

**Kingston Military Family Resource Centre
Board of Directors Meeting Agenda
February 28 2024, 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	REGRETS
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Treasurer	LEAVE
DENISE DUBOIS	Secretary	LEAVE
TANYA DION	Board Member	PRESENT
CAROLINE POULIN	Board Member	PRESENT
JENNIFER MYKOLENKO	Board Member	PRESENT
ROBERT HAMILTON	Board Member	PRESENT
KATE DIXON	Board Member	PRESENT
COLLEEN FAIRHOLME	Executive Director	PRESENT
MAJ. MICHELLE GUERTIN	Base Commander Representative (Ex-Officio)	PRESENT

1.	Welcome & Call to Order Meeting called to order at 18:02 hrs.	A. Downe
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Jennifer Mykolenko. Motion passed.</i>	A. Downe
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Robert Hamilton, seconded by Jennifer Caroline Poulin. Motion passed.</i>	A. Downe
4.	Opportunity for Observers to Address the Board – NIL	
5.	Ex-Officio Reports – NIL	

	<p>5.1 Executive Director</p> <ul style="list-style-type: none"> – Coileen Fairholme provided monthly updates – details found in ED report 	C. Fairholme
	<p>5.2 Base Commander Representative</p> <ul style="list-style-type: none"> – Funding will be confirmed in the coming weeks 	Maj. M Guertin
6.	Committee Reports	
	<p>6.1 Executive Committee</p> <ul style="list-style-type: none"> – Correspondence (In Teams Mtg Folder) <ul style="list-style-type: none"> ○ MFS Q1 Funding Notification ○ MFS Engaged HR “Performance Management in 2024” ○ MFS Sponsored Study “Through Their Eyes: Understanding Challenges Among Military Spouses” Study Information – Director Grace Larose requested 6 months leave of absence <p><i>Motion to appoint Jennifer Mykolenko as an interim treasurer of a corporation by Robert Hamilton, seconded by Caroline Poulin. Motion passed.</i></p>	A. Downe
	<p>6.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> – NIL 	A. Downe
	<p>6.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> – Committee held and initial meeting, will have updates for March board meeting 	K. Dixon
	<p>6.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> – 30th Anniversary <ul style="list-style-type: none"> ○ 50/50 fundraiser opens March 1st ○ Bell Media Sponsorship – February Military Appreciation Game <ul style="list-style-type: none"> ○ Chuck-A-Pep fundraiser - \$1,133 raised ○ Kingston Frontenacs Jersey Auction Donation ○ Legion 560 donation - \$5,000 – ED to deliver a brief to OStG on March 15th 	J. Mykolenko
	<p>6.5 Finance Committee</p> <ul style="list-style-type: none"> – January Financial Review 	A. Downe

	<i>Motion to increase staff salaries by 2% by Robert Hamilton, seconded by Kate Dixon. Motion passed.</i>	
7.	Old Business <ul style="list-style-type: none"> - NIL 	A. Downe
8.	New Business <ul style="list-style-type: none"> - MVFSP Q1 Breakdown - City of Kingston Submission re: Intent to Apply for Emerging Funding 	A. Downe
9.	In Camera <ul style="list-style-type: none"> - NIL 	
10.	Upcoming Events <ul style="list-style-type: none"> - March 23rd 1-4 pm 30th Anniversary Event - March 27th 6 pm Board Meeting 	
11.	Adjournment Adjourned at 18:36 hrs.	A. Downe

A. Downe

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