

Kingston Military Family Resource Centre

Board of Directors Meeting Agenda *Minutes*

29 April 2026 *AD*


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


1.	Welcome & Call to Order 6:29	C. MacLean
2.	Additions to Agenda/Approval of Agenda: Motioned by Heather Pay and Seconded by Roberta Dillon.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting: Motioned by Roberta Dillon and seconded by Heather Pay.	C. MacLean
6.	Ex-Officio Reports	
	6.1 Executive Director <ul style="list-style-type: none"> - ED Report: Racoon update, got into the building last Friday, trap left in ED office. Racoon was caught, damage in the office will be addressed. - Staff Board Holiday Party: was lovely but low staff turnout. - United Way Lunch: KMFRC won award "Changing tomorrow today" 	C. Fairholme

	<ul style="list-style-type: none"> - Assessment has been completed on the bricks and work may begin soon on repairs and replacement. - Work order in on the LPA steps and should be done in a few weeks. - Ergonomic assessments almost complete. Only nine switches are required to switch networks. - LiUNA donated another \$50,000 to the KMFRFC. - CFMWS Chief did a townhall, going across the country, to get a feel for the CO/Leadership team, and get concerns from KMFRFC. ED asked with the CAF growth what is the plan for MFRC. Being cautious with saying yet due to strain on MFRC employees. Will create a plan based on each wing/base. 	
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Will be missing the next meeting. 	Maj. Renaud
7.	Committee Reports	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - MFSP Compliance and Assurance Framework document arrived. - John Price has offered to sit down and discuss investments. - New board filling cabinet. - Attended the community connections breakfast. - Quarterly Board Chairs meeting was held. No timeline of childcare funding. Hoping to have a multi-year application. 	C. MacLean
	<p>7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)</p> <ul style="list-style-type: none"> - Will send out performance review in July with new format. 	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Roberta, Colleen, Robert)</p>	C. MacLean

	<ul style="list-style-type: none"> - Will set a meeting shortly 	
	<p>7.4 Fundraising & Communications Committee (Jessy, John, Robert, Beth, Colleen, Breanne)</p> <ul style="list-style-type: none"> - George Holdron, an ex-board member, has offered to talk to the committee and be an advisor. - 50/50 has started. 	C. MacLean
	<p>7.5 Finance Committee (Anna, Robert, Roberta, Beth, Colleen)</p> <ul style="list-style-type: none"> - MFSP Q4: Motioned to approve by Anna Downe and seconded by Heather Pay - MFS After Action Enhanced Childcare Funding Report: Motioned by Heather Pay and seconded by Roberta Dillon. - MFSP Supplemental Funds After Action Report: Motioned by Anna Downe seconded by Roberta Dillon - MVFSP COLA: Motioned by Robert Dillon and seconded by Heather Pay. 	C. MacLean
	<p>7.5 AGM Committee (Anna, Heather, Beth, Colleen)</p> <ul style="list-style-type: none"> - AGM is being planned for September 2026. Agenda will be shared for next month. - Run through can take place at the next AGM committee meeting 	
8.	<p>Old Business</p> <ul style="list-style-type: none"> - HR Dispute Resolution Policy motioned to approve with changes by Roberta Dillon seconded by Heather Pay. 	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> - HR Policy 13.01 Accessibility: Motioned with changes by Roberta Dillon and seconded by Heather Pay. 	C. MacLean
10.	In Camera	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - May 27th Board Meeting 6:15pm - Connect-A-Thon 6 June 2026 11am to 3pm - AGM 9 September 2026 	

12.	Adjournment 7:54 pm	C. MacLean
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Catherine E. MacLean
KMFR C BOD President


A. Downe
KMFR C BOD Vice-President