

**Kingston Military Family Resource Centre
Board of Directors Meeting Agenda
June 26, 2024 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	REGRETS
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Treasurer	LEAVE
DENISE DUBOIS	Secretary	LEAVE
TANYA DION	Board Member	PRESENT
CAROLINE POULIN	Board Member	PRESENT
JENNIFER MYKOLENKO	Board Member	PRESENT
ROBERT HAMILTON	Board Member	PRESENT
COLLEEN FAIRHOLME	Executive Director	PRESENT
MAJ MIKE ARNOTT	Base Commander Representative (Ex-Officio)	PRESENT

1.	Welcome & Call to Order Meeting called to order at 18:02	A. Downe
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Jennifer Mykolenko. Motion passed.</i>	A. Downe
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Robert Hamilton, and seconded by Tanya Dion. Motion passed.</i>	A. Downe
4.	Guest Presentation – Sarah McIntyre & Padre John Vanstone will present on the Military Dads (Caring Dads) Program <ul style="list-style-type: none"> - 10-week group-based program (with 3 individual sessions) for dads in active service; - The goal is to support a family as a whole; - Program was launched in 2018; - Initially stemmed from the idea of preventing gender-based violence; - Chaplaincy brings on a different approach on counselling; 	

	<ul style="list-style-type: none"> - Program includes a manual and participant workbook; - Program shifted from violence-prevention to providing support to military dads and their families. 	
5.	<p>Opportunity for Observers to Address the Board</p> <p>- NIL</p>	
6.	<p>Ex-Officio Reports</p>	
	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> - ED Report ○ Annual Audit meeting scheduled for 05 Jun 24 ○ MFS verbally confirmed funding for FY 24/25 ○ CFB Kingston funding is being downloaded shortly ○ 14 Aug 24 incoming BCom KMFRRC visit ○ Playground inspection took place 25 Jun 24 	<p>C. Fairholme</p>
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Maj Mike Arnott is the incoming Base Commander Representative on KMFRRC BOD; - Splashpad/playground ownership agreement to be finalized before BCom Rep handover completion; - Finalizing transportation requests. 	<p>Maj M. Arnott</p>
7.	<p>Committee Reports</p>	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - The board accepted the resignation of Kate Dixon as of June 11th, 2024. Sincere thanks to Kate for her contributions and best wishes in her next adventure. - All BOD volunteer hours to be submitted ASAP for the audit purposes - Correspondence ○ MFS Submission Matrix Review 	<p>C. Maclean</p>

	<ul style="list-style-type: none"> ○ MFS Soft Launch of R2MR for Families 	
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - ED Performance Review sent to ED for completion of their respective part 	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Recommended Bylaw Update Draft - Continuance Application for ONCA 	R. Hamilton
	<p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update <ul style="list-style-type: none"> ○ Walk for Veterans – KMFRC is #1 donor 	J. Mykolenko
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - May Financial Review will be available virtually on Monday, 01 Jul 24 	J. Mykolenko
	<p>7.6 AGM Committee</p> <ul style="list-style-type: none"> - AGM Draft Agenda for Review - Save the Date for AGM Sept. 11th and run through Sept. 9th. AGM Set-up morning of Sept. 11th. - The following Board members are all at the end of their term and up for re-election at the Sept. AGM – Beth, Caroline, Tanya, Denise. Caroline and Tanya intend to run for re-election to the Board* 	
8.	<p>Old Business</p> <ul style="list-style-type: none"> - NIL 	A. Downe
9.	<p>New Business</p> <ul style="list-style-type: none"> - Q2 MFS Submission will require e-vote in July due to timelines <ul style="list-style-type: none"> ○ E-vote will take place in July 	A. Downe
10.	In Camera	

11.	Upcoming Events	
12.	<ul style="list-style-type: none"> - August 14th 10:30am BCom visit - August 28th 6pm Board Meeting - September 9th 6pm AGM Run-through (virtual) - September 11th 6pm AGM (Board members to arrive by 5:45) - September 22nd Walk for Veterans 	A. Downe
12.	Adjournment at 19:35	Motion to adjourn the meeting by Tanya Dion.

*Secretarial Note: Please be advised that _____ and _____ advised the BOD that they intend to run for re-election

Christine E. Moore
BOD President

A. Downe
BOD Vice-President