

**Board of Directors Meeting
 Shilo MFRC
 Minutes
 21 March, 2024**

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
KELSEY MORGAN	Vice-Chair	Present
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	Regrets
JESSIE SANGSTER	Member	Present
EVAN ROBICHAUD	Member	Present
MEGAN NOCQ-MACRAE	Member	Present
MARY O'CALLAGHAN	Member	Present
ROB LAVIN	Executive Director	Present
LT. PETER NADASADY	Base Rep	Regrets
CPT. BRIAN MILLS	Ex-Officio 1RCHA	Regrets
LT CALLUM MILLER	Ex-Officio 2PPCLI Rep	Regrets
CHRIS CABLE	Daycare Director	Present
KAILEN HARTE	Assistance Daycare Director	Present

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at hr 1834	
2.	Introductions	
	Welcome	
3.	Agenda	
	1. Motion to approve the agenda as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Nicole Ziler c. All in favour 	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from Shilo MFRC BoD Meeting 29 Feb 2024 as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Mary O'Callaghan c. All in favour 	Motion Carried

5.	Old Business	
	<ol style="list-style-type: none"> 1. Outstanding from Previous Minutes <ol style="list-style-type: none"> a. Nil 2. Emailed Motions: <ol style="list-style-type: none"> a. Nil 	
6.	Committee Updates	
	<ol style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> 1) AGM Date 13 June; 1600-1800. 2) Plan Exec Committee Meeting in April <ol style="list-style-type: none"> 1. Executive/Advisory Committee is made up of ex-officio's and historical exec/advisory committee members. b. <u>HR Committee Updates:</u> <ol style="list-style-type: none"> 1) Counseling Contract <ol style="list-style-type: none"> 1. Policy update folder 2. Proposal to update contract to include other councillors included in Tessa Small's business; purpose to expand availability of counselling services. <ol style="list-style-type: none"> a. Motion to Initiate Contract Expansion with Tessa Small: Christine Wright b. Second: Evan Robichaud c. All in favour. 2) Mission/Vision Statement <ol style="list-style-type: none"> 1. If updated mission and vision statements moves forward; to be presented at AGM. 2. Recommended Mission Statement Reviewed <ol style="list-style-type: none"> a. Motion to accept updated Mission Statement: Christine Wright b. Seconded: Megan Nocq-MacRae c. All in favour 3. Recommended Vision Statement, edited to be more grammatically correct for vision statements <ol style="list-style-type: none"> a. Empowered, confident, capable, and resilient community within a supportive Canadian Armed Forces environment. b. Motion to accept updated Vision Statement: Christine Wright c. Seconded: Mary O'Callaghan d. All in favour c. <u>Information Management Committee:</u> <ol style="list-style-type: none"> 1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed. 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>

	<p>d. <u>Finance Committee Updates:</u></p> <ol style="list-style-type: none"> 1) February Package <ol style="list-style-type: none"> 1. Motion to approve as presented: Nicole Ziler 2. Second: Evan Robichaud 3. All in favour. 2) Pre-K Budget / Daycare <ol style="list-style-type: none"> 1. Some grants rolling into next year for funding for both 2. Pre-K Budget <ol style="list-style-type: none"> a. Detailed plans for pre-k budget items to be requested later this year b. Motion to approve Pre-K Budget as presented: Nicole Ziler c. Seconded: Evan Robichaud d. All in favour <p>e. <u>Child Services Committee Update:</u></p> <ol style="list-style-type: none"> 1) Closures <ol style="list-style-type: none"> 1. 30-31 May closure Motion for the Shilo ELCC to be closed for 30 -31 May 2024 for PD <ol style="list-style-type: none"> a. Second: Jess Sangster b. All in favour 2. Easter Monday closure discussion to add to Policy, if necessary 2) Behaviour Management Summary <ol style="list-style-type: none"> 1. Tracking incidents and accident reports and the behaviour management plans are being shared with Board so they can be supportive to staff, if necessary 3) Serious Incident <ol style="list-style-type: none"> 1. External trips are suspended by the Province. Provincial Coordinator (Robin) will bring to supervisor to determine the next steps. 4) Policy Update <ol style="list-style-type: none"> 1. Required by the Province 2. Motion to approve the Transportation Policy and Transfer of Responsibility for school children as presented. <ol style="list-style-type: none"> a. Second: Evan Robichaud b. All in favour 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>
7.	New Business	
	<ol style="list-style-type: none"> a. Recognition b. Correspondence <ol style="list-style-type: none"> 1) MFS Update <ol style="list-style-type: none"> 1. Mid-April funding situation will be more concrete 2) MFS Newsletter <ol style="list-style-type: none"> 1. Can be read 3) Daycare Runner Info 	

8.	ED Report	
	<ol style="list-style-type: none"> 1. Christine now doing 3 days a week for resume services - going well 2. West-Can provided DC job descriptions 2 weeks ago, being reviewed. 3. MFS Budget <ol style="list-style-type: none"> a. Hope to arrive April 19th, 2024 b. Centralized clinical support for counsellors will need to be local, and have no cost. c. 2 Per year social events only per year d. MFS recommending all MFRC limit PD funding to \$1000/yr 4. Lunch proposals continue 5. Royal Canadian Legion <ol style="list-style-type: none"> a. Raspberry Pi Initiative approved b. Teal Up Initiative sponsorship approved, and also 10 people to participate in the parade 6. SLT Equipment purchased from Canex and Amazon, setting up in a week or two 7. Reporting by ED to Staff Meeting to discuss Needs Assessment results and plans 8. Sensory Room 	
9.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: Absent 2. 1 RCHA: Absent 3. 2PPCLI: Absent 	
10.	Volunteer Hours	
	<ol style="list-style-type: none"> 1. Please communicate monthly volunteer hours to the Vice-Chair 	All Members
11.	Round Table	
	<ol style="list-style-type: none"> a. Discussion had about boundaries of STUFF program b. Discussion about behaviour management contracts / policy <ol style="list-style-type: none"> 1) Agenda item added to next Child Service Meetings Agenda c. Next Meeting: 25 April at 6:30pm 	All Members
12.	In Camera	
	Not indicated this evening.	All Members
13.	Adjournment	
	<ol style="list-style-type: none"> 1. Motion to adjourn meeting at hr 7:56pm. <ol style="list-style-type: none"> a. motion: Christine Wright b. second: Megan Nocq-MacRae 	Motion Carried

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Signed,

Christine Wright
Board Chair
Shilo MFRC Board of Directors

Catherine Cole
Secretary
Shilo Board of Directors

Date Approved: