

**Board of Directors Meeting
 Shilo MFRC
 Minutes
 August 24th, 2023 18:30pm**

Name	Position	Attendance
CHRISTINE WRIGHT	CHAIR	PRESENT
KELSEY MORGAN	VICE-CHAIR	PRESENT
MICHELLE BRADLEY	TREASURER	REGRETS
CATHERINE CELLUCCI	SECRETARY	PRESENT
NICOLE ZILER	MEMBER	PRESENT
WILLEMEN VAN LANKVELT	EXECUTIVE DIRECTOR	PRESENT
LT. KIMBERLY ROODE	BASE COMD REP	PRESENT
LT JAMES TEAKLES	1 RCHA REP	PRESENT
LT CALLUM MILLER	2 PPCLI REP	REGRETS

Item	Agenda
1.	Call Meeting to Order
	Board Chair called meeting to order at 18:34
2.	In Camera Session
	1. At meeting conclusion.
3.	Introductions/ Opening Remarks
	1.
4.	Agenda
	1. Motion to approve Agenda – as presented <ul style="list-style-type: none"> a. 1st by: Christine Wright b. 2nd by: Zicole Ziler c. All in favour d. Motion carried
5.	Previous Minutes
	1. Shilo MFRC BoD Meeting Minutes 19 June 2023 <ul style="list-style-type: none"> a. Motion to approve Meeting Minutes as presented b. 1st by: Christine Wright c. 2nd by: Nicole Ziler d. All in favour e. Motion carried

6.	<p>Old Business</p> <ul style="list-style-type: none"> a. Outstanding from Previous Minutes: <ul style="list-style-type: none"> i. Outstanding from Previous Minutes: <ul style="list-style-type: none"> 1. Bereavement Policy <ul style="list-style-type: none"> a. Motion to adopt the bereavement policy as presented by Nicole Ziler (Public service version) b. Seconded by: Kelsey Morgan c. All in favour d. Motion carried 2. Retirement/Severance- to be reviewed at a later date by HR and passed as an email motion. b. Emailed Motions: <ul style="list-style-type: none"> i. Investment motion ii. MFS Q1
7.	<p>Committee Updates</p> <ul style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ul style="list-style-type: none"> 1) Obtained quotes on HR/Professional Development support. <ul style="list-style-type: none"> 1. Westcan HR- See attached proposals 2. Bricolage- See attached proposals <ul style="list-style-type: none"> a. Will motion to approve and sort details for this by the end of september. Either via emailed motion or at the September meeting. b. <u>HR Committee Updates:</u> <ul style="list-style-type: none"> 1) Recruitment of new members – ongoing c. <u>Information Management Committee:</u> <ul style="list-style-type: none"> 1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed. d. <u>Finance Committee Updates:</u> <ul style="list-style-type: none"> 1) Financial Reporting – <ul style="list-style-type: none"> 1. Motion to approve May Finance Package: <ul style="list-style-type: none"> a. First by: Nicole Ziler b. Seconded by: Kelsey Morgan c. All in favour d. Motion carried 2. Motion to approve June Finance Package:

	<ul style="list-style-type: none"> a. First by: Nicole Ziler b. Seconded by: Catherine Cellucci c. All in favour d. Motion carried <p>e. <u>Child Services Committee Update:</u></p> <ul style="list-style-type: none"> 1) Space Update- Measurements done and door ordered. Once door is in place and the changing table is installed, operation can start (once construction is done). New EC has been hired, recruitment is ongoing. 2) Truth and Reconciliation Day - closed daycare
	New Business
	<ul style="list-style-type: none"> a. Recognition b. Correspondence- folder in google drive c. Mental Health Policy- Christine to reach out to Lindsey to amend mental health policy d. Interim Treasurer <ul style="list-style-type: none"> 1) Motion to appoint Nicole Ziler as interim treasurer 2) Seconded by: Kelsey Morgan 3) All in favour 4) Motion carried e. Signing Authority <ul style="list-style-type: none"> 1) Motion to add Nicole Ziler to signing authorities 2) Seconded by: Catherine Cellucci 3) All in favour 4) Motion carried
9.	ED Report
	<ul style="list-style-type: none"> a. MFS Programs and Services Update; see document. b. Youth Program Update; see document. c. Day Care Update; see document.
10.	Ex-Officio Reports
	<ul style="list-style-type: none"> 1. CFB Shilo: Nil 2. 1 RCHA: Nil 3. 2 PPCLI: Nil
11.	Volunteer Hours
	Send volunteer hours to the Vice-Chair by the End of the month.
12.	Next Meeting
	Next Meeting – 28 September 2023 6:30pm – will send updated calendar invites

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



13.	Round Table 1. Ex-officios: Nil 2. Board Members: Nil
14.	Adjournment 1. Motion by Board Chair to adjourn the meeting: a. Meeting adjourned at 19:43 pm.

Signed,

Board Chair
Shilo MFRC Board of Directors

Secretary
Shilo MFRC Board of Directors

Date Approved: