Shilo Military Family Resource Centre PO Box 5000 Stn Main Building T-114 Shilo, MB R0K 2A0



Board of Directors Meeting Shilo MFRC Minutes September 28, 2023

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
Kelsey Morgan	Vice-Chair	Present
MICHELLE BRADLEY	Treasurer	Present
CATHERINE CELLUCCI	Secretary	Regrets
NICOLE ZILER	Member	Present
WILLEMIEN VAN LANKVELT	Executive Director	Regrets
Lt. Kimberly Roode	Base Rep	Present
LT JAMES TEAKLES	Ex-Officio 1RCHA	Regrets
Lt Callum Miller	Ex-Officio 2PPCLI Rep	Regrets

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at 1833hr	
2.	Introductions	
	1. Four Board of Director candidates in attendance:	
	a. Mary O'Callaghan	
	b. Jessie Sangster	
	c. Megan Macrae	
	d. Evan Robichaud	
3.	Agenda	
	Motion to approve the agenda as presented	
	a. motion: Christine Wright	
	b. second: Michelle Bradley	Motion Carried
	c. Motion Passed	
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from August 24th, 2023 as	
	presented	
	a. motion: Christine Wright	Motion Carried
	b. second: Michelle Bradley	
	c. Motion passed	
5.	Old Business	



	1. Outstanding from Previous Minutes a. Retirement/Severance policy i. Motion to reframe pension/severance policy into a group pension plan 1. motion: Christine Wright 2. second: Michelle Bradley 3. Motion Passed	Motion Carried - HR
	b. Human Resource, Policy Development Contract i. Motion to move forward with Westcan's Embedded HR program 1. motion: Christine Wright 2. second: Michelle Bradley 3. Motion Passed	Motion Carried -HR
	 2. Emailed Motions: a. September 24, 2023 Executive Director Hiring i. Motion to make a formal offer to Rob Lavin for the position of Executive Director of the SMFRC 1. motion: Christine Wright 2. second: Nicole Ziler 3. Motion Carried via email 	Motion Carried
6.	Committee Updates	
	1. Executive/Advisory Committee: a. ED Hiring and Transition - in progress 2. Human Resource Committee: a. New member recruitment - ongoing b. Board Training i. Motion to proceed with Volunteer Manitoba for Board Training, tentative date of November 4th 1. motion: Kelsey Morgan 2. second: Michelle Bradley 3. Motion Carried 3. Information Management Committee: a. Board Handbook (SOPs) - on hold	
	4. Finance Committee: a. Financial Reporting i. MFRC to pay out balances that remain on accounts re: childcare, MB grant received 9 months prior ii. July Finance Package 1. motion: Michelle Bradley 2. second: Kelsey Morgan 3. Motion Carried iii. August Finance Package	Motion Carried



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	1. motion: Michelle Bradley 2. second: Nicole Ziler 3. Motion Carried iv. Investment Strategy - motion to invest \$736,000 into four (4) equal GIC's 1. motion: Michelle Bradley 2. second: Nicole Ziler 3. Motion Carried 5. Child Services Committee: a. Expansion - construction is ongoing, staff have been encouraged to start purchasing supplies and furniture, anticipation of a 'start up' grant of \$450/per child	Motion Carried Motion Carried - Finance
7.	New Business	
8.	ED Report	
	1. Information can be found on shared drive	Shared Drive
9.	Ex-Officio Reports	
7.	La-officio Reports	
	1. CFB Shilo: Absent	
	2. 1 RCHA: Cpt. Brian Miles to attend October meeting	
	3. 2PPCLI:Absent	
10	Y/-14	
10.	Volunteer Hours 1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
	1. Please communicate monthly volunteer nours to the vice-chair	All Members
11.	Round Table	
	Christmas Board Event - TBD	All Members
	2. Next Meeting	
	a. October 24th - 1830 hr	
	3. ED New hire meet and greet	
	a. October 24th - 1800 hr	
	4. ED Retirement Event Invitation	
12.	a. October 25th - 1500 hr - 1700 hr, El Prado Club In Camera	
14.	1. New Board member election:	All Members
	a. Motion to elect Evan Robichaud as a SMFRC Board of Directors member, to be ratified at the 2024 AGM i. motion: Christine Wright ii. second: Kelsey Morgan iii. Motion Carried	Motion Carried
	b. Motion to elect Jessie Sangster as a SMFRC Board of Directors member, to be ratified at the 2024 AGM i. motion: Christine Wright	

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	ii. second: Kelsey Morgan iii. Motion Carried	Motion Carried
	c. Motion to elect Mary O'Callaghan as a SMFRC Board of Directors member, to be ratified at the 2024 AGM i. motion: Christine Wright ii. second: Kelsey Morgan iii. Motion Carried	Motion Carried
	d. Motion to elect Megan Macrae as a SMFRC Board of Directors member, to be ratified at the 2024 AGM i. motion: Christine Wright ii. second: Kelsey Morgan iii. Motion Carried	Motion Carried
13.	Adjournment	
	1. Motion to adjourn meeting at 1953hr	Motion Carried
	a. motion: Christine Wright	
	b. second: Kelsey Morgan	
	c. Motion Carried	

Signed,	
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Christine Wright	Catherine Cellucci
Board Chair	Secretary
Shilo MFRC Board of Directors	Shilo Board of Directors

Date Approved: