

**Kingston Military Family Resource Centre  
Board of Directors Meeting Agenda  
May 29 2024. 1800**

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

1.	Welcome & Call to Order  Meeting called to order at 18:12	C. MacLean
2.	Additions to Agenda/Approval of Agenda  <ul style="list-style-type: none"> <li>- HR Downloads</li> <li>- Supervision Policy for LPA</li> <li>- Monitoring Compliance LPA</li> </ul> <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  <i>Motion to approve agenda by Kate Dixon, and seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
4.	Staff Presentation – Leigh Wood (Family Navigator) on the prenatal program  <ul style="list-style-type: none"> <li>- Baby on board drop-in group</li> </ul>	L. Wood

	<ul style="list-style-type: none"> <li>- Baby shower in a bag</li> <li>- Information about local services</li> <li>- Relevant books in KMFRC library</li> </ul>	
5.	<p>Opportunity for Observers to Address the Board</p> <ul style="list-style-type: none"> <li>- NIL</li> </ul>	
6.	<p>Ex-Officio Reports</p>	
	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> <li>- ED Report <ul style="list-style-type: none"> <li>o LPA Parent Satisfaction Survey <ul style="list-style-type: none"> <li>▪ Overall satisfaction 4.1/5</li> <li>▪ Lots of positive comments about staff</li> <li>▪ Hygiene concern - the frequency of changing nappies</li> <li>▪ Supervision</li> <li>▪ Request for 1730 closing – currently unable to meet during to staffing</li> <li>▪ Request for shade in the outdoor playground area – possibilities to be explored</li> </ul> </li> <li>o As of 03 Jun 2024 infant room capacity is going up to 10 spaces</li> <li>o ED spoke to the BOD about increasing the no-smoking signage</li> </ul> </li> </ul>	C. Fairholme
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- PSP will take on day-to-day management of the splash pad and park ownership</li> <li>- Bus for the summer program awaiting BComd approval</li> </ul>	Maj. M Guertin
7.	<p>Committee Reports</p>	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Correspondence</li> </ul>	C. MacLean

	<ul style="list-style-type: none"> <li>○ “Empower Your Board” Governance Chat on 30 May 2024</li> <li>○ Amendment #7</li> <li>○ Req for the BOD to submit volunteer hours up to 30 Apr 2024</li> </ul>	
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> <li>- ED’s performance review is in progress</li> </ul>	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> <li>- Update <ul style="list-style-type: none"> <li>○ The letter of solicitation completed</li> <li>○ Commenced by-laws review</li> <li>○ Articles of continuous</li> </ul> </li> </ul>	K. Dixon
	<p>7.4 Fundraising &amp; Communications Committee</p> <ul style="list-style-type: none"> <li>- Upcoming Events/Update <ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> Annual Connect-A-Thone – 01 June 2024 <ul style="list-style-type: none"> <li>▪ over 50 information booths</li> </ul> </li> <li>○ Canadian Walk for Veterans – 22 Sep 2024 <ul style="list-style-type: none"> <li>▪ KMFRC to receive 60% of local registration fees</li> </ul> </li> </ul> </li> </ul>	Y. Mykolenko
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> <li>- April Financial Review</li> </ul>	Y. Mykolenko
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- NIL</li> </ul>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- EOY FY 23-24 LPA Surplus <i>Motion to move LPA Surplus funds from FY23-24 into LPA internally restricted. Motion to move by Anna Downe, seconded by Robert Hamilton. Motion passed.</i></li> <li>- EOY FY 23-24 CFB Surplus <i>Motion to use CFB Kingston FY23-24 surplus towards the salary for marketing assistant position. Motion by Robert Hamilton, seconded by Kate Dixon. Motion passed.</i></li> <li>- EOY FY 23-24 Surplus Request to MFS</li> </ul>	C. MacLean

ED notified BOD *that a request will be made to MFS for FY23-24 surplus to be used towards a Youth Counsellor. CF Amendment*

- Return to Work Policy

*Motion to replace the old Return to Work Policy with a new iteration. Moved by Anna Downe, seconded by Robert Hamilton. Motion passed.*

- Hazard Reporting Standard

*Motion to approve the Hazard Reporting Standard. Moved by Kate Dixon, seconded by Robert Hamilton. Motion passed.*

- LPA Sleep Supervision Policy

*Motion to approve amendments to LPA Sleep Supervision Policy. Moved by Anna Downe, seconded by Robert Hamilton. Motion passed.*

- HR Downloads

- o Quotes were sourced from the alternative providers for due diligence

*Motion to approve the renewal of HR Downloads. Moved by Anna Downe, seconded by Caroline Poulin. Motion passed.*

- LPA Supervision Policy

*Motion to approve changes to LPA Supervision Policy. Moved by Robert Hamilton, seconded by Caroline Poulin. Motion passed.*

- Monitoring Compliance LPA

*Motion to approve changes to Monitoring Compliance LPA. Moved by Kate Dixon, seconded by Robert Hamilton. Motion passed.*

10.	In Camera - HR Updates	
11.	Upcoming Events - June 1st Connect-a-thon - June 26 <sup>th</sup> Board Meeting - Save the Date Sept. 11 <sup>th</sup> AGM	
12.	Adjournment at 20:11.	C. MacLean

*Catherine E. MacLean*  
Board President

*A. Downe*  
Board Vice President