their spouse and/or dependant(s) is/are receiving a salary directly for service to the MFRC and its related activities. Only out of pocket expenses of Directors doing work for the MFRC shall be considered for reimbursement, after submission to the Finance Chair or the Executive Director.

Legal

Every member of the Board of Directors, Staff and his/her heirs, executors, administrators and estate and effects, respectively, will at all times be indemnified and saved harmless from the funds of the Board from and against:

All costs and expenses whatsoever that Board member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed or matter whatsoever made, done or permitted by him/her in or about the execution of his/her duties, except such costs, charges or expenses incurred as a result of his/her own wilful neglect or default.

All other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs of the Board except such costs, charges or expenses as are occasioned by his/her wilful neglect or default.

V OFFICERS OF THE ASSOCIATION

1. Executive Committee Officers

The Board of Directors shall maintain Executive Officers, whose term is set at a maximum of three (3) years. If an Executive Officer wishes to retain said position for an additional two (2) year-term, this must be Board approved. The Executive Committee shall be comprised of the Chairperson and Vice/Personnel Chairperson of the Board, as well as the Finance Chair.

Succession planning as follows:

If Chair is vacant, first right of refusal is to Vice/Personnel and/or Finance Chair(s). Second right of refusal is made to other Committee Chair positions. If vacancies still remain, then Directors who have completed a minimum one year term may put forward an expression of interest.

If Vice-Chair/Personnel or Finance Chair is vacant, first right of refusal is to other Committee Chair positions. Second right of refusal is made to Directors who have completed a minimum one year term. If vacancies still remain, then Directors with less than one year served may put forward an expression of interest.

If other Committee Chair positions are vacant, first right of refusal is to Directors who have completed a minimum one year term. If vacancies remain, then Directors with less than one year served may put forward an expression of interest.

For all succession planning protocols as above, multiple interest/nominations for vacant positions are to be decided by secret ballot.

2. *Vacancies of Board Members*

A Board member's position shall be vacated if a Board member:

Ceases to be a member of the Centre as specified hereafter;

Resigns office by notice in writing to the Centre; or

Has been absent, without being excused by resolution of the Board, from three (3) consecutive meetings of the Board.

Acts in a manner detrimental to the Centre or contrary to its aims; or

Commits a breach of oath of confidentiality

VI COMMITTEES

The Board may appoint such committees as it, from time to time, considers advisable.

1. *Powers of Committees*

With the exception of the Executive Committee, no committee shall have the power to act for or on behalf of the Centre, or otherwise commit or bind the Centre to any course of action. Committees with the exception of the Executive Committee, shall only have the power to make recommendations to the Board, or to the members, as the Board may, from time to time, direct.

2. *Membership on Committees*

Chairpersons of Committees shall be appointed by, and hold office at the pleasure of the Board.

3. *Reports of Committees*

Each committee shall submit to the Board such reports as the Board may, from time to time, request. In any event, each committee shall submit an annual report to the Board at such time as the Board may, from time to time, determine.

4. *Standing Committees*

a. Executive Committee

Shall consist of the Chairperson and Vice-Chairperson of the Board as well as the Finance Chairperson. During intervals between board meetings the Executive Committee shall possess and may exercise all the powers of the Board in the management and direction of the affairs and business of the MFRC. The Executive Committee shall keep minutes of its meetings, which shall record all actions taken by it, and report all decisions to the Board.

b. Finance Committee

The Board of Directors shall nominate and elect a Finance Chair who will chair the committee. The committee will therefore consist of the Finance Chair, Fundraising Coordinator, the Executive Director and others as deemed necessary. The Finance Committee will be required to oversee all expenditures and, in conjunction with the Executive Director, report on the financial statements for the Board, conduct a semi-annual review of the organization's finances, ensure an annual financial report is produced and ensure an audit is carried out. The committee shall hold meetings at the discretion of the Finance Chair. Decisions of the committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

c. Personnel Committee

The Board of Directors shall nominate and elect a representative of the Board to act as Chairperson for this committee. This committee will consist of the Chairperson, the Executive Director, and others as deemed necessary by the Board. The committee will draft personnel policies concerning publicly contracted staff. These policies will address such issues as hiring procedures, probation, staff evaluation, compensation, benefits, employee training, and termination of employment. The committee shall hold meetings at the discretion of the Chairperson of the Personnel Committee. Decisions of the committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

d. Program and Evaluation Committee

The Board of Directors shall nominate and elect representatives of the Board to act as Chairperson and Vice-Chair respectively for this committee. The Committee shall consist of the Chair, the Vice-Chair the Executive Director, and others as deemed necessary by the Board. The committee shall hold meetings at the discretion of its Chairperson. The decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

e. Nomination Committee

The Board of Directors shall nominate and elect a representative of the Board to act as chairperson for this committee. The committee shall consist of the Chair, and others as deemed necessary by the Board.

This committee will make recommendations to the Board on members at large who have been identified by individual board members as being worthy of consideration as appropriate candidates for nomination to the Board of Directors. The committee shall hold meetings at the discretion of the Chairperson. The recommendations will be forwarded to the Directors at their next meeting.

VII SIGNING AUTHORITY

All cheques, bills of exchange or other orders of payment for money, must be signed by at least two of the authorized signing authorities, as determined by the Board of Directors; specifically, one of the executive officers, the Executive Director or one other staff member as the Executive Director appoints. The appointed staff with signing authority shall

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

BYLAWS

be the only person to act in the capacity of the Executive Director.

Any officer may alone endorse notes or drafts for collection on account of the MFRC through its bankers, and endorse notes and cheques for deposit with the said MFRC's bankers for the credit of the MFRC, or the same may be endorsed "For Deposit" with the said bankers of the MFRC by using the MFRC rubber stamp for that purpose.

VIII EX-OFFICIO

The following positions will be appointed as Ex-Officio Members: Wing Commander's Representative and others as deemed necessary. Elected Directors will have voting privileges on the Board while Ex-Officio Members act in an advisory capacity without voting privileges. The role of Ex-Officio members is to relay information on behalf of the organization they represent. Ex-Officio members have the right to speak to an issue if a motion will come in conflict with their organization's goals, or at the request of the Chairperson. The intent of Ex-officio members on the Board is to promote a partnership approach.

IX EXECUTION OF DOCUMENTS

The Chairperson, Vice-Chairperson or the Finance Chair may sign documents requiring execution by the MFRC. The Board may from time to time appoint any officers or Directors on behalf of the MFRC to sign documents generally, or to sign specific documents.

X BOOKS, RECORDS AND REPORTS

The Board shall see that all necessary minutes of proceedings, books and records of the Centre, required by the bylaws of the Centre, or by any applicable statute or law, are regularly and properly kept, and the custody of all such minutes of proceedings, books and records shall be kept at the office. The custody of the seal of the Centre shall be kept at the office and use of the seal shall be as deemed appropriate by the Board, from time to time.

The books and public records of the Centre may be inspected by any member in good standing upon no less than 24 hours notice to the office and such inspection shall occur between the hours of 8:00 a.m. and 4:30 p.m. on any week-day which is not normally a holiday. Inspection will take place on the premises in the presence of the Executive Director or designate.

XI DEPOSIT OF SECURITIES FOR SAFEKEEPING

The securities of the Centre shall be deposited for safekeeping with one or more banks, trust companies, or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Centre, signed by the officer or officers, agent or agents of the Centre, and in the manner, as shall from time to time be determined by resolution of the Board. The authority may be general or confined to specific instances.

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

BYLAWS

XII AUDITS AND ACCREDITATION

The Centre, subject to Board approval, shall annually appoint a duly qualified auditor to conduct an audit of the books and accreditation of the Centre upon the completion of the Centre's fiscal year. Such audited financial statements shall be presented to the members for approval at the Annual General Meeting of the Centre.

XIII AMENDMENTS

Except in the case of first bylaws after incorporation, all bylaws shall be made, amended, or repealed by the members in Annual General Meeting. The first bylaws shall be submitted at the first meeting of the members and may, by ordinary resolution, be accepted, rejected, or amended. These bylaws may be amended only in the manner provided by the Non-Profit Corporations' Act, and must be approved by the Wing Commander 15 Wing Moose Jaw when such amendments may affect his responsibility for either the morale and welfare of the military community or the operation of military activities or facilities.

XIV WINDING UP

Subject to Division XVIII of the Non-Profit Corporations' Act, and in the event of and upon liquidation and dissolution of the Corporation, any remaining property and assets, other than Public or Non-Public Fund property and assets, of the Corporation shall be transferred to any Charitable, Benevolent or Education Corporation, as selected by the Board, which operates similarly to the Corporation.



MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

ANNUAL SERVICE DELIVERY DATA

1. NUMBER OF FAMILY CONTACTS

Based upon feedback, we are now compiling the total number of family contacts.

1. a. As closely as possible, please provide the total number of family contacts for the following MFSP services:

- Information and Education/Awareness: **327**
- Referral and Support/Services: **278**
- Intervention: **74**

2. NUMBER OF FAMILY MEMBERS SERVED

2. a. As closely as possible, please provide the total number of family members who accessed MFSP services (excluding site-specific services): **894**

2. b. If you have included military members in the total number of family members, please note approximately what percentage of 2.a. is military members: **22%**

3. STAKEHOLDER AWARENESS AND ENGAGEMENT

3. a. Approximately how many of the following military family communications/information items or sessions did you supply, without request, to non-military Chain of Command stakeholders (e.g.: schools, community centres, VAC, etc):

- Brochures/other print info: **141**
- Briefings/presentations/discussions: **24**

3. b. Approximately how many of the following military family communications/information items or sessions did you supply, with request, to military Chain of Command stakeholders (e.g.: units, Base/Wing Command, JPSU, etc):

- Brochures/other print info: **78**
- Briefings/presentations/discussions: **34**

3. c. Approximately how many requests for information about military families and services did you get from non-military Chain of Command stakeholders (schools, community centres, VAC, etc):

- Brochures/other print info: **17**
- Briefings/presentations/discussions: **5**

3. d. Approximately how many requests for information about military families did you get from military Chain of Command stakeholders (e.g.: units, Base/Wing Command, JPSU, etc):

- Brochures/other print info: **81**
- Briefings/presentations/discussions: **22**

4. WELCOME INFORMATION

4. a. Approximately how many unique families in total received a Welcome Package from your MFRC within 90 days of being posted in: **102**

4. b. Approximately how many unique families received welcome information from your MFRC (including number of families who received Welcome Packages, attending a community welcome event, brochures or other welcome info): **174**

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

ANNUAL SERVICE DELIVERY DATA

4. c. Is your MFRC receiving the Posting Messages information necessary to send MFRC Welcome Packages to families within 90 days of being posted in? **Yes**

5. STAFF TURNOVER

- 5. a. Number of employee departures due to postings: **8**
- 5. b. Number of employee departures not due to postings: **2**
- 5. c. Average number of active employees: **22**

6. STAFF LEARNING AND DEVELOPMENT

- 6. a. \$ spend on MFRC staff learning and development: **\$40, 688**

7. BOARD TURNOVER

- 7. a. Number of Board departures due to postings: **4**
- 7. b. Number of Board departures not due to postings: **0**
- 7. c. Number of new Board members brought on in the past year: **4**
- 7. d. Average number of active Board members: **12**

8. BOARD GOVERNANCE

- 8. a. Number of active Board members who completed MFRC Board Orientation and Training Modules within the past 24 months: **4**
- 8. b. Number of active Board members who attended Board Training in Cornwall during the FY: **2**
- 8. c. Number of active Board members who attended other Board training opportunity: **11**
- 8. d. Please list the training opportunities that you are referring to in "8.c.": **Ryerson Online Board Training**

9. STAFF HOURS DEDICATED TO PROGRAMMING

- 9. a. Total number of program hours provided –MFSP Funded: **9081**
- 9. b. Total number of FTE staff members –MFSP Funded: **11**
- 9. c. Total number of program hours provided –not MFSP Funded: **4655**
- 9. d. Total number of FTE staff members –not MFSP Funded: **12**

10. RATIO OF VOLUNTEER TO PAID STAFF

- 10. a. Total number of volunteers: **72**
- 10. b. Total number of new volunteers: **14**
- 10. c. Total number of volunteer hours: **2498**
- 10. d. Total number of full or part-time staff who works in the volunteer program (FTE)—MFSP Funded: **1.0**

11. EDUCATION

- 11. a. Adults and youth who have received education services: **39**
- 11. b. Education services—Total hours: **582**

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE

ANNUAL SERVICE DELIVERY DATA

12. EMPLOYMENT

- 12. a. Number of adults and youth who have received employment services or referrals to local employment agency (if not offered by MFRC): **42**
- 12. b. Number of adults and youth who have been connected with employers: **41**
- 12. c. Employment services—Total hours: **975**
- 12. d. Number of adults and youth who got an interview or job: **33**

13. CHILD CARE

- 13. a. Number of families who accessed Emergency CC (includes Emergency CC, Emergency Respite CC and Casualty Support CC): **65**
- 13. b. Child care services—Total hours: **685**

14. MENTAL HEALTH SERVICES—OUTREACH

- 14. a. Outreach and Engagement services—Number of staff (FTE): **4**
- 14. b. Outreach and Engagement services—Total number of referrals: **284**
- 14. c. Outreach and Engagement services—Total hours: **840**
- 14. d. Outreach and Engagement services—Total clients: **482**

15. MENTAL HEALTH SERVICES — DIRECT CLIENT CARE

- 15. a. Peer Support — number of staff (FTE): **2**
- 15. b. Peer Support — Total number of referrals (to peer support): **48**
- 15. c. Peer Support — Total hours (during peer support meetings): **480**
- 15. d. Peer Support — Total clients: **32**
- 15. e. Psychoeducational — number of staff (FTE): **1**
- 15. f. Psychoeducational — Total hours: **181**
- 15. g. Psychoeducational — Total clients: **25**
- 15. h. Psychosocial — Number of staff (FTE): **1**
- 15. i. Psychosocial — Average wait time to access services: **14**
- 15. j. Psychosocial — Total hours (direct client contact): **221**
- 15. k. Psychosocial — Total clients: **18**
- 15. l. Psychosocial — Total number of new cases opened: **11**
- 15. m. Mental Health Treatment—Number of staff (FTE): **0.5**
- 15. n. Mental Health Treatment — Average wait time to access services: **23**
- 15. o. Mental Health Treatment — Total hours (direct client contact): **122**
- 15. p. Mental Health Treatment — Total clients: **6**
- 15. q. Mental Health Treatment — Total number of new cases opened: **3**



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