

**Board of Directors Meeting  
 Shilo MFRC  
 Minutes  
 April 25th, 2024**

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
KELSEY MORGAN	Vice-Chair	Present
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	Present
JESSIE SANGSTER	Member	Regrets
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. MARSHALL MAINPRIZE	Ex-Officio 1RCHA	Regrets
CPT. KRUK	Ex-Officio 2PPCLI Rep	Regrets
CHRIS CABLE	Daycare Director	Present
KAILEN HARTE	Assistant Daycare Director	Present

Item	Agenda	
1.	<b>Call Meeting to Order</b>	
	Meeting called to order at 1831hrs	
2.	<b>Introductions</b>	
	Welcome	
3.	<b>Agenda</b>	
	1. Motion to approve the agenda as presented <ul style="list-style-type: none"> <li>a. motion: Christine Wright</li> <li>b. second: Catherine Cole</li> <li>c. All in favour</li> </ul>	Motion Carried
4.	<b>Previous Minutes</b>	
	1. Motion to approve the meeting minutes from Shilo MFRC BoD Meeting Minutes 21 March 2024 as presented <ul style="list-style-type: none"> <li>a. motion: Christine Wright</li> <li>b. second: Evan Robichaud</li> <li>c. All in favour</li> </ul>	Motion Carried

5.	<b>Old Business</b>	
	<ul style="list-style-type: none"> <li>1. Outstanding from Previous Minutes                             <ul style="list-style-type: none"> <li>a. Nil</li> </ul> </li> <li>2. Emailed Motions:                             <ul style="list-style-type: none"> <li>a. Nil</li> </ul> </li> </ul>	
6.	<b>Committee Updates</b>	
	<ul style="list-style-type: none"> <li>1. <u>Executive / Advisory Committee Updates:</u> <ul style="list-style-type: none"> <li>a. Met 4 April- Looking through policies to prep for AGM, touched on some strategic planning topics. To meet again in May.</li> </ul> </li> <li>2. <u>HR Committee Updates:</u> <ul style="list-style-type: none"> <li>a. Counseling Contract- to get some updates at the next exec/advisory committee. Rob to reach out to Tess in terms of adding additional providers/checking availability.</li> <li>b. Mission/Vision Statement- to be further examined at the next exec meeting. Needs to be brought to AGM for changes.</li> <li>c. Board Policy- Westcan and Board to review same. Need to explore expansion of HR committee.</li> </ul> </li> <li>3. <u>Finance Committee Updates:</u> <ul style="list-style-type: none"> <li>a. MFS Q4                                     <ul style="list-style-type: none"> <li>1) bank req needs to be finalized after year end is closed. Rest of financial statements reviewed. Will motion the financial package at the AGM.</li> </ul> </li> <li>b. March Package - review</li> <li>c. Motion to approve the Q4 MFS expenditure report as presented</li> <li>d. Motion: Nicole Ziler</li> <li>e. Second: Mary O' Callaghan</li> <li>f. All in favour</li> </ul> </li> <li>4. <u>Child Services Committee Update:</u> <ul style="list-style-type: none"> <li>a. Updates RE incident reporting</li> <li>b. Motion for Easter Monday STAT being added to policies (occ. daycare. school age.)                                     <ul style="list-style-type: none"> <li>1) Motion: Megan Nocq-Macrae</li> <li>2) Second: Evan Robichaud</li> <li>3) All in favour</li> </ul> </li> </ul> </li> </ul>	<p>Motion Carried</p> <p>Motion Carried</p>

	<ul style="list-style-type: none"> <li>c. Discussion for recruiting bonus</li> <li>d. Half wall update?- Wall not needed and won't be built</li> <li>e. Updates from Staff:           <ul style="list-style-type: none"> <li>1) Currently 136 children on waiting list- will see these numbers go down in the next couple of weeks with movement.</li> <li>2) CCA and ECE advertising amped. Interview for each conducted, one hire made. Other new hire doing well. Lost 2 CCAs</li> <li>3) Expansion update- List from Robin about things that need to be completed. Same done. Robin coming on Tuesday April 30th to license the new room and hopefully give us an opening date. Will have a provisional license to start until we can obtain proper staffing ratios.</li> <li>4) Want to have an opening celebration</li> <li>5) Relicensing of the centre in general. Robin has completed the checks, just waiting on the official license</li> <li>6) RAM (reading amplifies minds) began April 12th. Well received by kids</li> <li>7) Behaviour management plans: 2 children currently on plans. Fine tweaking on plans to be worked through and discussed at the next children services meeting in may.</li> <li>8) Sensory room equipment has been ordered. Waiting on minor renos to be completed for same</li> <li>9) Lunch program- for now it is a no, only 4 families have said they would be committed to this.</li> <li>10) Next week april 29th- May 3rd is the week for the ECE- fun activities planned for staff</li> </ul> </li> <li>f. Occasional daycare in summer?- OCC restrictions being removed, advertise priority for posted members/families and being open for 12 months. Policy to be reviewed at the next children services meeting and to be brought to next board meeting for motion.</li> </ul>	
7.	<b>New Business</b>	
	<ul style="list-style-type: none"> <li>a. Recognition</li> <li>b. Correspondence           <ul style="list-style-type: none"> <li>1) Email about upcoming discussions. Christine to put in drive.</li> </ul> </li> </ul>	
8.	<b>ED Report</b>	
	1. See Drive for report.	
9.	<b>Ex-Officio Reports</b>	



	<ol style="list-style-type: none"> <li>1. CFB Shilo: Absent</li> <li>2. 1 RCHA: Absent</li> <li>3. 2PPCLI: Absent</li> </ol>	
10.	<b>Volunteer Hours</b>	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
11.	<b>Round Table</b>	
	a. Next Meeting: May 30th, 2024 at 1830	All Members
12.	<b>In Camera</b>	
		All Members
13.	<b>Adjournment</b>	
	<ol style="list-style-type: none"> <li>1. Motion to adjourn meeting at 1825             <ol style="list-style-type: none"> <li>a. motion: Christine Wright</li> <li>b. second: Catherine Cole</li> </ol> </li> </ol>	Motion Carried

Signed,

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 Christine Wright  
 Board Chair  
 Shilo MFRC Board of Directors

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 Catherine Cole  
 Secretary  
 Shilo Board of Directors

Date Approved: