

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
October 25, 2023 1800**

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

1.	Welcome & Call to Order Meeting called to order at 1804h	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Anna Downe. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Jennifer Mykolenko, seconded by Kate Dixon. Motion passed.</i>	C. MacLean
4.	Staff Presentation – Leigh Wood Landry & Queens Placement Students re: Baby on Board and Baby Shower in a Bag Initiatives <ul style="list-style-type: none"> <li>- Board Introductions</li> <li>- Statistics on population being served</li> <li>- Baby on Board Group</li> </ul>	L. Wood-Landry & nursing students (Sky, Emma and Avery)

	<ul style="list-style-type: none"> <li>- Community Nursing Project <ul style="list-style-type: none"> <li>o Priority problems: absence, relocations, family transitions</li> <li>o Resources available to support clients through their perinatal experience</li> </ul> </li> <li>- Q&amp;A and feedback session</li> </ul>	
5.	<p>Opportunity for Observers to Address the Board</p> <ul style="list-style-type: none"> <li>- Nil</li> </ul>	
6.	<p>Ex-Officio Reports</p> <ul style="list-style-type: none"> <li>- Nil</li> </ul>	
	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> <li>- Executive director provided monthly updates – details found in ED report <ul style="list-style-type: none"> <li>o Condolences for the loss David Schmidt of FUSIX</li> <li>o Hired Child &amp; Youth Services Coordinator</li> <li>o Strongest Family presentation</li> </ul> </li> </ul>	L. Langlois on behalf of C. Fairholme
7.	<p>Committee Reports</p>	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Correspondence <ul style="list-style-type: none"> <li>o MFS training opportunities – Beth attended LearnSphere training. Unfortunately training is often during work hours.</li> <li>o Study on non-traditional military spouses</li> </ul> </li> <li>- MFS Advisory Council <ul style="list-style-type: none"> <li>o On hold until other MFRCs submit representatives</li> </ul> </li> <li>- Received a word that BComd is being posted, D/ BComd will be acting until the new BComd arrives</li> </ul>	C. MacLean
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> <li>- Nil</li> </ul>	
	<p>7.3 Board Development, Nominating, and Governance Committee</p>	C. MacLean

	<ul style="list-style-type: none"> <li>- Board Member's Agreements</li> </ul>	
	<p>7.4 Fundraising &amp; Communications Committee</p> <ul style="list-style-type: none"> <li>- KMFRC Van Wrap</li> </ul>	C. MacLean
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> <li>- September Financial Review</li> <li>- Q2 Reports</li> </ul> <p><i>Motion to approve the FLO, GBV, M&amp;A, VFP, MVFSP Q2 Reports by Robert Hamilton, seconded by Kate Dixon. Motion passed.</i></p>	C. MacLean
	<p>7.6 AGM Committee</p> <ul style="list-style-type: none"> <li>- AGM After Action completed; Committee is now stood down until next year.</li> </ul>	C. MacLean
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- United Way Application has been completed. Beth and Colleen attended meeting with United Way panel re: submission.</li> </ul>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- Respiratory Illness/Pandemic - Prevention and Control Policy</li> </ul> <p><i>Motion to approve Respiratory Illness/Pandemic - Prevention and Control Policy by Caroline Poulin, seconded by Robert Hamilton. Motion passed.</i></p> <ul style="list-style-type: none"> <li>- Order of St. George/KMFRC Meeting Briefing Note. Robert Hamilton provided a briefing note to the board and spoke to it's content.</li> <li>- Annual audit invoice from Secker Ross &amp; Perry for \$25,990.000</li> </ul> <p><i>Motion to approve - Annual audit invoice from SeckerRoss&amp;Perry for \$25,990.000 by Robert Hamilton, seconded by Caroline Pouline. Motion passed.</i></p>	C. MacLean

10.	In Camera (Requested) Nil	
11.	Upcoming Events - November 22 <sup>nd</sup> 6 pm Board Meeting - November 25 <sup>th</sup> Garrison Kids Holiday Party - January 13 <sup>th</sup> Staff/BOD Holiday Celebration	
12.	Adjournment Adjourned at 2004 hrs.	C. MacLean

*C MacLean*

*J. Stewart*