

Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
26 April 2023 1800

Catherine (Beth) MacLean- Board President	Present
Anna Downe – Board Vice-President	Present
Tanya Dion - Board Treasurer	Regrets
Grace La Rose	Present
Jennifer Mykolenko	Present
Caroline Poulin	Present
Cory Wallace	Present
Denise Dubois – Board Secretary	On Leave
Colleen Fairholme – Executive Director	Present
Maj. Alayna Kang- Base Commander Representative	Present
Brad Hancock – Guest	KMFRC Bookkeeper

1.	Welcome & Call to Order at 18:10	
2.	Additions to Agenda/Approval of Agenda motioned by Anna, Seconded by Grace	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting motioned by Grace and seconded by Jen	C. MacLean
4.	Opportunity for Observers to Address the Board	Brad Hancock
5.	<p>Ex Officio Reports</p> <p>5.1 Base Commander Representative</p> <p>Strike update</p> <p>Base is doing a Sync Matrix for lodger units dates, want snapshots of key dates for the KMFRC.</p> <p>RPOU staff turning over this summer, key projects will be affected.</p> <p>5.2 Executive Director</p> <p>- ED Report</p>	
6.	<p>Committee Reports</p> <p>6.1 Executive Committee</p> <p>- Board Filing cabinet: being rekeyed</p>	

	<p>-MFS Conference 02 June 2023: Beth, Anna and Colleen will attend. Base Commander has been invited but may be busy that weekend.</p> <p>- AGM Committee: Interest voiced by Grace, Corey, Jen, Beth and Anna.</p> <p>6.2 Human Resources/Personnel Committee: In Camera</p> <p>6.3 Board Development, Nominating and Governance Committee</p> <p>- Draft Recruitment Posters</p> <p>- Recruitment Update: Board Candidate has been interviewed by Beth and Anna.</p> <p>6.4 Fundraising & Communications Committee</p> <p>6.5 Finance Committee</p>	
7.	<p>New Business</p> <ul style="list-style-type: none"> - Fiscal 22/23 Year-end Financials motioned to approve year end financials by Anna seconded by Caroline. - MVFSP, FLO, VAC, GBV Q4 Reports motioned by Anna seconded by Grace. - CFF Q4 motioned by Anna seconded by Caroline - FY 22/23 Summary Report - Proposed Budget Summary 23/24: Motion to approve Anna seconded by Jen. - Business Plan 23/24: Motion to accept Jen Seconded by Cory. - Surplus LPA vote: As per end of year LPA surplus \$23,144.60, will be rolled over as the City of Kingston download will be less due to variance of capacity. Will be needed for LPA 23-24 Fiscal. Motioned by Anna, Seconded by Caroline. 	
8.	<p>Old Business</p> <p>GRSP Implementation: Bank accounts are ready, had first staff training session on this yesterday, have filmed the training, along with enrollment forms. Making it retroactive to April 01st, 2023 for those who would like to make it retroactive.</p>	
9.	<p>In Camera (Requested)</p> <p>Motion to roll over staff vacation as presented in Camera motioned by Caroline, seconded by Jen.</p>	
10.	<p>Upcoming Events</p> <p>April 29, 10am-2pm Month of the Military Child Event</p> <p>May 31st 6pm Board Meeting</p>	

	AGM 13 Sept 2023 24 June 2023 11-15:00 Connect-A-Thon Garrison Kids Holiday 25 Nov 2023 1300 -16:00 Base Field House	
11.	Adjournment at 20:28 motioned by Jen, seconded by Caroline.	

Catherine E. MacLean

President, KMFR Board of Directors

A. D.

Vice-President, KMFR Board of Directors