

29<sup>th</sup> September 2021 – 18:00 hrs (Zoom Video Conference)

<b>In Attendance:</b>	Amanda Logan	Julia Graydon	Darci Greer	Breanne Watters
	Janna Hotson	Elizabeth Addicott	Taylor Smith	Andrea Davies
<b>Absent:</b>	Sydney Oaks	T. Levandier	M. Charest	
<b>Special Guests:</b>	Claudia Beswick	LCol P. Locatelli	Laurie Ogilvie	Dr. Robyne Hanley Dafoe
	Raymond Chabot Grant Thornton, Chartered Professional Accountants			

<b>Item</b>	<b>Subject</b>	<b>Sponsor</b>
1.	<p><b>Call to Order</b></p> <p>a) Called to order September 29<sup>th</sup> 2021 at 18:13 hrs.</p> <p>b) Welcomes</p> <ul style="list-style-type: none"> <li>• Introductions of special guests, community partners and Board of Directors</li> <li>• Review of the purpose of the AGM and main business to be presented</li> <li>• Reviewed those who are eligible to vote for motions during the AGM</li> </ul> <p>c) Welcoming Remarks</p>	<p>J. Graydon</p> <p>A. Davies</p> <p>LCol P. Locatelli</p>
2.	<p><b>Approval of Agenda (Motion) BOD-2021-16</b></p> <p><i>In Favour: 100% Opposed: 0% Abstained: 0%</i></p>	J. Graydon
3.	<p><b>Approval of Previous AGM Minutes BOD-2021-17</b></p> <p>a) 18<sup>th</sup> November 2020 (Motion)</p> <p><i>In Favour: 100% Opposed: 0% Abstained: 0%</i></p>	All
4.	<p><b>Presentation of Financial Audit (FY 2019-2020) BOD-2021-18, BOD-2021-19</b></p> <p>a) Financial Audit Approval (Motion)</p> <ul style="list-style-type: none"> <li>• J. Hotson expressed her gratitude and thanks to the audit team and business team at the PMFRC for a great audit and the holistic view of the PMFRC's finances</li> <li>• Auditor, Mark Brabant, formally presented highlights of the audited financial statements to the AGM community <ul style="list-style-type: none"> <li>• Revenues are down which reflect the challenges of Covid-19</li> <li>• Expenditures are down again due to Covid-19 (programs, day cares, salaries, etc.) and thus leaves a hefty surplus</li> <li>• Increase of cash position comes from the surplus (wage subsidies earned this year)</li> <li>• No changes in the accounting polices - it is the same as in the past</li> <li>• A change in the way the receivables are recorded (no true impact on this year's activities)</li> </ul> </li> <li>• Financial statements are available in the chat window for participants</li> </ul> <p><i>In Favour: 95% Opposed: 0% Abstained: 5%</i></p> <p>b) Approval of the Auditor for 2021/2022 year (Motion)</p> <p><i>In Favour: 100% Opposed: 0% Abstained: 0%</i></p>	<p>J. Hotson Auditors</p> <p>J. Hotson</p>
5.	<p><b>Elections (Motion) BOD-2021- 20</b></p> <p>a) Board of Directors and Executive Elections</p> <ul style="list-style-type: none"> <li>• Board Chair explained we have no new members to ratify this year with only one board member leaving this year.</li> </ul> <p><i>In Favour: 90% Opposed: 0% Abstained: 10%</i></p>	All Board of Directors
6.	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• No Old Business</li> </ul>	J. Graydon
7.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• No New Business</li> </ul>	J. Graydon

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8.	<p><b>Annual Report Highlights</b></p> <p>a) <u>Board Chair Report</u></p> <ul style="list-style-type: none"> <li>Full report can be found in the <a href="#">Annual Report FY 2020-2021</a></li> </ul> <p>b) <u>Committee Reports</u></p> <p><u>Board Development Committee</u></p> <ul style="list-style-type: none"> <li>New training, new recruiting, and new layer of support for new members (mentorship program)</li> <li>In the process of revamping the board information and welcome/orientation package for new members</li> <li>Continued training and professional development took place this year (governance and fiduciary roles and responsibilities) and looking forward to learning more about Risk Management with Carla Anglehart</li> </ul> <p><u>Board Governance Committee</u></p> <ul style="list-style-type: none"> <li>No updates to Bylaws or Constitution this year</li> <li>Met to go over the current HR Policy and finalized the updates to our Governance Policy Draft</li> <li>Updated Covid 19 Disclosure Vaccination Policy as well</li> </ul> <p><u>Board Finance Committee</u></p> <ul style="list-style-type: none"> <li>Finance committee has new members this year and is in a development phase</li> <li>Worked to provide oversight and management of funds during a very difficult and unknown year and the budget that was planned did not reflect the realities the PMFRC faced this year and required a lot of shifting and adjustments with operations and funding</li> <li>Maintained a positive and secure position due to the PMFRC team's work and Board oversight</li> <li>Focused on allocation of resources and adjustment of funds</li> <li>Opportunities for improvement have continued to be explored – including a review of the current accounting system which will be perused this year to find opportunities for improvement and efficiencies</li> <li>Preparation and work for a new fiscal audit was substantial – many adjustments here as well</li> <li>Adaptable year overall for the Finance Committee and a huge thankyou to ED and BM for their work with the Finance committee this year</li> </ul> <p>c) Highlights form Executive Director</p> <ul style="list-style-type: none"> <li>Full report can be found in the Annual Report</li> </ul>	<p>J. Graydon</p> <p>J. Graydon</p> <p>A. Davies</p> <p>J. Hotson</p> <p>C. Beswick</p>
10.	<p><b>Guest Speaker</b></p> <p>a) Resiliency and Workplace Wellness</p> <ul style="list-style-type: none"> <li>“Just because we carry it well, doesn't mean it is not heavy.”</li> <li>Everyday Resiliency: idea that some days this look different and requires different amount of energy. <ul style="list-style-type: none"> <li>Belonging: Home Team, Psychological Safety, Foundation of Trust</li> <li>Perspective: Aligning Head and Heart, Operating from our Values, Making What Matters Most, Matter Most</li> <li>Acceptance: Deciphering Controllable, Daily Decisions of Co-Existing, Persist/Pivot/Punt</li> <li>Hope: Being Hope filled, Living in Hope with Others, Protecting the Morale</li> <li>Humour: Release and Reprieve, Biological Tool, Flowing vs. Brewing</li> </ul> </li> <li>Emotional Regulation is a tool you can bring with you wherever you go. 3 Competing systems: Drive, Threat and Sooth.</li> <li>Respond vs. React – leads us to making the next right decision</li> </ul>	<p>Dr. Robyne Hanley Dafoe</p>

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11.	<b>Closing Remarks</b> <ul style="list-style-type: none"> <li>MFS is very appreciative of the work the PMFRC team does in the community</li> <li>Remarkable accomplishments during this unprecedented year by C. Beswick and J. Graydon</li> <li>Special thankyou to C. Beswick for working on the modernization of the MFSP and for bringing a logical and realistic perspective to the task and team</li> <li>Families are the strength beside the uniform an all the PMFRC team, the board and the community are the ones who enable and the support for this</li> </ul>	Laurie Ogilvie
15.	<b>Adjournment (Motion) BOD-2021-21</b> <i>In Favour: 95% Opposed: 0 Abstained: 5%</i>	J. Graydon

Approved / Not Approved




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**Julia Graydon**  
Board Chairperson

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**Elizabeth Addicott**  
Secretary

**Mission:** To provide exceptional support to our military families and surrounding community.  
**Vision:** A strong, capable, connected military community.