

**Board of Directors Meeting
 Shilo MFRC
 Minutes
 August 21st, 2024**

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
KELSEY MORGAN	Vice-Chair	Regrets
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.	Call Meeting to Order	
	Meeting called to order at 1905	
2.	Introductions	
	Welcome	
3.	Agenda	
	1. Motion to approve the agenda as presented from 4 July, 2024. a. motion: Christine Wright b. second: Megan Nocq-MacRae c. All in favour	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from Shilo MFRC BoD Meeting Minutes 4 July 2024 a. motion: Christine Wright b. second: Megan Nocq-MacRae	Motion Carried

	c. All in favour	
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. MFS Quarterly Report 	
6.	Committee Updates	
	<ol style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> 1) Need to meet before September b. <u>HR Committee Updates:</u> <ol style="list-style-type: none"> 1) Board Policy <ol style="list-style-type: none"> 1. by Laws- see changes made in document that is shared in the drive. Comment with any changes in the document. 2) Employee Policy Manual <ol style="list-style-type: none"> 1. Done by WestCan HR. Multiple documents combined and streamlined into this document. 2. Comment with any changes in document. Changes will be streamlined into another document for later review and approval. c. <u>Finance Committee Updates:</u> <ol style="list-style-type: none"> 1) June Package <ol style="list-style-type: none"> 1. Motion to approve JunePackage as presented: Nicole Ziler 2. Second: Mary O'Callaghan 3. All in favour 2) Payroll Quote <ol style="list-style-type: none"> 1. See quotes in the folder for this month. 2. Recommendation to purchase ADP's option. 3. Motion to accept ADP quotation for HR and Payroll services 4. Second: Mary O'Callaghan 5. All in favour 3) Wage Introduction <ol style="list-style-type: none"> 1. Still under review and being worked on. Almost complete. 	<p>Motion Carried</p> <p>Motion Carried</p>

	<p>d. <u>Child Services Committee Update:</u></p> <p>1) Policy Update Progress</p> <p>1. Moving along. Still under review.</p> <p>2) Behaviour Management Contract Update</p> <p>1. Still under review. To be completed/further reviewed in september.</p> <p>3) Youth Room Movement Update</p> <p>2. Children Services/Daycare Director update:</p> <p>a. See ED report, page 16</p>	
7.	New Business	
	<p>Recognition</p> <ul style="list-style-type: none"> ● Jessie moving away, leaving in September <p>a. Correspondence</p> <ol style="list-style-type: none"> 1) Start up Funding- confirmation for new space. Letter from the Province 2) MFS Document Matrix <p>b. Miscellaneous</p> <ol style="list-style-type: none"> 1) IT Support - Microsoft Licensing. Change over your email. 	
8.	ED Report	
	1. See Drive for report.	
9.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: 2. 1 RCHA: 3. 2PPCLI: 	
10.	Volunteer Hours	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
11.	Round Table	
	Next Meeting – September 26th 6:30 pm – will send updated calendar invites	All Members

12.	In Camera	
	Nil	All Members
13.	Adjournment	
	1. Motion to adjourn meeting at 21:45 a. motion: Christine Wright b. second: catherine Cole c. All in favour	Motion Carried

Signed,

Christine Wright
Board Chair
Shilo MFRC Board of Directors

Catherine Cole
Secretary
Shilo Board of Directors

Date Approved: