

Winnipeg Military Family Resource Centre 2022 Annual General Meeting – Minutes

Review Effective Date: 22 October 2022

Location: Virtual Session via Zoom

Date: September 20, 2022

In Attendance - Board:

Katy Wedgwood, *Past Chairperson*

Bettina McCulloch-Drake, *Secretary*

Matt Janes, *Childcare Centre Representative (PAG)*

Fiona Li, *Member-at-Large*

Kylee Van Zeyl, *Member-at-Large (outgoing)*

Allison Payne, *MFRC Executive Director*

Stephanie Gillis-Bodnar, *Chairperson (incoming)*

Jenelle Hollinger, *Nursery Representative*

Jolene Tod, *Member-at-Large*

Irene Wyrozub, *Thunder Bay (AC) Rep*

Corina Wappler, *Member-at-Large*

Matt Hamilton, *PSP Rep*

LCol Gravel, *17 Wg Comd Representative*

Regrets / Excused:

Dylan Lee, *Vice-Chairperson*

Vacant, *Treasurer*

Sarah O'Brien, *Member-at-Large*

Vacant, *CAF Transition Group Rep*

Vacant, *Community Policing Rep*

Community Members, Guests and MFRC Staff:

Lindsay Allan, *Community*

Marilyn Camaclang, *Staff*

Joshua Falk, *Community*

Evelyn Harrison, *Staff*

Jessie Miller, *Guest (Auditor)*

Brigitte Peters, *Staff*

Cheryl Reid, *Guest (Auditor)*

Jim Sandall, *Community*

Stefy Sotiriadou, *Community*

Jenny Brennan, *Staff*

Darcee Dorrans, *Staff*

Lysa Ganon, *Community*

Melanie Maher, *Community*

Julie Nolot, *Community*

Lorna Plant, *Staff*

Corinne Reyes, *Staff*

Kim Smyrski, *Staff*

Dale Troia, *Community*

1.0 Call to Order:

The 2022 Annual General Meeting (AGM) for the Winnipeg Military Family Resource Centre (WMFRC) was called to order at 18h05 by Katy Wedgwood, Past Chairperson. At the time of convening, 7 out of 10 Board Members were present and quorum was declared. A total of 14 voting members, including eligible Board and Community members, were present.

2.0 Land Acknowledgement, Welcome & Opening Remarks:

The Past Chairperson articulated the land acknowledgment for our local geographical area, as well as that of Thunder Bay. Katy also provided an overview of the administrative and technical procedures to be followed during the virtual AGM.

3.0 Introduction of Guests and MFRC Board:

The Past Chairperson introduce the MFRC Board and the guests present including Lieutenant-Colonel (LCol) Carl Gravel, Deputy Commander 17 Wing Winnipeg (DComd 17WG), Cheryl Reid and Jessie Miller from Reid & Miller Chartered Professionals, and George Abelev from iRangers IT consultants.

4.0 Address by DComd 17WG:

Starting with regrets from the 17 Wing Commander, LCol Gravel went on to provide an overview based on the theme of change. Recognizing that the challenges of the ongoing pandemic, LCol Gravel thanked the defence and military community at large for their resiliency and their support to day-to-day and deployed operations. Drawing lessons learned from the past couple of years, support to members and families is more important than ever especially considering personnel shortages, increases to costs of living, and evolving services and programs.

He also mentioned that the 2022 Active Posting Season (APS) has seen 370 personnel leaving Winnipeg and 340 personnel arrival, highlighting again the reduction in available personnel to fill positions.

5.0 Approval of Meeting Agenda:

The meeting agenda, which had been disseminated prior to the meeting, was reviewed by all. A motion was made to approve the agenda for the 2022 AGM as presented.

Motion by: Stephanie Gills-Bodnar

Seconded by: Corina Wappler

Consensus of Vote: No discussion points were brought forward before the vote. Of the 14 voting members present, 13 were in favour of the motion with one abstaining. The Past Chairperson declared the motion carried by majority vote.

Action: As the meeting was being conducted via virtual medium, the agenda will be signed by the Secretary, Chairperson and Vice-Chairperson, and ED (via email/SharePoint) and put into record. This item will be uploaded to Basecamp for reference.

6.0 Approval of Minutes:

The minutes from the 2021 AGM held on 23 September 2021 was disseminated to the Board, MFRC Staff and Community Members prior to the 2022 AGM and was reviewed by all. A motion was made to approve the minutes from the 2021 AGM held on 23 September 2021.

Motion by: Jenelle Hollinger

Seconded by: Matt Janes

Consensus of Vote: No discussion was brought forward before voting on the motion. Of the 14 members present, 12 voted in favour of the motion with two abstaining. The Past Chairperson declared the motion carried by majority vote.

Action: As the meeting was being conducted via virtual medium, the minutes will be signed by the Secretary, Chairperson and Vice-Chairperson, and ED (via email/SharePoint) and put into record. This item will be uploaded to Basecamp for reference.

7.0 Presentation of the Audited Financial Statements – MFRC Childcare Centre & Winnipeg MFRC:

Cheryl Reid, Chartered Professional Account (CPA) with Reid & Miller Professional Chartered Accountants presented the audited 2021-2022 financial statements for the MFRC Childcare Centre.

Regulated by the Province of Manitoba, the MFRC Childcare Centre receives various grants to aid with operating costs. Salaries comprise the largest expense for the Centre.

A motion was made to approve the audited 2021-2022 financial statements for the MFRC Childcare Centre as presented.

Motion by: Matt Janes

Seconded by: Jolene Tod

Consensus of Vote: Without further discussion, the motion was voted on. Of the 14 voting members present, 12 voted in favour, 1 voted against, and 1 abstained. The Past Chairperson declared the motion carried by majority vote.

Jessie Miller, CPA with Reid & Miller Professional Chartered Accountants presented the audited 2021-2022 financial statements for the Winnipeg MFRC (WMFRC). With assets exceeding liabilities, the WMFRC is funded through a variety of sources with the Department of National Defence and the Province of Manitoba being the two biggest contributors. Any unspent funds, largely due to COVID, will be forwarded to the next year. Additionally, some short-term investments have been made in a GIC (guaranteed income certificate). The nursery program reported a loss and when asked by Jolene Tod the primary cause given was low enrolment.

With no further discussions or questions brought forward, a motion was made to approve the audited 2021-2022 financial statements for the WMFRC as presented by Reid & Miller Chartered Professional Accountants.

Motioned by: Jenelle Hollinger

Seconded by: Fiona Li

Consensus of Vote: Of the 14 voting members present, all of them voted in favour of the motion. The Past Present declared the motion passed by unanimous vote.

Action: A detailed copy of the audited financial statements will be included by the Secretary as an Annex to these minutes.

8.0 Presentation and Approval of Annual Report:

WMFRC Executive Director, Allison Payne, presented the 2021-2022 Annual Report.

With the modernization of Military Family Services, program and service delivery will focus on three core areas: absenteeism due to operations, exercises, training, imposed restrictions and frequent interval separations (FIS); transitions in and out of the military (e.g. from Regular Force to Reserve Force, from CAF member to DND employee, from CAF member to Veteran); and relocations. There will continue to be community-centred programming.

A similar approach has been adopted by Thunder Bay MFRC, as reported by Allison on behalf of the absent Thunder Bay representative.

With the reduction of staff and funding, the WMFRC is looking to reduce duplication of services by referring families to community services and programs where they exist. One of the services that will no longer be offered is occasional childcare. The MFRC Childcare Centre and the Nursery School will continue to run although enrolments in the latter have been lower than pre-COVID numbers.

Allison acknowledged the hard work of staff and volunteers with specific mentions of Kim Smyrski (family liaison officer), Jenny Brennan (Program Manager), Serena Stan (Community Services Advisor), Marilyn Camaclang (Marketing & Communications Officer), Brinda Chengadu (Diversity & Inclusion, second languages; posted-out in APS 2022), and Katy Wedgwood (Past Chairperson, WMFRC Board of Directors; posted-out in APS 2022).

Action: A copy of the Annual General Meeting pre-reading material, including a copy of the WMFRC's 2021-2022 Annual Report will be included as an Annex to these minutes by the Secretary.

9.0 Election of the 2022-2023 Board of Directors:

The Past Chairperson informed those present that the following Directors would be returning to the Board in 2022-2023:

- Dylan Lee, Vice Chairperson
- Irene Wyrozub, Thunder Bay Advisory Council Chair
- Matt Janes, MFRC Childcare Centre Representative
- Jenelle Hollinger, Nursery School Representative
- Corina Wappler, Member-at-Large (a change from her previous role)
- Jolene Tod, Member-at-Large

Katy also presented the new Directors who would be joining the Board in 2022-2023. These individuals include:

- Stephanie Gillis-Bodnar, Chairperson
- Bettina McCulloch-Drake, Secretary
- Fiona Li, Member-at-Large
- Sarah O'Brien, Member-at-Large

A motion was then made to approve the slate of nominations for the Board of Directors as presented and elected. No additional discussion was pursued on this topic.

Motioned by: Jim Sandal

Seconded by: Stephanie Gillis-Bodnar

Consensus of Vote: Of the 14 voting members present, 12 voted in favour of the motion while 2 abstained from the vote. The Past Chairperson declared the motion passed by majority vote.

Ex-Officio members of the Board will continue to include: the 17 Wing Commander's representative as well as representatives from Personnel Support Programs (PSP) and 17 Military Police (MP) Flight.

The following departing and departed Directors were thanked for their contributions to the WMFRC. 2021-2022 fiscal year: Colombe Pelletier, Catherine Durkee, and Roxanne Ducolon. 2022-2023 fiscal year: Kim Kovacs, Kylee Van Zeyl, and Katy Wedgwood.

10.0 Old Business:

No old business remained from the previous AGM.

11.0 New Business:

The Past Chairperson identified three items to consider under new business: appointment of an auditor for the 2022-2023 fiscal year, approvals for actions taken by the Board of Directors, and discussions from the floor.

11.1 Appointment of Auditor for 2022-2023:

A motion was made to appoint Reid & Miller Chartered Professional Accountants as our auditor for the 2022-2023 fiscal year. There were no questions or discussions related to this motion.

Motion by: Dale Troia

Seconded by: Matt Janes

Consensus of Vote: Of the 14 voting members present, 13 voted in favour of the motion while 1 abstained from the vote. The Past Chairperson declared the motion passed by majority vote.

11.2 Acceptance of Board Business and Decisions:

A motion was made to accept the business conducted and decisions made by the Board of Directors during the past year and to trust that the Board acts in good faith for the good of the community. There were no questions or discussions related to this motion.

Motion by: Jim Sandal

Seconded by: Matt Janes

Consensus of Vote: Of the 11 voting members present, 13 voted in favour of the motion while 3 abstained from the vote. The Past Chairperson declared the motion passed by majority vote.

11.3 Open Discussions:

The following open discussions occurred:

- The lack of a MP Flight representative was brought up by Dale Troia who stated that he could assist in finding one if the Board was unsuccessful.
- Julie Nolot, a DND employee, asked about how to become a volunteer at the MFRC. Katy Wedgwood provided the contact information for the volunteer coordinator.
- Lindsay Allan asked about whether the WMFRC would aid in creating opportunities for people to gather. Jenny Brennan, Program Manager at the WMFRC, was identified as the point of contact for community-based services and programming. A community family fund is available to fund services not provided until the core areas of programming.
- Serena Stan was identified as the point of contact for the Veterans Family Program, which is supported by Veterans Affairs Canada. Statistics have revealed that many veterans have an increased need for support 3-years or more post-release.
- Lysa Ganon asked if the definition of full-time member included Class B and Class C Reservists. The answer was affirmative.
- Lysa Ganon also asked why the Occasional Childcare Centre was closed. The Executive Director replied that no matter how many days and what times the Centre was opened for it was only serving a small number of families. With fewer staff members and less funding, some services had to be cut.
- Another participant asked why childcare was no longer being offered during TGIF events. From an insurance standpoint, the risk to children being given to a parent or guardian after an event where alcohol is consumed is too high.

12.0 Final Words & Adjournment:

The Past President thanked everyone for attending and encouraged everyone to remain engaged within the community. Katy also mentioned that a short survey would be sent out to evaluate the conduct of the meeting. With no further business to discuss, the meeting was adjourned at 7:34 p.m. Central Time.

Minutes Prepared by:	Bettina McCulloch-Drake, Secretary
Secretary Signature:	

Minutes Approved:		
	Stephanie Gillis-Bodnar, Chairperson	Dylan Lee, Vice-Chairperson
	Date:	Date:

Minutes reviewed by Executive Director

Minutes Reviewed:	
	Allison Payne, ED (as review only; not approval of the minutes)
	Date: