

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
18:15 March 25th 2026**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Catherine (Beth) MacLean	President	Present
Anna Downe	Vice-President/ Secretary	Present
Jennifer Mykolenko	Treasurer	On leave
Roberta Dillon	Board Member	Present
Caroline Poulin	Board Member	Regrets
Tanya Dion	Board Member	Regrets
Heather Pay	Board Member	Present
Jessy Marr	Board Member	Absent
Colleen Fairholme	Executive Director	Present
Maj Stefanie Renaud	Base Commander Rep	Present

1.	Welcome & Call to Order at 6:18.	C. MacLean
2.	Additions to Agenda/Approval of Agenda motioned to approve by Heather Pay and seconded by Roberta Dillon, motion passed.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting motioned by Roberta Dillon with corrections and seconded by Heather Pay, motion passed.	C. MacLean
4.	Opportunity for Observers to Address the Board  Staff Presentation – Marketing, Communications and Outreach Team (Breanne Lambert, Tanzen Lacuyer, Cheyenne Thom) to present on the updated social media strategy plan.	
6.	Ex-Officio Reports	
	6.1 Executive Director  - ED Report: City of Kingston has increased CWELCC funding by 20,000 a month.  - Chosen by Army Navy Martello as their fundraiser recipient for this year.	C. Fairholme

	<ul style="list-style-type: none"> <li>- Teal Up: flag raising April 01 at CFB Kingston HQ. City of Kingston will be illuminating city hall in team. April 16<sup>th</sup> 4-6 pm special event.</li> <li>- KFLA Early Years and Infant pathway, KMFRFC is a referral agency. Community launch for pathway information on 01 May 2026.</li> <li>- Which format do you prefer: November and May, stats heavy versus description.</li> </ul>	
	6.2 Base Commander Representative	Maj. Renaud
7.	Committee Reports	
	7.1 Executive Committee <ul style="list-style-type: none"> <li>- Correspondence</li> <li>- Kingston MFRC Q1 Notification Letter FY 26/27 in folder.</li> </ul>	C. MacLean
	7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen) <ul style="list-style-type: none"> <li>- Roberta and heather two hours each.</li> </ul>	A. Downe
	7.3 Board Development, Nominating, and Governance Committee (Beth, Roberta, Colleen, Robert) <ul style="list-style-type: none"> <li>- Reached out to former board member who will get back to us shortly.</li> </ul>	C. MacLean
	7.4 Fundraising & Communications Committee (Jessy, John, Robert, Beth, Colleen, Breanne) <ul style="list-style-type: none"> <li>- Donation from LIUNA in January, check presentation was this week and they announced they will give us an extra \$30,000. They will gift another \$50,000 after their annual golf tournament in June. Plan to give \$50,000 each year. Asked for a table at Connect-a-thon.</li> </ul>	C. MacLean
	7.5 Finance Committee (Anna, Robert, Roberta, Beth, Colleen) <ul style="list-style-type: none"> <li>- February Financials</li> </ul>	C. MacLean

8.	Old Business	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- Invoice re: Picnic Tables covered as part of MFS Enhanced Childcare Funding \$19,812.92 Motioned by Anna Downe seconded by Roberta Dillon, motion approved.</li> <li>- HR Policy 2.6 Hours of Work: Motioned by Heather Pay and seconded by Roberta Dillon, motion approved.</li> <li>- Invoice re: Human Resources Management System (Citation Canada) for \$5,674 plus tax: Motioned by Roberta Dillon, seconded by Heather Pay, motion approved.</li> <li>- Invoice for Intact insurance \$16,572.60. Motion by Roberta Dillon, seconded by Anna Downe, motion approved.</li> </ul>	C. MacLean
10.	<p>In Camera</p> <ul style="list-style-type: none"> <li>- Had an in camera.</li> </ul>	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- April 23rd Volunteer Appreciation Event</li> <li>- April 25<sup>th</sup> Staff and Board Gathering</li> <li>- April 29<sup>th</sup> Board Meeting 6:15 at the KMFRC</li> </ul>	
12.	Adjournment at 7:24.	C. MacLean

*Catherine E. MacLean*  
 BOB President

*A. Downe*  
 BOB vice president