

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

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
KELSEY MORGAN	Vice-Chair	Regrets
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	Regrets
JESSIE SANGSTER	Member	Present
EVAN ROBICHAUD	Member	Regrets
MEGAN NOCQ-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	Daycare	Regrets
WHITNEY UKRAINEC	Daycare	Regrets
ASHLEY CORNECT	MFRC staff	Present

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at hr	1831
2.	Introductions	
	Welcome	
3.	Agenda	
	1. Motion to approve the agenda as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Nicole Ziler c. All in favour 	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from November 20th, 2023 as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Mary O'Callaghan c. All in favour 	Motion Carried

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. Nil 	
6.	Committee Updates	
	<ol style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> 1. Strategic Planning Session - February 4th <ol style="list-style-type: none"> a. Victoria Inn b. 0800-1600 2. AGM Date Considerations <ol style="list-style-type: none"> a. Primary idea: AGM meeting may be best occurring immediately after/during a community BBQ? b. Potential dates: June 12, 13, 19 or 20? c. In the past AGMs have occurred during lunch hour, as well as after work hours (with many incentives to encourage attendance), however minimum required attendees has been difficult to obtain. d. BDO to have financial audit report requirements prepared for this time - yes. b. <u>HR Committee Updates:</u> <ol style="list-style-type: none"> 1) Contracting Policy - table for now 2) Date for Vol MB - late August potentially? c. <u>Information Management Committee:</u> <ol style="list-style-type: none"> 1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed. <ol style="list-style-type: none"> 1. Policies still being reviewed by West Can 	

	<p>d. <u>Finance Committee Updates:</u></p> <ol style="list-style-type: none"> 1) November Package <ol style="list-style-type: none"> 1. Motion to approve nNovember financial package as presented by Nicole Ziler. Seconded: Mary O'Callaghan 2) December Package <ol style="list-style-type: none"> 1. Motion to approve December financial package as presented by Nicole Ziler. Seconded: Mary O'Callaghan 3) MFS Q3 Report <ol style="list-style-type: none"> 1. Motion to approve MFS Q3 report financial package as presented by Nicole Ziler. Seconded: Jessie Sangster <p>e. <u>Child Services Committee Update:</u></p> <ol style="list-style-type: none"> 1) Gov't funding update 2) MOU from Base update 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>
7.	New Business	
	<ol style="list-style-type: none"> a. Recognition b. Correspondence <ol style="list-style-type: none"> 1) Severance Request <ol style="list-style-type: none"> 1. Current priorities remain implementing pension plans for staff at the Shilo MFRC; severance definitions vary and may be further investigated in the future, however both pension plans and severance packages are unable to be backdated. 2. Formal reply to this request will be sent 2) Virtual Conference <ol style="list-style-type: none"> 1. Feb 3) Wellness Expo <ol style="list-style-type: none"> 1. volunteers required for end of feb 4) Empowering Your Board Webinars <ol style="list-style-type: none"> 1. On poster there is websites, and may sign up to do future webinars 	
8.	ED Report	
	<ol style="list-style-type: none"> 1) HR: <ol style="list-style-type: none"> 1. Change over in staff a fair bit over last two months, welcome to new members, and congratulations on new positions obtained. 2) General 	<p>See Shared Drive</p>

	<ol style="list-style-type: none"> 1. Winnipeg MFRC collaborative visit, and Rainbow Resource Centre workshops went really well. 2. Rebranding / marketing plan initiated. 3. Health and Safety committee, new terms defined, must meet quarterly, etc. 4. Emergency Backpacks discussed <p>3) WestCan Recommendations</p> <ol style="list-style-type: none"> 1. Provided 2 needs assessment reports based on one on one sit downs, a general needs assessment, and daycare needs assessment. 2. Job descriptions and and personal contracts are coming very soon <p>4) Purchasing</p> <ol style="list-style-type: none"> 1. Discussed planned intentional purchasing plan; ie: setting up multiple business accounts and purchasing with business with best price <p>5) Youth Program Update</p> <ol style="list-style-type: none"> 1. PMQ utilization for youth program being assertively looked into. <p>6) Day Care Update</p> <ol style="list-style-type: none"> 1. Updates of renovations, and future planning for more daycare expansion. 	
9.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: Present <ol style="list-style-type: none"> a. Town hall on the 31st of January. 2. 1 RCHA: Absent 3. 2PPCLI: Absent 	
10.	Volunteer Hours	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
11.	Round Table	
	a. Next Meeting – Feb 29 6:30 pm – will send updated calendar invites	All Members
12.	In Camera	
		All Members
13.	Adjournment	
	1. Motion to adjourn meeting at hr 2026	Motion Carried

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



	a. motion: Christine Wright b. second: Megan Nocq-MacRae	
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Signed,

Christine Wright
Board Chair
Shilo MFRC Board of Directors

Catherine Cole
Secretary
Shilo Board of Directors

Date Approved: