

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
21 Jun 2018**

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

25 Jun 2018

Dist List

Present:

Dani Basley	Chair
Tammy Barclay	Vice-Chair
Joanne Ubell	Finance Chair
Vacant	Secretary
Holly Jorstad	Member at Large
Dave Lyons	Member at Large
Lauren Flaherty	Member at Large
Bert Olson	Member at Large
Petra Smith	Member at Large
Regan Gorski	MFRC Dir/Ex-Officio

Not Present:

Lisa Brake	Evaluation Chair
Brenna Kahvedjian	Member at Large
Jen Anderson	3 CFFTS Portage Rep
CWO Hall	Wing Rep/ Ex-Officio

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1. Call to order:

The meeting was called to order at 18:32.

2. Adoption of Agenda:

The motion to approve the agenda of 21 Jun 2018 was made by Holly Jorstad and seconded by Dave Lyons. All in favour. MOTION CARRIED.

3. Review and approval of previous minutes:

A motion to approve the previous minutes of 26 Apr 2018 was made by Tammy Barclay and seconded by Bert Olson. All in favour. MOTION CARRIED.

4. Communications:

- A. MFRC GOVERNANCE REVIEW UPDATE / MISE À JOUR SUR L'EXAMEN DE LA GOUVERNANCE DES CRFM
- B. LIABILITY INSURANCE FOR MILITARY FAMILY RESOURCE CENTRES (MFRC) HIGH RISK ACTIVITIES
- C. SUIVI-LETTRE DU 11 AVRIL/ APRIL 11 LETTER FOLLOW-UP
- D. MILITARY FAMILY SERVICES ADVISORY COUNCIL (MFS AC)/CONSEIL CONSULTATIF DES SERVICES AUX FAMILLES DES MILITAIRES (CC SFM)
- E. GOVERNANCE REVIEW

5. Wing Representative's Report:

- Splash Park progressing on time, expect major completion milestone to be met (end June). BPPC is planning opening event for all 15 Wing personnel/families 19 Aug;
- 15 Wing Fellowship Car Show featuring SkyHawks and Snowbirds on 15 July;
- South SK Airshow will return to 15 Wing in July 2019.

6. Chairperson's Report:

- Nothing additional to report.

7. Executive Director's Report:

- Summer Fun program continues to be well subscribed with limited capacity remaining for virtually all of summer. The program calendars have been populated and executed this past week by the summer student placements, with distribution planned for 22 Jun 18.

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8.3 CFFTS PORTAGE (SOUTHPORT):

- 2 themed day camps both of which were fully subscribed and the monthly Fundamentals program is still proving popular.
- There is a Volunteer Appreciation BBQ being held on June 21st and then the main focus will be the Manitoba Air Show, which is being hosted at Southport and 2 pool parties over the summer.
- Another main focus has been forging an alliance between the MFSC and Tupper Street Family Services Centre in Portage. The aim is to move towards combined programs for military and local families at the centre and potentially aid integration into the community. Caleigh Conway, one of the military parents has recently been voted onto the Tupper Street Board and will be the liaison between MFSC and Tupper Street.
- Finally, we are very grateful that the Southport MFSC will be receiving a portion of the proceeds from the Manitoba Air Show.

9. Committee Reports:

Finance: Apr/ May financial statements were presented by the MFRC Finance Chair for discussion and approval.

Discussion: Veteran Family Program wages are new to the current FY, but there is corresponding revenue to offset said wage expenditures. In addition, the summer fun revenues are not as robust due to the timing of the grant receipts for the program which will primarily occur post-program.

A motion to accept the financial statements as presented was made by Dave Lyons and seconded by Lauren Flaherty.

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

Fundraising: Nothing to report.

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

Personnel:

- <IN CAMERA>

Nominating:

- Two (2) active nominees in queue for board positions.
- The Chairperson expressed her sincere gratitude to departing member, Petra Smith, for her tireless effort in the advancement of support services to military members and their families at 15 Wing Moose Jaw and 3 CFFTS Portage.

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10. Old Business:

A.

11. New Business:

A. MOOSE JAW MFRC SIGNING AUTHORITIES/ VACANT POSITIONS - SECRETARY

Nominees were presented by the chairperson for discussion and approval. A motion to accept the following signing authorities as per board policy was made by Petra Smith and seconded by Lauren Flaherty. FY 18-19 Moose Jaw Board signing authorities are: Dani Basley – Chair; Tammy Barclay – Vice-chair; Brenna Kahvedjian – Member at Large; Regan Gorski – Executive Director; Karen Herridge – Snr Ops Mgr. Board secretary position for FY 18-19 is tabled for a future meeting.

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

B. MILITARY FAMILY SERVICES ADVISORY COUNCIL (MFS AC) – MOOSE JAW MFRC REPRESENTATIVE

The requirement for a Moose Jaw MFRC representative for the MFS AC was discussed with numerous board members interested in said position. Further discussion ensued WRT the intent of the council and how it fits into the national governance review currently underway.

Essentially, the council would provide senior leadership a national feedback mechanism which fits with the proposed formalized partnership model of governance, with the anticipated outcome of greater consistency as it relates to programs, HR and board form and function.

After further discussion WRT interested candidates, Bert Olson was presented by the chairperson for discussion and approval to serve as Moose Jaw MFRC representative on the MFS AC. A motion to accept said nomination of Bert Olson to the MFS AC as presented was made by Tammy Barclay and seconded by Holly Jorstad.

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

C. FY 2017-18 REGISTERED CHARITY INFORMATION RETURN

FY 2017-18 REGISTERED CHARITY INFORMATION RETURN was presented by the chairperson for discussion and approval. A motion to accept the return as presented was made by Bert Olson and seconded by Holly Jorstad.

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

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

13. Discussion:

- Sask Air Show (SAS) (July 2019) commentary provided by Dave Lyons, PSP Corporate Services, included the anticipation of 30% net proceeds from said air show to be allocated to 15 Wing Morale and Welfare programs.
- Board member Lauren Flaherty stated her return back as WAdminO on 17 Jul 2018.

14. Next board meeting: 23 Aug 2018

15. Adjournment: The motion to adjourn the meeting was made by Lauren Flaherty. All in favour. CARRIED. The meeting was adjourned at 19:02.

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Prepared by:



Regan Gorski
Acting Secretary
Moose Jaw MFRC Inc.

24 Aug 2018

Date

Reviewed by:



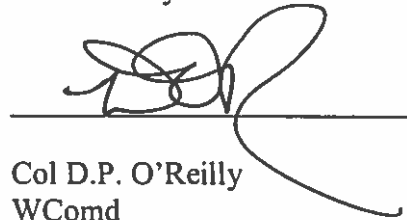
CWO Hall
WCWO – Ex-Officio
15 Wing Moose Jaw

Comments:

18 Sep 18

Date

Reviewed by:



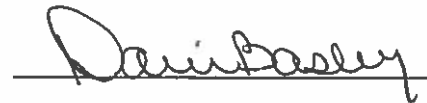
Col D.P. O'Reilly
WComd
15 Wing Moose Jaw

Comments: N/A

24/9/18

Date

Approved by:



Dani Basley
Chairperson
Moose Jaw MFRC Inc.

Oct 10/18

Date