

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
June 21, 2023 1800**

Attendees	
Catherine (Beth) MacLean- Board President	Present
Anna Downe – Board Vice-President	Present
Tanya Dion- Board Treasurer	Regrets
Denise DuBois- Secretary	Present
Grace La Rose	Present
Jennifer Mykolenko	Present
Caroline Poulin	Present
Colleen Fairholme	Regrets
Maj. Alayna Kang (outgoing ex officio)	Present
Maj. Michelle Guertin (new ex officio)	Present
Robert Hamilton	Present
Louisane Langlois (ED Designate)	Present
Andrea Pritchard (Guest – Veteran Coordinator)	Present
Cory Wallace	Regrets / Resigned

1.	Welcome & Call to Order at 1806 hrs	C. MacLean
2.	Additions to Agenda/Approval of Agenda motioned by Grace, Seconded by Robert.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting motioned by Grace, Seconded by Robert.	C. MacLean
4.	Opportunity for Observers to Address the Board Nil	

5.	<p>Staff Presentation – Andrea Pritchard, Veteran Family Program Navigator</p> <ul style="list-style-type: none"> - Veteran Family Program stood up in Kingston in 2018 to support medically released members and their families – to augment existing services and supports, but with an emphasis on the family - Technically navigator role does not end – can support individuals - Been in the role for 7 months – building key relationships with the transition centre (working there 1 day/week) in order to loop in the family as early in the process as possible; however still need some buy-in from members who may be overwhelmed - Partners include: Transition Centre, 33 Health team, Manulife team, OSIS team, VAC - Transition Centre has new broader mandate for any transition (e.g., retirement) – but is administrative - Role – working to support ‘wellness’ through navigation, awareness, ‘warm connections’ to more intensive services (e.g., counselling, case management, service coordination) for both the member and the family unit - Ex. Opening up mental health first aid (open seats) to Kids Inclusive staff so they have a better understanding of the military families that they are supporting - “Shifting Gears” – program on the mental and emotional aspects of transition out of military life for the member and then family – by partnering with Transition Centre will be able to run - “Family Journal” – Transition guide/binder to track process and links to family services, such as “Care for Caregivers,” a program for family members of individuals with OSI - Plan to potentially offer group sessions (e.g., re: employment) - Entry point for increased awareness on base could include: a base commander/warrant breakfast; adj network - VAC funds this role and the other navigator positions at the KMFRC (CF – VAC funds the VFP Navigator role only at the KMFRC) - CMFWS is also piloting a family transition advisor within the Transition Centres for nonmedically released residents – push to fund enough positions for all Veterans 	
5.	Ex-Officio Reports	

	<p>5.1 Executive Director Report</p> <ul style="list-style-type: none"> - See report – in addition other updates include: - Connect-a-thon – close to 500 attendees - Vote to name the new space the community hub - Large playground was inspected with no concerns – awaiting reports - New casual child and youth facilitator for LPA starting July 4; hoping to hire two more individuals - Portapotties for splashpad – 1 available so far and 1 accessible coming next week 	L. Langlois
	<p>5.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Splashpad ownership – there may be more discussion whether PSP has a role – may require a policy for all parks on the base - Booking of facilities by community providers could occur through base commander rep, rather than standard process 	Maj. A. Kang
6.	<p>Committee Reports</p>	
	<p>6.1 Executive Committee</p> <ul style="list-style-type: none"> - Board Training <ul style="list-style-type: none"> o MFS – Contracted with LearnSphere to provide board training – awaiting results of interviews with board president and a board survey - MFS Conference Update (Anna & Caroline) <ul style="list-style-type: none"> o The definition of board composition has been expanded to include a military member where they are part of a dual service couple o Only base with base commander present – demonstrated his commitment to families - MFS Correspondence <ul style="list-style-type: none"> o Updated the compliance assurance reviews with a new framework document (acts as internal audit) - Resignation <ul style="list-style-type: none"> o Accepting a resignation from Cory Wallace as of June 15. 	C. MacLean

6.2 Human Resources/Personnel Committee	A. Downe
6.3 Board Development, Nominating, and Governance Committee <ul style="list-style-type: none"> - Board Recruitment <ul style="list-style-type: none"> o 1 applicant now o Hope to interview and clear in prior to AGM – can elect 	C. MacLean
6.4 Fundraising & Communications Committee <ul style="list-style-type: none"> - Nil - Order of St. George works with military or Veteran-related charitable organizations (e.g., KMFRC, Walkford Veterans, etc.) - Now able to actively fundraise all year – even during United Way “black out” period - Indigenous Defense Advisory Board – would like to participate in KMFRC activities (e.g., next Connect-a-thon) 	G. La Rose
6.5 Finance Committee <ul style="list-style-type: none"> - May Financial Review 	C. MacLean
6.6 AGM Committee <ul style="list-style-type: none"> - AGM Update and Action Items <ul style="list-style-type: none"> o Scheduled for Wed, Sept 13 @ 1800 hrs o This will be an open house week on base, accordingly KMFRC will host an open house on the day of the AGM o Bayridge Secondary will provide food o Monday, Sept 11 @ 1800 hrs virtual run through with the script for the board o All board members introduce themselves – and send Beth bios for the website o May see if LPA and/or volunteers can provide childcare to support attendance o Day of in the afternoon – support set up by board members, if possible. 	C. MacLean

7.	<p>Old Business</p> <ul style="list-style-type: none"> - Health & Safety: Emergency Response <ul style="list-style-type: none"> o Deferred – Clean version sent to competent authority for review/approval (e.g., G3) and highlight sections for specific review (e.g., bomb threat and aggressive persons, etc). 	C. MacLean
8.	<p>New Business</p> <ul style="list-style-type: none"> - Bylaw review <ul style="list-style-type: none"> o Awaiting MFSWS wording changes re: 51% o Need to confirm what, if any, changes to the bylaw document o Will send out bylaw document re: July 12 for comments and electronic vote by July 19 - HR Downloads renewal invoice <ul style="list-style-type: none"> o Used for mandatory trainings, signed policies, and CPICS, etc. o Renewed annually o Need to make correction to remove survey from line total o HR Downloads expires June 30 o Board requested three quotes and/or further investigation, given short timeline to provision to board o Board willing to approve, with the caveat that investigation of options are provided to the board by October 2023. - Motioned to approve with the revised amount and that the staff will investigate other options by October 2023 by Grace, Seconded by Anna. 	C. MacLean
9.	In Camera (Requested – HR)	
10.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - August 30th 1800 hrs Board Meeting - September 11th 1800 hrs VIRTUAL AGM run through - September 13th 1730 hrs AGM 	
11.	<p>Adjournment @ 2041 hrs.</p> <p>Motioned by Grace.</p>	C. MacLean


