

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
31 May 2023 1800**

Catherine (Beth) MacLean- Board President	Present
Anna Downe – Board Vice-President	Present
Tanya Dion - Board Treasurer	Regrets
Grace La Rose – Board Member	Present
Jennifer Mykolenko – Board Member	Regrets
Caroline Poulin – Board Member	Present
Robert Hamilton – Board Member	Present
Cory Wallace – Board Member	Regrets
Denise Dubois – Board Secretary	Present
Colleen Fairholme – Executive Director	Present
Maj Kang- Base Commander Representative	Regrets

1.	Welcome & Call to Order at 18:14	
2.	Additions to Agenda/Approval of Agenda. Motioned to Approve by Anna, Seconded by Robert.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting Motioned by Grace Seconded by Anna.	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	<p>Ex Officio Reports</p> <p>5.1 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- Maj Kang is posted this summer, new rep Maj Guertin, will be at next month's meeting for handover. TOR being developed for incoming Base Commander Rep.</li> <li>- Recent focus group by DWAO to examine support for pregnant military members to highlight gaps. BN will be distributed and likely will be relevant to KMFRC.</li> </ul> <p>5.2 Executive Director</p> <ul style="list-style-type: none"> <li>- ED Report</li> </ul>	
6.	<p>Committee Reports</p> <p>6.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Board Training: MFS board training will be rolling out. Survey to be filled out by 23<sup>rd</sup> June 2023 by Board Members, Beth to send link. Having one-on-one meeting with Chair of each Board. Beth will be</li> </ul>	

	<p>meeting with them on Monday. Let her know any points we would like to bring up regarding training.</p> <ul style="list-style-type: none"> <li>- MFS Conference: this weekend. ED, Base Commander and Chief, Anna and Caroline and will be attending.</li> <li>- Strategic Planning: will need to hire consultant for the fall so that we can implement for the next fiscal year.</li> </ul> <p>6.2 Human Resources/Personnel Committee: In Camera</p> <p>6.3 Board Development, Nominating and Governance Committee</p> <ul style="list-style-type: none"> <li>- Board Recruitment: We have a new board member. We have two potential applicants.</li> </ul> <p>6.4 Fundraising &amp; Communications Committee</p> <ul style="list-style-type: none"> <li>-Donation Designation: Highlighted some areas, let Grace know if people ask.</li> <li>-Special Project: Playground and Communications: Group of staff (LPA) Board Members, and Community members</li> <li>- Donation Bins: to be on site, rental fee given to KMFRS for the use of space, they will maintain the site.</li> <li>- Car Wash: John to help once he returns. He has community connections and wants to help with this.</li> </ul> <p>6.5 Finance Committee</p> <ul style="list-style-type: none"> <li>- April Financial Review</li> <li>- LPA 2022 Audit: Video from Accountants. Motion to accept audit as presented Anna seconded by Denise.</li> </ul>	
7.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- HR Policy: 2.1 Payroll: Motioned by Anna, Seconded by Caroline.</li> <li>- HR Policy: 2.3 Employee Appreciation: Motioned by Caroline and Seconded by Anna</li> <li>- HR Policy: Hours of Work: Motioned by Caroline Seconded by Denise.</li> <li>- HR Policy: Planned or Unexpected Closure: Motioned by Robert Seconded by Grace.</li> <li>- HR Policy: Vacation: Motioned by Anna, Seconded by Denise.</li> <li>- HR Policy: Sick, Wellness, Bereavement: Motioned by Denise, Seconded by Caroline.</li> <li>- HR Policy: Staff Development: Motioned by Anna Seconded by Robert.</li> </ul>	

	- Health & Safety: Naloxone Policy: Motioned by Robert Seconded by Caroline.	
8.	Old Business GRSP Implementation: has be implemented. 40% of staff have enrolled.	
9.	In Camera (Requested)	
10.	Upcoming Events: Board Meeting 18:00, 28 June 2023 AGM 13 Sept 2023, 18:00. Connect-A-Thon 24 June 2023, 11-15:00 at the KMFRC Garrison Kids Holiday Party 25 Nov 2023, 1300 -16:00 Base Field House	
11.	Adjournment at 9:02 Motioned by Caroline and Grace.	

*Catherine E. MacLean*

President, KMFRC Board of Directors

*A. P.*

Secretary, KMFRC Board of Directors