

**OKingston Military Family Resource Centre
Board of Directors Meeting Agenda
November 22 2023 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	PRESENT
TANYA DION	Treasurer	REGRETS
ANNA DOWNE	Vice President	PRESENT
CAROLINE POULIN	Board Member	PRESENT
DENISE DUBOIS	Secretary	ABSENT
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)	ABSENT

1.	Welcome & Call to Order Meeting called to order at 18:11	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Grace Larose, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Grace Larose, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board - NIL	
5.	Ex-Officio Reports - NIL	

	<p>5.1 Executive Director</p> <ul style="list-style-type: none"> ○ Board president provided monthly updates – details found in ED report 	C. MacLean
	5.2 Base Commander Representative	Unavailable
6.	Committee Reports	
	<p>6.1 Executive Committee</p> <ul style="list-style-type: none"> - Correspondence <ul style="list-style-type: none"> ○ LearnSphere governance training ○ LearnSphere monthly board member meetup for sharing best practices - Committee Meetings <ul style="list-style-type: none"> ○ Committees are to stand up their first meeting 	C. MacLean
	<p>6.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - - KMFRC Org Chart <p><i>Motion to approve KMFRC Org Chart by Robert Hamilton, seconded by Kate Dixon. Motion passed.</i></p>	A. Downe
	<p>6.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - NIL 	C. MacLean
	<p>6.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> ○ Order of St George Kingston Priority - \$27,000 ○ Walk for Veterans - \$2,317.91 ○ Frontenacs Game - \$1,347.50 (a record-braker) ○ Purdy's Chocolate Fundraiser is ongoing <p>Upcoming Events</p> <ul style="list-style-type: none"> ○ February Family Day Frontenacs Game 	
	<p>6.5 Finance Committee</p> <ul style="list-style-type: none"> ○ October Financial Review <ul style="list-style-type: none"> ○ The committee to review the format of the monthly financial review going forward ○ Financial Policy: Contracting for Services <p><i>Motion to approve the Contracting for Services policy by Robert Hamilton, seconded by Caroline Poulin. Motion passed.</i></p>	G. LaRose

7.	Old Business - NIL	C. MacLean
9.	New Business <ul style="list-style-type: none"> ○ 24/25 MVFSP Funding Application <i>Motion to approve the 24/25 MVFSP Funding Application policy by Grace Larose, seconded by Robert Hamilton. Motion passed.</i> <ul style="list-style-type: none"> ○ The Safe Arrival and Dismissal Policy for LPA will be distributed for review and e-vote by 13 Dec 2023. 	C. MacLean
10.	In Camera (Requested)	
11.	Upcoming Events <ul style="list-style-type: none"> - November 25th Garrison Kids Holiday Party - January 13th Staff/BOD Holiday Celebration - January 31st Board Meeting 	
12.	Adjournment Adjourned at 19:18 hrs.	C. MacLean

C MacLean

J. Henry