

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

Catherine (Beth) MacLean- Board President	Present
Anna Downe – Board Vice-President	Present
Tanya Dion- Board Treasurer	Present
Grace La Rose	Present
Jennifer Mykolenko	Present
Caroline Poulin	Present
Denise Dubois – Board Secretary	On Leave
Colleen Fairholme	Present
Maj. Alayna Kang	Regrets
Cory Wallace	Board Candidate – Present

1.	Welcome & Call to Order at 18:08	C. MacLean
2.	Additions to Agenda/Approval of Agenda Motioned by Jen, Seconded by Grace	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting Minutes from 08 March 2023 motioned by Anna and Seconded by Tanya motion passed Minutes from 29 March 2023 Motioned by Jen and seconded by Grace motion passed	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	Ex-Officio Reports	
	5.1 Executive Director - ED Report	C. Fairholme
6.	Committee Reports	
	6.1 Executive Committee - Volunteer Hours: log in Better Impact or send email to April before 07 April 2023 - MFS Correspondence: in process of finalizing board training and support. Having a conference Base	C. MacLean

	<p>Commander, ED and two board members in Ottawa 02 June 2023. Need to submit who is going.</p> <ul style="list-style-type: none"> - Signed MOU amendment has been submitted to MFS. - Denise will be back for the May board meeting! 	
	<p>6.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - In camera requested 	A. Downe
	<p>6.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Motion for Cory Wallace to join the board by Jen and seconded by Grace, motion passed. - Draft Recruitment Posters 	C. MacLean
	<p>6.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Received a grant from Starbucks again - Easter Purdy's campaign has wrapped up. Numbers will be received next week. 	G. La Rose
	<p>6.5 Finance Committee</p> <ul style="list-style-type: none"> - February Financial Review 	T. Dion
7.	<p>Old Business</p> <ul style="list-style-type: none"> - LPA - RRSP E-vote/Update passed March 23 - FY23/24 KMFRC Holiday Closure e-vote passed March 29 - FY22/23 MVFSP Surplus Carry over Request e-vote passed March 29 - Revisions to Org Chart e-vote passed March 29 - COLA Salary Increases and Range Adjustments for MVFSP and Base funded positions; Appreciation bonus for LPA Staff e-vote passed March 29 - HR Policy Group Benefits e-vote passed March 29 - Motion to move 20K LPA and 84,508 MFS funds to BMO account for RRSP Implementation e-vote passed March 29 - Invoice Approval – Intact Insurance e-vote passed March 29. 	C. MacLean
8.	<p>New Business</p> <ul style="list-style-type: none"> - Financial Policy 6.1.1 Purpose. Motion to approve Grace and seconded by Tanya, motion carried. - Financial Policy 6.1.2 Board of Directors. Motion to remove policy by Grace and seconded by Anna, motion carried. 	C. MacLean

	<ul style="list-style-type: none"> - Financial Policy 6.2.2 Finance Committee – Treasurer- Motion to remove policy by Grace and seconded by Anna, motion carried. - Invoice Approval – Garrison Lanes: From Children’s Christmas Party for \$6,082.11 paid on time. Motion to retroactively approve the payment by Caroline and Seconded by Tanya, motion carried. - Motion to approve vacation roll over as presented in camera motioned by Anna, seconded by Caroline. 	
9.	In Camera (Requested)	
10.	<p>Upcoming Events</p> <ul style="list-style-type: none"> – April 26th 6pm Board Meeting in person – April 17th Volunteer Appreciation at JR’s 6:30-8:00 – April 29th Month of the Military Child 	
11.	Adjournment at 19:53 motioned by Jen and seconded by Tanya.	C. MacLean

Catherine E. MacLean

President, KMFR Board of Directors

A. D.

Vice-President, KMFR Board of Directors