

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
26 Apr 2018**

5850-4 (MFRC Chair)
Moose Jaw, SK
S6H 7Z8

01 May 2018

Dist List

Present:

Dani Basley	Chair
Tammy Barclay	Vice-Chair
Joanne Ubell	Finance Chair
Jaime Moore	Secretary
Holly Jorstad	Member at Large
Brenna Kahvedjian	Member at Large
Dave Lyons	Member at Large
Bert Olson	Member at Large
Jen Anderson	3 CFFTS Portage Rep
Regan Gorski	MFRC Dir/Ex-Officio

Not Present:

Lisa Brake	Evaluation Chair
Lauren Flaherty	Member at Large
Petra Smith	Member at Large
CWO Hall	Wing Rep/ Ex-Officio

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1. Call to order:

The meeting was called to order at 18:35.

2. Adoption of Agenda:

The motion to approve the agenda of 26 Apr 2018 was made by Bert Olson and seconded by Holly Jorstad. All in favour. MOTION CARRIED.

3. Review and approval of previous minutes:

A motion to approve the previous minutes of 25 Jan 2018 was made by Brenna Kahvedjian and seconded by Jaime Moore. All in favour. MOTION CARRIED.

4. Communications:

- A. SUPPORT FOR MEDICAL DENTAL TRAVEL & SK SCHOLARSHIPS
- B. METSPOUSE PROGRAM / PROGRAMME PATCONJOINT(E)
- C. KUDOS! 6TH ISSUE - CHAPEAU! 6E NUMÉRO
- D. CANEX VOLUNTEER RECOGNITION PROGRAM (VOREP) FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2018-2019
- E. RCAF SPONSORSHIP ANNOUNCEMENT - ANNONCE CONCERNANT LE PROGRAMME DE PARRAINAGE DES FAMILLES DE L'ARC
- F. MOOSE JAW MILITARY FAMILY RESOURCE CENTRE (MFRC) FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2018/2019
- G. AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF NATIONAL DEFENCE AND THE MFRCS FOR THE PROVISION OF THE MILITARY FAMILY SERVICES PROGRAM
- H. 2018 SUPPORT OUR TROOPS SCHOLARSHIP PROGRAM FOR FAMILIES OF CURRENTLY SERVING CANADIAN ARMED/PROGRAMME DE BOURSES D'ÉTUDES APPUYONS NOS TROUPES DE 2018 POUR LES FAMILLES DES MEMBRES
- I. OMBUDSMAN MESSAGE: MILITARY BENEFITS BROWSER | MESSAGE DE L'OMBUDSMAN: VOICI LE NAVIGATEUR DES PRESTATIONS MILITAIRES
- J. ROYAL DESIGNATION / DÉSIGNATION ROYALE
- K. UPDATE – CAFCONNECTION.CA

5. Wing Representative's Report:

- WCWO not present.
- HCol Mr. Olson provided a brief update WRT Wing events
 - 01 May – Honours and Awards
 - 15 Jun – 15 Wg Fitness Challenge

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6. Chairperson's report:

- MFRC AGM on 24 May; audit in progress.

7. Executive Director's Report:

- Strongest Families: Partnership with TPL and SFI
- Long Research Development Group (LRDG) pilot – SLT/ For the Love of English/ French
- Community Mapping Project: Partnership with OmniOnline

8.3 CFFTS PORTAGE (SOUTHPORT):

- 3 CFFTS events very active – at capacity
- Daycamps upcoming
- Tupper Street Family Resource Centre partnership announced – More to follow.

9. Committee Reports:

Finance: FY 17/18 Q4 and FYE financial statements were presented by the MFRC Finance Chair for discussion and approval.

Discussion:

Additional project expense (YTD) is offset by one-time MFS funding as part of the SSE initiative.

Regina Reserve expense (YTD) is due to new initiatives and programs – including partnership with Family Service Regina for access to all their programs at no charge to military families through to FYE 2020.

Additional conference expense (YTD) is due to attendance of our staff and board members at training sessions for new programs/ initiatives as well as sending MFRC reps to the governance meetings in Ottawa, VFP training in Ottawa and a prairie regional conference for all staff in Winnipeg.

Wage increase is due to new school break program and increase to preventive support and intervention initiatives, including \$20K to MOU with Shilo MFRC and OSISS for SK families to attend annual conference through to 2020.

PST and GST expense increases due to changes to what is now taxed - as well as vehicle purchase (taxes payable) and community mapping program contract. Lastly, PST expense on all insurance - life, disability, AD&D, medical and dental.

Community integration expense (YTD) is higher due to community mapping contract - \$60K.

NOTE: Vehicle purchase allocated to projects until auditor determines whether it can be expensed or has to be amortized. Donation amounts are primarily to offset said vehicle purchase.

A motion to accept the financial report as presented was made by Bert Olson and seconded by Tammy Barclay. All in favour. None opposed. MOTION CARRIED.

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Fundraising: Nothing to report.

Program/Evaluation: Program and event evaluations and statistics are available for review in the attached staff reports.

Personnel: Two (2) active competitions – Marketing and Communications (Shared with PSP – TBC); and Family Support Coord – Family Separation and Reunion

Nominating: Two (2) active nominees in queue for board positions.

10. Old Business:

A.

11. New Business:

A. 2017-18 MFSP QUARTERLY FINANCIAL REPORT/ Q4

2017-18 MFSP QUARTERLY FINANCIAL REPORT/ Q4 was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Tammy Barclay and seconded by Brenna Kahvedjian.

No further discussion. All in favour. None opposed. MOTION CARRIED.

B. MFSP SUPPLEMENTARY FUNDING - CONTINGENCY FUNDS ANNUAL REPORT

MFSP SUPPLEMENTARY FUNDING - CONTINGENCY FUNDS ANNUAL REPORT was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Jaime Moore and seconded by Tammy Barclay.

Discussion: Delta was the result of timing of funding announced/ received – Q3, for a full year of positions and programs; thus the entire annual amount was not spent. Delta of unspent funds will reduce FY 18-19/ Q2 funding download from MFS as per national policy

No further discussion. All in favour. None opposed. MOTION CARRIED.

C. MFSP SUPPLEMENTARY FUNDING - SSE FUNDS ANNUAL REPORT

MFSP SUPPLEMENTARY FUNDING - SSE FUNDS ANNUAL REPORT was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Bert Olson and seconded by Holly Jorstad.

No further discussion. All in favour. None opposed. MOTION CARRIED.

D. 2018-19 MOOSE JAW MFRC VETERAN FAMILY PROGRAM (VFP) FUNDING REQUEST

2018-19 MOOSE JAW MFRC VETERAN FAMILY PROGRAM (VFP) FUNDING REQUEST was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Brenna Kahvedjian and seconded by Jaime Moore.

No further discussion. All in favour. None opposed. MOTION CARRIED.

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E. 2018-19 MFSP BASELINE FUNDING DISTRIBUTION FORM

2018-19 MFSP BASELINE FUNDING DISTRIBUTION FORM was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Holly Jorstad and seconded by Bert Olson.

No further discussion. All in favour. None opposed. MOTION CARRIED.

F. MOOSE JAW MFRC HIGH RISK INSURANCE FORM FY 18-19

MOOSE JAW MFRC HIGH RISK INSURANCE FORM FY 18-19 was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Dave Lyons and seconded by Holly Jorstad.

Discussion: Cost of high risk insurance for FY 18-19 will be ~\$7K, with costs anticipated to double for FY 19-20. The high risk submission does not include insurance for Wing and Portage family day events which would add another ~\$5-10K to the premium. Mitigation options from 15 Wing are actively being pursued. More to follow.

No further discussion. All in favour. None opposed. MOTION CARRIED.

G. AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF NATIONAL DEFENCE AND THE MFRCS FOR THE PROVISION OF THE MILITARY FAMILY SERVICES PROGRAM

AMENDMENT TO THE MOU was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Bert Olson and seconded by Jaime Moore.

No further discussion. All in favour. None opposed. MOTION CARRIED.

H. MFRC VEHICLE POLICY

VEHICLE POLICY was presented by the chairperson for discussion and approval. A motion to accept the agreement as presented was made by Brenna Kahvedjian and seconded by Bert Olson.

Discussion: Amended policy document to include driver abstract cost responsibility; as well as policy clarification regarding repercussions as it relates to traffic and/ or safety infractions and/ or criminal charges as it relates to personal and MFRC vehicle operations.

No further discussion. All in favour. None opposed. MOTION CARRIED.

12. Board Training: <http://diversecityonboard.ca/board-governance-fundamentals-series-1/>

13. Discussion:


- Ms. Jessie Labreche, Veteran Family Program (VFP) Coord presented a brief overview WRT the newly launched VFP program for families of medically releasing military members as of 01 Apr 18. (Ref. VFP PPT.)
- B#95 Facility issues: Discussion WRT ongoing maintenance and repair issues communicated to D/COS, in conjunction with input from the WGSO. RP ops assessment requested, as well as D/COS liaison with CAE to action remediation and/ or appropriate action plan.

14. Next board meeting: AGM: 24 May 2018

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15. **Adjournment:** The motion to adjourn the meeting was made by Holly Jorstad.
All in favour. CARRIED. The meeting was adjourned at 20:10.

Prepared by:

for 

Regan Gorski

Jaime Moore
Secretary
Moose Jaw MFRC Inc.

22 June 2018

Date

Reviewed by:



CWO Hall
WCWO – Ex-Officio
15 Wing Moose Jaw

Comments:

26 June 2018

Date

Reviewed by:



Col D.P. O'Reilly
WComd
15 Wing Moose Jaw

Comments:

Date 8 July 18

Approved by:



Dani Basley
Chairperson
Moose Jaw MFRC Inc.

18 July 18

Date