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



Board of Directors Meeting Shilo MFRC Minutes November 30th, 2023

Name	Position	Attendance
Christine Wright	Chair	Present
Kelsey Morgan	Vice-Chair	Regrets
Nicole Ziler	Treasurer	Present
Catherine Cole	Secretary	Presnet
Jessie Sangster	Member	Regrets
Evan Robichaud	Member	Present (Virtually)
Megan Macrae	Member	Present
Mary O'Callaghan	Member	Present
Rob Lavin	Executive Director	Present
Lt. Kimberly Roode	Base Rep	Present
CPT. BRIAN MILLS	Ex-Officio 1RCHA	Regrets
Lt Callum Miller	Ex-Officio 2PPCLI Rep	Regrets
Chris Cable	Ex Officio Incoming Daycare Director	Present
Whitney Ukrainec	Ex Officio Daycare Director	Present

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at 1834hr	
2.	Introductions	
3.	Agenda	
	 Motion to approve the agenda as presented a. motion: Christine Wright b. second: Catherine Cole c. Motion Passed 	Motion Carried
4.	Previous Minutes	
	 Motion to approve the meeting minutes from October 25th, 2023 as presented a. motion: Christine Wright b. second: Nicole Ziler 	Motion Carried

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, MB RU	c. Motion passed		
5.	Old Business		
3.	 Outstanding from Previous Minutes a. Nil Emailed Motions: a. FY2024/25 MFS budget approval 	Motion Carried	
6.	Committee Updates		
	a. Executive / Advisory Committee Updates: 1. Schedule a strategic planning session a. Westcan HR to facilitate b. Motion to schedule a strategic planning session facilitated by Westcan on February 4th: Chrstine Wright c. Seconded by: Megan Macrae d. All in favour b. HR Committee Updates:	Motion Carried	
	1) Contracting Policy: to be		
	c. <u>Information Management Committee</u> : 1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed. 1. Outsourcing to WestCan. Further updates to follow.	Motion Carried	
	d. Finance Committee Updates:		
	 October Package- details on drive a. Motion to approve: Nicole Ziler b. Second: Mary O'Callaghan c. All in favour MFS Budget (passed by emailed motion) 	Motion Carried	
	e. <u>Child Services Committee Update</u> : 1) Expansion Project: Approx 4 week timeline 1. Door installed- to be fixed		



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	 Waiting on change table installation Toys, cots etc. ordered Ads out for jobs- many CCAs applying but still need an ECE, two preferably. Provincial Restriction lifted post Nov. 17th incident In the process of nominating for the Prime Minister's award for childhood educator excellence. 2 staff being nominated, hopefully to be done by the end of December. Motion to make Megan Macrae the new Child Services Committee Lead: Christine Wright Second by Nicole Ziler All in favour 	Motion Carried
7.	New Business	
	a. Recognition 1) Incredible new job ad! 2) Chris newly completed ECE 3 training and to fill Whitney's Position! Welcome! b. Correspondence 1) Christmas Party- Bowling Dec. 15th! 2) Christmas Office Closure- Dec 22nd @ 1200 re-open Jan 2nd at 0800 3) Companies Office - Annual paperwork: 1. Rob to coordinate with the board 4) Gender Based Violence plan 1. Funding must be spent by the end of March 2. Reached out to Rainbow Resource Centre (WPG) to coordinate training for staff. And need to do an 'event' in the community. a. Staff would like to do a trip to WPG to tour the MFRC and base as a professional development trip (leave Jan. 11th-12th). Front office would need closure mid day on the 11th, and on the 12th for the training. b. Motion to approve partial closure on Jan 11th and full closure of the centre on Jan 12th for staff	Motion Carried
	training trip: Christine Wright c. Second By: Zicole Ziler d. All in favour e. Plans to create a Family Violence Advisory Team and have this	

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	funding go to them for future years.	
8.	ED Report	
	a. MFS Programs and Services Update;	See Shared
	b. Youth Program Update	Drive
	c. Day Care Update	
9.	Ex-Officio Reports	
	 CFB Shilo: Present 1 RCHA: Absent 2PPCLI:Absent 	
10.	Volunteer Hours	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
11.	Round Table	_
	 a. Christmas Board event - Bowling Dec. 15th! b. Next Meeting – January 25th 6:30pm – will send updated calendar invites 	All Members
12.	In Camera	
		All Members
13.	Adjournment	
	 Motion to adjourn meeting at 2023hr a. motion: Christine Wright b. second: Catherine Cole 	Motion Carried

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

Date Approved: