

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
September 27, 2023 1800**

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

1.	Welcome & Call to Order Meeting called to order at 1805 h	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Jennifer Mykolenko, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Robert Hamilton, seconded by Jennifer Mykolenko. Motion passed.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	Ex-Officio Reports	

	<p>5.1 Executive Director</p> <ul style="list-style-type: none"> - Executive director provided monthly updates – details found in ED report 	C. Fairholme
	<p>5.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Will support with last minute requests where possible - Still reviewing playground and splashpad ownership – meeting with PSP to understand inspections, maintenance - Housing – highlight KMFRFC in the “Sit Rep” newsletter base-wide – will include link to housing website and relocation services, etc. – highlighting KMFRFC services of interest to adults/couples 	Maj M. Guertin
6.	Committee Reports	
	<p>6.1 Executive Committee</p> <ul style="list-style-type: none"> - Election of Executive Positions <p><i>Motion to appoint Beth Maclean as President moved by Jen Mykolenko, seconded by Anna Downe. Motion passed.</i></p> <p><i>Motion to appoint Anna Downe as Vice-President moved by Robert Hamilton, seconded by Tanya Dion. Motion passed.</i></p> <p><i>Motion to appoint Grace LaRose as Treasurer, moved by Anna Downe, seconded by Tanya Dion. Motion passed.</i></p> <p><i>Motion to appoint Denise DuBois as Secretary, moved by Jen Mykolenko, seconded by Robert Hamilton. Motion passed.</i></p> <ul style="list-style-type: none"> - Board Committees <ul style="list-style-type: none"> o Anna and Caroline will continue on HR Committee, and Tanya will join o Grace will lead the finance committee, Robert will join, and Anna will continue o Grace and Jen will continue on fundraising, and Robert and Michelle will join o Kate will lead the governance committee, Robert and Grace will join 	C. MacLean

<ul style="list-style-type: none"> - Board Meeting Dates for the Year <ul style="list-style-type: none"> o Last Wednesday evening of the month at 6:00 p.m. <ul style="list-style-type: none"> ▪ Oct 25, Nov 29, Jan 31, Feb 28, March 27, April 2, May 29, June 26, Aug 28, Sept 25; AGM: Wed, Sept 11 o Will move 2023 Nov meeting to Nov 22 to ensure can review MVFSP funding application by due date - Board Training <ul style="list-style-type: none"> o United Way training is often during work hours – Board training (e.g., through LearnSphere or the United Way) – what form might be helpful? <ul style="list-style-type: none"> ▪ Survey for BoD for training topics will be circulated - MFS Advisory Council <ul style="list-style-type: none"> o Standing back up by MVFSP – Interest in being the KMFRC rep o Typically met a few times per year and once in person o Grace LaRose will sit on the Committee for the 2023-2024 year - Correspondence <ul style="list-style-type: none"> o Rural Grant Supplement for Childcare through MFS but Kingston not eligible 	
<p>6.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - Nil 	<p>A. Downe</p>
<p>6.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Board Member’s Agreements <ul style="list-style-type: none"> o In person BoDs signed their Board Member Agreements and provided to the President o For those not in person attendance, can be found at the front desk to sign at earliest convenience 	<p>C. MacLean</p>
<p>6.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Walk for Veterans <ul style="list-style-type: none"> o 130 participants and great turn out from volunteers and staff - Upcoming Events 	<p>G. La Rose</p>

	<ul style="list-style-type: none"> ○ New CFMWS website – reported by some BoDs that it is difficult to find information - RE: Internal Communications (unit presentations, ACIMS) <ul style="list-style-type: none"> ○ May be helpful to create events calendar that is accessible for those are at work - Thrift Sale <ul style="list-style-type: none"> ○ Well attended - Breanne working with the Legion on a grant proposal - Suggestion that for donations – need to have timely (immediate) charitable receipt and acknowledgement letter to support donor comfort - Strategic Planning (process) – Beth, Denise and Robert <ul style="list-style-type: none"> ○ Could involve program evaluation ○ Need to have some alignment with current strategic plan and annual plan 	
	<p>6.5 Finance Committee</p> <ul style="list-style-type: none"> - August Financial Review 	T. Dion
	<p>6.6 AGM Committee</p> <ul style="list-style-type: none"> - AGM After Action <ul style="list-style-type: none"> ○ Will send out after action report for contribution by the BoD and then will be shared ○ Reformulate the final agenda item: Is there any other business (i.e., questions)? ○ Issues with deliveries ○ Gym lighting has been updated and created issues with wall projection ○ Switch background on ppt to be dark on light 	
7.	<p>Old Business</p> <ul style="list-style-type: none"> - Nil 	C. MacLean
8.	<p>New Business</p> <ul style="list-style-type: none"> - UW Application Form has been submitted <ul style="list-style-type: none"> ○ Should hear back for virtual meeting to make your case and then funding decisions are made 	C. MacLean

	<ul style="list-style-type: none"> ○ Opportunity to have other initiatives potentially funded for Community Partnership Organization, but must consider fundraising blackout cap. - Order of St. George/KMFRC Meeting <ul style="list-style-type: none"> ○ Brief provided ○ Information sharing event and seeking mutually beneficial opportunities for the Order, may involve financial donations to KMFRC ○ <i>Invited attendees:</i> Members of the OStG most from Kingston; Commandant from RMC and other RMC members; Base Commander and Base Warrant Chief; 15 staff and BoDs; Family rep ○ Will occur in the hub and gym 	
9.	<p>In Camera</p> <ul style="list-style-type: none"> - Nil 	
10.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - October 12th 1030 am KMFRC/OStG Gathering <ul style="list-style-type: none"> ○ If BoD to attend – please let Beth know by Oct 2 - Next meeting: October 25th 6:00 pm - Nov 25 – Garrison Kids Holiday Party - Jan 13 – Staff and Board Holiday Party - March 28 – KMFRC 30th anniversary 	
11.	<p>Adjournment</p> <p>Adjourned at 2001 hrs.</p>	C. MacLean

C MacLean

[Signature]