

Kingston Military Family Resource Centre

Board of Directors Meeting Agenda

January 31 2024, 1800

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

1.	Welcome & Call to Order Meeting called to order at 6:09pm	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Anna Downe. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting	C. MacLean
4.	<p>Staff Presentation – YOUth Matter presentation by Theresa Brannen (KMFRFC Youth Counsellor), Jane Hotner, Laura Tessier, Alexa Waycik (Military Family Navigators)</p> <p>Youth matter team is a dedicated staff who have a vision for creating, planning and implemented services. Noting a gap in services for military youth. Youth event on Dec 5, the goal was to provide a social setting was also to hear what youth would like to see for support/connection. A youth matter advisory committee was created to recruit more members, two members so far. L.I.N.K event to work on stress management skills and get social. Youth connect App in partnership with other MFRCs with funding by True Patriot Love. It is an online virtual forum (age 9-17) for them to have a safe place to talk. They are looking to offer youth driven services. February 21 is LINK event, Pre-registration is required because there is food.</p> <p>The app: Able to register for the app though the KMFRFC. A military youth profile must be created first, and they agree to the rules of the app. The app is only accessible if there is a staff member logged into it, there is a schedule. The phone on the app is connected to kids help phone for quick access to resource. Once in mall area in the game, youth can access their (Home) MFRC that they are registered to. The annual cost is \$13,000, but currently not cost now. It is currently funded by True Patriot Love Campaign. MFRC's may need to take over funding in the future. Currently no youth registered yet at the KMFRFC, but it will launch March 18, 2024.</p> <p>How frequently will staff be online, 5 members will be on to monitor about 4-5pm. It is accessible from computer, mobile, tablet and entirely free. The hope is to have other MFRCs buy in to make it cheaper and more broad reach.</p>	

5.	Opportunity for Observers to Address the Board	
6.	Ex-Officio Reports	
	6.1 Executive Director ED Report Funding approval did not arrive in time for this meeting. The quarterly distribution vote will happen at the February meeting. Q3 Quarterly has gone well. The KMFRC 30 th anniversary celebration is from 1-4pm. St. Lawrence College has a team of three working on a marketing initiative for the KMFRC. The branding on the KMFRC Van is great. Lottery license has been received for the 50/50 for 30 th anniversary. The funding is for an upgrade community space near the playground. Larry Aiken: Leadership Couch from Royal Roads is offering KMFRC services for one-on-one group and coaching the staff pro bono. Staffing: Colleen provided a staffing update. Daycare: 3 new hires for casual and 1 cook. Bookkeeper hiring is ongoing.	C. Fairholme
	6.2 Base Commander Representative Attended a community call with community safety. What is the most important problem we need to solve when it comes to safety? The base has resources and its own community which could partner with local organizations to find solutions. The Executive director will speak to the staff. Notable increase in domestic violence, it's not a new problem but more awareness. Lack of financial services, military families are often far from families (home). Other events of note are that the Base will need advances notice for military vehicles.	Maj. M Guertin
7.	Committee Reports	
	7.1 Executive Committee Secker and Ross and Perry has joined Grant Thornton LLP. Board will consider options moving forward. Colleen to put out to tender for future fiscal, Robert volunteered to assist. MFS training opportunity: Creative thinking session. United Way - Risk Management session. Professional development has funding if anyone wants to go. Robert: IRM curriculum is good and is relevant to the board, thinks it well worth doing. Denis Dubois will be on leave from Jan 24, 2024, on parental leave. And Big congratulations from the board! United Way partner agreement was signed. Resolved the service contract for the long-term counselling program.	C. MacLean
	7.2 Human Resources/Personnel Committee Will meet planning 2024 evaluation, will wait till after March.	A. Downe
	7.3 Board Development, Nominating, and Governance Committee	C. MacLean

	Add recruitment to Governance committee: Top priority to find great board members. Meeting to be held before next BOD meeting.	
	7.4 Fundraising & Communications Committee Jen is going Chair the committee, focused in the 30 th anniversary.	Y. Mykolenko
	7.5 Finance Committee No new items.	G. LaRose
8.	Old Business: Safe Arrival & Dismissal Policy (LPA). Safe arrival Policy: IT was approved by E Vote Dec 20 th . Motioned by Caroline and seconded by Tanya. Motion passed Revisited Safe Arrival & Dismissal Policy (LPA) : Updates made. <i>Motion to approve: Robert, seconded Anna, Approved.</i>	C. MacLean
9.	New Business: MFS Q3 approved Jan 30, 2024, by e Vote, Motion by Robert, seconded by Caroline. Motion passed. MFS submission or movement of funds: upcoming professional development to spend this money. The discretionary in funds is from the RRSP 2%, not all staff used it. Authentic leadership program \$7810, funds coming from surplus from previous unspent money from past quarters. <i>Motion to approve: Robert, seconder Anna, Approved.</i> E vote emergency family support back in Dec 1 it was approved: <i>Motion to approve: Kate, seconder Robert, Approved.</i> LPA licence playground invoices: a louted 11295.73 from Scholar choice. 3 items are over \$1,000 and require additional quotes but they were not comparable in quality. Motion to approve the invoice: <i>Motion to approve: Robert, seconder Kate, Approved.</i> CPIC/VSC discussion deferred to next board meeting.	C. MacLean
10.	In Camera (Requested) - In Camera did not occur.	
11.	Upcoming Events - February 28 th Board Meeting - March 23 rd 1-4 pm Save the Date 30 th Anniversary Event	
12.	Adjournment at 8:05	C. MacLean

C. MacLean

A. Rose