

Date / Time: 18 September 2024 – 18:00 hrs (Zoom Video Conference)

Attendance: Janna Hotson , Elizabeth Urso, Shannon Vincent, Alice Trudelle, Andrea Davis, Kirstie York, Nicole Walters, Shauna Holland

Regrets: Julia Graydon, Kevin de Ruiter

Special Guests: Derek de Ruiter, Julie Hollinger, Col Guiney, Marc Brabant, Claire Batty, LCol Godin, Maj Henderson-Miville

Attendees: Rebecca Wasson, Carrie Lapierre, Amy Mackenzie, Audra Van Horne, Sue Leclair, Jenifer Bradley, Louise Anderson, Stephanie Condon, Andrew Poipine, Jessica Pfeiffer, Monica Yakimak, Angie Daber-Rogger, Crystal Black, Mireille Mainville, Cesar Herrera, Christina Blaskavitch, Gary Wan and Sarah Gunter

Item	Subject	Sponsor
1.	<p>Opening Remarks</p> <ul style="list-style-type: none"> • Welcome to all those in attendance including our special guests and dignitaries. • Elizabeth Urso read and presented our land acknowledgement • Elizabeth Urso explained what the PMFRC Board of Directors does. She explained that the Board of Directors is responsible for the highest level of decision making and legal authority for the PMFRC. The board members believe in and support the mission and vision, and are responsible for the following: Mission, Vision, Planning and Evaluation, Financial Management, Supervision of the Executive Director, Community Relations and Organizational Operations and Self Governance. • Elizabeth Urso presented “What is an AGM?” She explained that the purpose of the meeting was Annual Reporting, Financial Accountability, member engagement and participation and transparency and compliance. The AGM is held within six months of the end of the fiscal year and must be held every calendar year. • Elizabeth Urso presented who is eligible for voting and that it is extended to all serving military members, including reservists associated with Garrison Petawawa, a close family member to military member or veteran member and all veteran military members 	<p>J. Hotson</p> <p>E. Urso</p> <p>D. de Ruiter</p>
2.	<p>Call to Order</p> <ul style="list-style-type: none"> • Janna Hotson called the meeting to order at 1810hrs. 	<p>J. Hotson</p>
3.	<p>Approval of Agenda (Motion) BOD-2024-14</p> <ul style="list-style-type: none"> • Motion made by Janna Hotson for “Motion to approve the Annual General Meeting Agenda for 18 September 2024 as presented.” • Motion Seconder: Elizabeth Urso • Motion Carried 100% 	<p>J. Hotson</p>

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4.	<p>Welcoming Remarks</p> <ul style="list-style-type: none"> • Col Guiney thanked the PMFRC for all the hard work and support that is provided to the Petawawa Military community. • Col Guiney spoke about how Petawawa is going into the highest level of readiness with many operations abroad since troops were in Afghanistan. • Col Guiney spoke about how the base was able to accomplish creating a baseline funding amount to PMFRC which will allow ease of planning future programming an. • Col Guiney also spoke of the ground breaking ceremony for the new PMFRC building on the North Side site of Garrison Petawawa. He stated its no longer a paper promise and that 42 Million dollars is being spent to build this building to continue to support military members and their families. 	Col. Guiney
5.	<p>Approval of Previous Minutes BOD-2024-15</p> <ul style="list-style-type: none"> • Motion made by Janna Hotson for “Motion to approve the previous minutes from the Annual General Meeting dated 20 September 2023 as presented.” • Motion Seconder: Nicole Walters • Motion Carried 100% 	J. Hotson
6.	<p>Presentation of Financial Audit FY 2023-2024 - BOD-2024-16 & BOD-2024-17</p> <ul style="list-style-type: none"> • Marc Brabant from Raymond Chabot Grant Thornton Chartered Professional Accountants presented the Financial Audit FY 2023-2024. • Marc Brabant presents the independent auditors report. • This year we will have a deficiency of (177.954) reasons for this were reduction in donations, change in policy to increase in salaries and employee benefits to be in line with governing laws. • Motion made by Janna Hotson for “Motion to approve the Financial Audit ending 31 March 2024 of the PMFRC as conducted and presented by Raymond Chabot Grant Thornton, Chartered Professional Accountants.” • Motion Seconder: Nicole Walters • Motion Carried 100% • Motion made by Janna Hotson for “Motion for PMFRC to re-appoint the auditors Raymond Chabot Grant Thornton, Chartered Professional Accountants as the PMFRC’s Auditors for the next fiscal year 2024-2025.” • Motion Seconder: Elizabeth Urso • Motion Carried 100% 	Marc Brabant
7.	<p>Elections New Members (Motion) BOD-2024-18</p> <ul style="list-style-type: none"> • Our Bylaws state that we are able to have 12 members. • 6 members will be returning. • 5 members have completed term and will not stand re-election. • We say good-bye to Julia Graydon, Andrea Davies, Shannon Vincent, Alice Trudelle and Kevin de Ruiter. 	All Board of Directors

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	<ul style="list-style-type: none"> • Big Thanks goes to Julia Graydon who dedicated over 10 years of service to the PMFRC board of directors, 8 years as the Board of Directors Chair as well as Big Thanks goes to Andrea Davies to dedicated 8 years of service to the PMFRC Board of Directors in a variety of roles finishing as Vice Chair. • We have 3 new board members standing for election: Eliane “Lili” Barnett, Cessar Herrea and Jenifer Bradley. • Motion Made by Janna Hotson for “Motion to approve the slate of nominations for the Board of Directors as presented and elected.” • Motion Seconder: Nicole Walters • Motion Carried 100% 	
8.	<p>Bylaw Review and Approval (Motion) BOD-2024-19</p> <ul style="list-style-type: none"> • Andrea Davies, the PMFRC outgoing Vice Chair explains that the PMFRC and the governance committee has worked hard to update our by-laws to adapt to the new ONCA guidelines that came into effect 1 October 2023. • Andrea Davies summarized the changes to the by-laws as follows: <ul style="list-style-type: none"> • Grammatical corrections to wording • Wording to ensure the purposes in the by-laws mirror the purposes stated in the articles. • Removal of Power Clauses as they are no longer required. Powers are granted under Part III of the ONCA. • Update to the maximum number of consecutive terms as a chair. • Updates to the membership categories to follow ONCA guidelines • Motion Made by Janna Hotson for “Motion to approve the revised Bylaws as presented.” • Motion Seconder: Andrea Davies • Motion Carried 100% 	<p>A. Davies J. Hotson</p>
9.	<p>Old Business</p> <ul style="list-style-type: none"> • No Outstanding business from last year. 	J. Hotson
10.	<p>New Business</p> <ul style="list-style-type: none"> • No new business to bring forward. 	J. Hotson
11.	<p>Chair Report</p> <ul style="list-style-type: none"> • Janna Hotson reflected on the accomplishments the organization has achieved. She highlighted the PMFRC accomplishments and stated “our commitment to CAF members, their families and our community continues to be centre of all decision-making and programming changes.” • Major advancements in the strategic plan include the following: <ul style="list-style-type: none"> • Ongoing transitions to the Canada Wide Early Learning and Child Care Plan (CWELCC) • MFS modernization 	J.Hotson

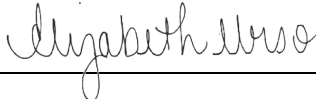
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	<ul style="list-style-type: none"> • New funding formulas • Adjustments to employment services • Janna Hotson also highlighted the celebration of the ground-breaking for our new building 	
12.	<p>ED Highlights</p> <ul style="list-style-type: none"> • Derek de Ruiter stated the changes have been constant and steady but the organization is adapting very well. • Supporting military families is always top priority. • Derek de Ruiter explained that we will continue to support and meet needs of military families. • The ground-breaking of the new PMFRC building will centralize 3 building into one and once the new building is open Spring 2026 this new facility will allow the PMFRC to provide further and new programming to meet the needs of Garrison Petawawa. 	D. de -Ruiter
13.	<p>Community Partner Award</p> <ul style="list-style-type: none"> • The winner of the Community Partner Award is SISIP Financial Petawawa branch. Gary Wan accepted the award on behalf of SISIP Petawawa. 	N. Walters
14.	<p>Closing Remarks</p> <ul style="list-style-type: none"> • Janna Hotson noted if you would like to provide feedback about our AGM there is a survey that you can participate in to help us improve for future AGMs. 	J. Hotson
15.	<p>Adjournment (Motion) BOD-2024-20</p> <ul style="list-style-type: none"> • Janna Hotson made motion for “Motion to adjourn the Annual General Meeting at 1917hrs.” • Motion Seconder: Andrea Davies • Motion Carried 100% 	J.Hotson

Approved / Not Approved



Janna Hotson

Board Chairperson



Elizabeth Urso

Vice Chair

Mission: To provide exceptional support to support our military families and surrounding communities.

Vision: A strong capable, connected military community.

