

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
May 27th 2026 1815**

Name	Position	Attendance
Catherine (Beth) MacLean	President	Present
Anna Downe	Vice-President/ Secretary	Present
Jennifer Mykolenko	Treasurer	Present
Roberta Dillon	Board Member	Present
Caroline Poulin	Board Member	Regrets
Tanya Dion	Board Member	Present
Heather Pay	Board Member	Regrets
Jessy Marr	Board Member	Absent
Colleen Fairholme	Executive Director	Present
Maj Stefanie Renaud	Base Commander Rep	Regrets

1.	Welcome & Call to Order at 6:23	C. MacLean
2.	Additions to Agenda/Approval of Agenda motioned by Roberta Dillon and seconded Tanya Dion.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting motioned by Roberta Dillon and seconded by Anna Downe.	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	Staff Presentation – Mental Health & Wellness – Counselling - Revamped Mental Health Clinic, no longer called walk-in clinic. Clients can go online and request an appointment at the clinic. Staff will work to find the best time for the client. Ability to book for 30 or 60 minute sessions. Individual, families, couples. This started at the end of April.	

	- Family liaison officer: support for ill, injured members family members, caregivers, who are directly impacted. Support during this process, and connect family members to resources. Go to the Transition Center every Monday, to ensure word about the program and activities are shared. - Resource connection program. If long-term counselling is required the KMFRC Mental Health and Wellness Team will connect them to services. Have priority access to Resolve Counselling program, with no waiting time. Comes to KMFRC every Tuesday to meet them in person.	
6.	Ex-Officio Reports	
	6.1 Executive Director - ED Report: There is new KMFRC sign, there will be a complete brick repointing to ensure they do not continue to fall. New picnic tables have been assembled. - 2 hour virtual training on for June 9th 10-12. - MFS sent a letter to say we need to apply for the COLA. Will be submitted tomorrow. - Enhanced childcare funding should come out in June and should have a month to submit the multiyear application. - Three RFP were distributed for the upcoming project. June 9th, submissions are due. - Board Chair meetings are being extended to ED and Base Commanders. - First lockdown drill. Areas to improve were highlighted.	C. Fairholme
	6.2 Base Commander Representative	Maj. Renaud
7.	Committee Reports	
	7.1 Executive Committee - Correspondence	C. MacLean

	7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)	A. Downe
	7.3 Board Development, Nominating, and Governance Committee (Beth, Roberta, Colleen, Robert)	C. MacLean
	7.4 Fundraising & Communications Committee (John, Robert, Beth, Colleen, Breanne) - Upcoming Events/Update	C. MacLean
	7.5 Finance Committee (Anna, Robert, Roberta, Beth, Colleen)	C. MacLean
	7.6 AGM Committee - 2026 AGM Draft Agenda and 2025 AGM Minutes are in the folder for this month. - Date for AGM meeting/run through: will take place during the August board meeting.	
8.	Old Business	C. MacLean
9.	New Business - Motioned to appoint Jen as secretary of the board of directions by Tayna Dion, seconded by Roberta Dillon. - MFSP In Year Funds AAR: version 2, needed to be resubmitted as some VFP funds were not spent, \$1,797. Motion to approve Roberta Dillon, seconded by Anna Downe. \$53,495.97 was added to the surplus retention request for the Military Family Dads Training Program: Motion to approve by Tanya Dion, seconded by Roberta Dillon. - Invoice Approval TFH Special Needs Toys \$6,115.83: Motioned by Tanya Dion, seconded by Jen Mykolenko - MVFSP COLA - Fiscal Year 26/27 KMFRC Budget: Motion by Anna Downe and seconded by Tanya Dion. - Community Platform: virtual bulletin board, eligibility is based on CF1 card.	C. MacLean

	- Motion to remove Jessy Marr from the Board of Directors due to unavailability by Roberta Dillon seconded by Tanya Dion.	
10.	In Camera	
11.	Upcoming Events - June 6th Connect-a-thon - June 22nd, Finance Meeting - June 24th Board Meeting - August 19th, Board Meeting	
12.	Adjournment at 8:12	C. MacLean

Catherine E. MacLean
Aug. 21, 2026

a. Dion
31 Aug 2026