

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
18:15 February 25<sup>th</sup> 2026**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
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 at 6:15	C. MacLean
2.	Additions to Agenda/Approval of Agenda motioned by Roberta and seconded by Caroline. Motion Passed	C. MacLean
3.	Review & Approval of Minutes from November Meeting motioned by Heather and seconded by Roberta. Motion Passed.	C. MacLean
4.	Opportunity for Observers to Address the Board	
6.	Ex-Officio Reports	
	6.1 Executive Director <ul style="list-style-type: none"> <li>- ED Report: Funding notification for enhanced childcare has been added for awareness, as has the MFS funding notification letter.</li> <li>- New family counselor has been hired, and two internal hires for full time LPA educator positions. Two LPA casuals have hired. Letter of employment issued to a</li> </ul>	C. Fairholme

	<p>fourth ISA, we hope they will accept the positions. Two resignations, one due to a move.</p> <ul style="list-style-type: none"> <li>- Propose that Marketing and Communication team come to present to the Board at the March meeting.</li> <li>- Military moms development.</li> <li>- Have raffle license for fundraising.</li> <li>- Holiday gathering has been moved to April 25<sup>th</sup> at SSM.</li> <li>- Lawyers has reviewed and updated employment contracts.</li> <li>- City of Kingston has confirmed that we will not have to prepare separate LPA audit unless requested.</li> <li>- Meeting with Base Commander to talk about childcare.</li> </ul>	
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- Working on ergonomic assessments.</li> <li>-Will be a delay on security clearances, reach out about urgent ones.</li> </ul>	Maj. Renaud
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>- MFRC Assurance Review 2024-2025:</li> <li>- MVFSP Funding Notification (Q4):</li> <li>- United Way Funding Allocation:</li> <li>- Targeted Call for Proposals (Child Care) Funding Notification:</li> <li>-Jen has requested a longer parental leaves, planned return is May 2026.</li> </ul> </li> <li>- MFS/Board Chairs Quarterly Meeting: not well attended, learn sphere training and board resources.</li> <li>- AGM Committee: Beth, Anna and Heather. Will meet and develop overall plan.</li> </ul>	C. MacLean
	<p>7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)</p>	A. Downe

	<ul style="list-style-type: none"> <li>- Compensation Proposals:</li> <li>- Motion to increase LPA Staff salaries Heather and seconded by Caroline.</li> <li>- Motion to increase the Site Administrator by Caroline seconded by Heather, all in favour.</li> <li>- Motioned to extend to Military Dads Developer contractor by Roberta and seconded by Heather.</li> <li>- Motion to provide fiscal year end 3% bonus for MVFSP and CFB funded staff using unspent MVFSP personnel funding by Anna, seconded by Heather.</li> <li>- Volunteer Hours : send to Anna after the meeting.</li> </ul>	
	<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Roberta, Colleen, Robert)</p> <ul style="list-style-type: none"> <li>- Need to meet. Staff have created a job add for the Board to post.</li> </ul>	C. MacLean
	<p>7.4 Fundraising &amp; Communications Committee (Jessy, John, Beth, Colleen, Breanne)</p> <ul style="list-style-type: none"> <li>- Upcoming Events/Update</li> <li>- Robert (The Order of St George) is coming to present a cheque to the KMFRC on 10 March at 10:30.</li> </ul>	C. MacLean
	<p>7.5 Finance Committee (Anna, Roberta, Beth, Colleen)</p> <ul style="list-style-type: none"> <li>- December Financials:</li> <li>- Investments: BMO came and presented investment options.</li> <li>- Motion to invest \$93,016.25 as per the agreed BMO proposal, with the additional \$10,000 from designated donation given to the KMFRC for investment purposes, total \$103,016.25 by Roberta and seconded by Heather.</li> </ul>	C. MacLean
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- E-vote to approve Invoice from Trenton MFRC, motion made by Roberta Dillon, seconded by Tanya Dion , motion carried December 9th, 2025.</li> <li>- E-vote approval LPA Audit motion by Heather Pay, seconded by Caroline Poulin, motion carried January 9,2026</li> <li>- E-vote to approve moving forward with the Virtual Community Platform Contract with Zero Noise Marketing. Motion made by Roberta Dillon, seconded by Caroline Poulin. Motion carried January 29,2026.</li> </ul>	C. MacLean

	<ul style="list-style-type: none"> <li>- E-vote to approve updated LPA 2024 Audit. Motion made by Roberta Dillon, seconded by Caroline Poulin. Motion carried January 29, 2026.</li> <li>- E-vote to approve LPA Audit Invoice in the amount of \$15,513.42 to Doane, Grant Thornton. Motion made by Heather Pay, seconded by Caroline Poulin. Motion carried January 22, 2026.</li> <li>- E-vote to approve HR Policy 8.4 Ethical and Safe Use of Artificial Intelligence. Motion made by Roberta Dillon, seconded by Caroline Poulin. Motion carried.</li> <li>- E-vote to approve contract with new amount (\$5253.50) for Zero Noise Marketing. Motion made by Roberta Dillon, seconded by Caroline Poulin. Motion carried February 3, 2026.</li> </ul>	
9.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- Human Resources Policies accepted with comment amendments to be included in final version: <ul style="list-style-type: none"> <li>- 2.4 Performance Reviews: Motioned by Anna, seconded Roberta.</li> <li>- 5.1 Discipline: Motioned by Heather, seconded by Roberta.</li> </ul> </li> </ul> <p>Motion to accept the following policies by Heather and Roberta. Motion passed.</p> <ul style="list-style-type: none"> <li>- 1.4.1 Professional Boundaries</li> <li>- 2.7 Disconnecting from Work</li> <li>- 6.0 Personnel Files:</li> <li>- 7.0 Building Access and Security:</li> <li>- 8.0 Cell Phones &amp; Texting:</li> <li>- 8.1 Social Media and Acceptable IT Usage :</li> <li>- 8.2 Electronic Monitoring:</li> <li>- 8.3 Media Relations and Delicate Communications:</li> <li>- 9.0 Staff Development:</li> <li>- 9.1 Travel Allowance:</li> </ul> <ul style="list-style-type: none"> <li>- Health and Safety Policy Manual: Motioned by Anna and seconded by Roberta. Motion passed.</li> <li>- Motion to approve Vimy Invoice for \$5,782.00 – Military Connect Dinner by Anna seconded by Heather. Motion approved.</li> <li>- - 5.0 Dispute Resolution: this policy will be addressed at next board meeting.</li> </ul>	C. MacLean

10.	In Camera	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- March 25th Board Meeting 6:15</li> <li>- Save the Date: April 25th Rescheduled Staff/Board Holiday Party 06:00-09:00. Please register.</li> <li>- Volunteer Appreciation event: 23 April 2026 Boat Charter 18:00-20:30.</li> </ul>	
12.	Adjourned at 18:21	C. MacLean

*Catherine E. MacLean*  
Board President

*A. Smith*  
Board Vice President