

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
28 August 2024

Interim Chair: Nick Karsin
Interim Vice Chair: Jenn Buggie
Recording Secretary: Nick Karsin
Interim Treasurer: Karen Sheppard

Ex-Officio:
Wing Rep: LCol Claude Rivard
Executive Director: Wendy Secord

Directors:
April Roach
J.C Parent
Sarah Toone
Rae Assailly
Kisa Daniels
Cheryl Condly

Guests:
Scott Worthing
Donna Cloutier, CPA
Lt. Hunt
Nicolette Lamb

Regrets:
Maj Sophie Duguay
Duane Otis

1.0 Call to Order

The Chair called the meeting to order at 1812 hrs.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair in accordance with the Constitution & Bylaws

3.0 Board Training

The Interim Chair reviewed the topic of emailing motions. The Executive Director added that motions and communication via email should be limited. She identified that MFS quarterly reports usually need to be approved via email due to deadlines, but would like for most business to be covered during board meetings to respect the boards time as they are all volunteers.

4.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 28 August 2024 Agenda for approval; and
- 26 June 2024 Board Meeting minutes for approval.

MOTION: A motion to accept the minutes and agenda as read was put forth by April Roach; seconded by JC Parent; all were in favour.

**It should be noted that some of the attending board members and none of the guests had access to the agenda and minutes as paper copies were not distributed by the Interim Chair.*

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
28 August 2024

5.0 Email Motions

There was an email motion to approve the MFS Q1 Report (see attached). Although it is optimal to approve financial reports in a board meeting, this could not be accomplished in July. A transparent and defensible process was followed.

MOTION: An email was sent on 24 July 24 by Wendy Secord on behalf of the Treasurer to approve the MFS Q1 financial reports. Karen Sheppard made the motion; Jennifer seconded the motion; all were in favour. A copy of this email will be filed with these minutes as a record of this motion and vote.

6.0 ED Report

The ED presented highlights of the ED report.

- The MFRC Budget is included in the ED Report, if there are no questions raised, a motion needs to be made at the 11 September meeting. We received our funding from MFS on 25 June which is why the budget has not been presented or approved.
- The board was informed that the next few months will be busy with the MFS annual funding request. There will be a Risk component which will need board input.
- Our guiding documents are the Memorandum of Understanding (MOU) and the Supplemental Agreement (SA); both are current for fiscal year 24/25. An amended MOU will be released in September and revisions to the SA will be expected in the next few months.
- ED recommended Jon Pascoe to act as Parliamentarian for the 2024 AGM and Board meeting immediately after.

MOTION: A motion to approve Jon Pascoe to act as Parliamentarian for the 2024 AGM and Board meeting immediately after was put forth by Nick Karsin; seconded by Jenn Buggie; all were in favour.

- The remainder of the ED report will be filed with the meeting minutes.

MOTION: A motion to accept the ED Report was put forth by Karen Sheppard; seconded by Nick Karsin; all were in favour.

7.0 Financial Committee Report

Karen Sheppard reviewed the June and July Financial statements and did not have any concerns.

Donna Cloutier of Cloutier Matthews Chartered Professional Accountants was present at the meeting to present the results of the annual financial audit prior to the AGM. She reviewed the audit and declared the financial situation at the Comox MFRC as favorable and identified no concerns regarding the financial management of the organization. She expressed her appreciation for Scott Worthing, Jill Killin and Wendy Secord as they continue to manage the organization's finances very well.

**It should be noted that board and guests were not provided a copy of the audit. The Board should be provided a copy of the audit in advance and then recommend (not approve the audit)*

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
28 August 2024

to the AGM Assembly. We need to ensure that practices are not misperceived as 'rubber stamping' and negligence with respect to the Board's fiduciary responsibilities.

8.0 Committee Updates

Correct names and compositions of Board Committees were pulled from the Governance Manual and will be expected to meet regularly from now on.

Nominating and Recruitment Committee

There are five new members to be voted in for today's meeting. They were presented to the Board and they were asked to leave the meeting so their Board membership could be discussed and voted on.

MOTION: A motion to accept Rae Assailly, Kisa Daniels, Sarah Toone, and Cheryl Condly as Board Directors was put forth by Nick Karsin; seconded by Karen Sheppard; all were in favour.

However, Nicolette Lamb was voted in without being in attendance. She subsequently declined the nomination and will decide later if she wants to join the board.

There are four Board Officer positions (Chair, Vice Chair, Treasurer and Secretary) available and interested parties should put forth their name by 09 September; they must send their names to the Vice Chair.

ED & HR Committee

Nil.

Finance, Risk Management, and Audit Committee

The Treasurer and the Financial Administrator will review the Forensic Audit and bring forth any recommendations for change. The Financial Administrator stated once again that we have had clean audits and a successful MFS Compliance Audit in September 2023 so recommendations in the Forensic Audit should be seen as recommendations only.

9.0 Other Business

- 19 Wing Supplemental Agreement was signed.
- Nick Karsin will be stepping down as the interim Chair.

MOTION: A motion was put forth, effective immediately after the 28 August meeting, to have Sarah Toone replace Nick Karsin as interim chair of the MFRC Board of Directors. It was put forth by Nick Karsin; seconded by April Roach; all were in favour.

10.0 Next Meeting

The next meeting will be 11 September 2024, immediately following the AGM at 1800h. If a meeting is required prior to the AGM, the Board Chair will schedule it.

11.0 In-Camera Session

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
28 August 2024

Not required.

MOTION: A motion to adjourn the meeting was put forth by April Roach; seconded by Karen Sheppard; all were in favour.

The meeting concluded at 1921 hrs.

Approved:



Chair

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
26 June 2024

Interim Chair: Nick Karsin
Interim Vice Chair: Jennifer Buggie
Recording Secretary: Jennifer Buggie
Treasurer: Vacant

Ex-Officio:
Wing Rep: Major Sophie Duguay
Executive Director: Wendy Secord

Directors:
April Roach
J.C Parent
Duane Ottis

Guests:
Scott Worthing
Karen Sheppard
Jill Killin
Melissa Webb
Sarah Toone

1.0 Call to Order

The Chair called the meeting to order at 1800 hrs.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair, 5 of 5 board directors present.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 26 June 2024 Agenda for approval; and
- 29 May 2024 Board Meeting minutes for approval.

MOTION: A motion to accept the minutes and agenda as read was put forth by JC Parent; seconded by Duane Ottis; all were in favour.

4.0 ED Report

The ED presented highlights of the ED report.

- ED explained risk management concerns for the Board to review.
- Chair, Vice Chair, and Treasurer will be given signing authority. Details to follow from ED.
- ED will provide dates of availability for Kim Heatherington, to present alternate model of Governance for MFRC.
- The ED recommended that the Forensic Audit be reviewed by the Treasurer and the Financial Administrator.
- The remainder of the ED report will be filed with the meeting minutes.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
26 June 2024

MOTION: A motion to accept the ED Report was put forth by Duane Ottis; seconded by April Roach; all were in favour.

5.0 Financial Committee Report

Karen Sheppard and Board Chair will meet with Scott Worthing next week to review financials and present concerns to the Board, if any, by email.

MOTION: A motion to approve the May Financial Report will be provided by email.

Q2 allocations were released by MFS today. Scott and Board Treasurer will ensure there will be a budget to approve at the next Board Meeting.

6.0 Committee Updates

Correct names and compositions of Board Committees were pulled from Governance and will be expected to meet regularly from now on.

Nominating and Recruitment Committee

Sarah Toone and Melissa Webb attended the meeting as guests to observe. They were instructed as to the process for joining and will be interviewed if they are interested in joining.

Will consist of Board Chair and Vice Chair.

ED & HR Committee

Will consist of Board Chair and Vice Chair.

Finance, Risk Management, and Audit Committee

Will consist of Board Chair and Treasurer.

Once more Board members are recruited, they will be assigned to committees and working groups depending on their skills and experience.

7.0 Other Business

Supplemental Agreement was provided by the Wing. Board members will have until Wednesday 04 July EoB to present concerns to the Board Chair. If no concerns are received it will be signed and returned to the Wing.

The AGM was discussed. Three community members are required, in addition to the Board Executive, to establish quorum. Efforts will be made to have community members register through the MFRC and also to recruit more Board members to establish quorum for the next AGM.

Karen Sheppard was introduced as our nomination for Interim Board Treasurer. No issues were raised by those present regarding her suitability for the Board or this role.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
26 June 2024

MOTION: A motion was put forth to accept Karen Sheppard onto the Board of Directors and to have her serve as interim Treasurer until she can be confirmed at the meeting following the AGM. It was put forth by Duane Ottis; seconded by April Roach; all were in favour.

8.0 Next Meeting

The next meeting will be on 28 August 2024, immediately following the AGM at 1800h. If a meeting is required prior to the AGM, it will be scheduled by the Board Chair.

MOTION: At 1904h, a motion to enter "in camera" was put forth by JC Parent; seconded by Jenn Buggie; all were in favour.

9.0 In-Camera Session

An in camera session was held to discuss a matter presented by the ED.

The ED was then asked to leave for the Board to discuss Board Evaluation and another sensitive matter relating to Board Membership.

MOTION: At 1921h, a motion to leave "in camera" was put forth by Duane Ottis; seconded by JC Parent; all were in favour.

MOTION: A motion to adjourn the meeting was put forth by JC Parent; seconded by Duane Ottis; all were in favour.

The meeting concluded at 1921 hrs.

Approved:



Chairperson

Recording Secretary

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
29 MAY 2024

Chair: Nick Karsin
Vice Chair: Vacant
Recording Secretary: Jennifer Buggie

Ex-Officio:
Wing Rep: Major Sophie Duguay
Executive Director: Wendy Secord

Directors:
Jillian Sicard
J.C Parent
Duane Ottis
April Roach

Guests:
Scott Worthing
Karen Sheppard
Jill Killin

1.0 Call to Order

The Chair called the meeting to order at 1757 hrs.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair, 6 of 6 board directors present.

Email motion (attached, 24 May 2024) was detailed. Nick Karsin was voted in as Interim Chair, as well as April Roach, Duane Otis, and JC Parent were voted in as Board Directors.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 29 May 2024 Agenda for approval; and
- 24 April 2024 Board Meeting minutes for approval.

MOTION: A motion to accept the agenda and minutes as read was put forth by Nick Karsin; seconded by Jillian Sicard; all were in favour.

4.0 ED Report

The ED presented highlights of the ED report.

- ED explained requirements for AGM. Secretary, Treasurer, and Vice Chair names will be provided by Chair to ED. Training details will be provided to Board from ED to prepare for AGM. Chair and Treasurer reports to be completed by June 7th by Nick Karsin and Jill Sicard respectively.
- Chair will be given signing authority, but will require one more name when other positions are filled.
- The Forensic Audit will be reviewed by the Board and discussed at the next meeting.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
29 MAY 2024

- The remainder of the ED report will be filed with the meeting minutes.

MOTION: A motion to accept the ED Report was put forth by Nick Karsin; seconded by JC Parent; all were in favour.

5.0 Financial Committee Report

Finance committee reported successful discussion of all financial reports with Scott Worthing and ED with no concerns to present to the Board.

MOTION: A motion to approve the April Financial Report as reviewed by the Finance Committee was put forth by Jill Sicard; seconded by April Roach; all were in favour.

6.0 Committee Updates

Nominating and Recruitment Committee

Karen Sheppard attended the meeting to observe. Will follow up for future meetings.

HR Committee

Nil.

7.0 Other Business

A proposal was presented to the Board by the ED to start a Special and Respite Child Care program. Discussion was had regarding the proposal. It will be reviewed and voted on at the next Board Meeting or by email motion.

8.0 In-Camera Session

An in camera session was held to discuss a matter presented by the ED (Insurance Claim).

9.0 Next Meeting

The next meeting will be on 26 June 2024 immediately following the AGM.

MOTION: A motion to adjourn the meeting was put forth by April Roach; seconded by Jillian Sicard; all were in favour.

The meeting concluded at 1921 hrs.

Approved:


Chairperson


Recording Secretary

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
24 APRIL 2024

Chair: Mathieu Kuhn
Vice Chair: Kristen Matthews (regrets)
Recording Secretary: Nick Karsin

Ex-Officio:
Wing Rep: Major Sophie Duguay
Executive Director: Wendy Secord

Directors:
Jillian Sicard
Jennifer Buggie (to be confirmed)

Guests:
April Roach
Duane Ottis
J.C Parent
Scott Worthing

1.0 Call to Order

The Chair called the meeting to order at 1802 hrs.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair, 3 of 4 board directors present.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 24 April 2024 Agenda for approval; and
- 13 March 2024 Board Meeting minutes for approval.

MOTION: A motion to accept the consent agenda was put forth by Jillian Sicard; seconded by Nick Karsin; all were in favour.

4.0 ED Report

The ED presented highlights of the ED report.

- MFRC no longer receives posting messages CAF wide. Concern was raised that this limits MFRC's ability to support families being posted to Comox. ED and Major Duguay are formulating solution to maintain support while respecting service member's privacy.
- 26 June 2024 was approved as date for MFRC AGM.
- MFS is limiting MFRC to 2 x social events per year.
- KCC and MFRC to have separate accounting as of 01 April 2024.
- Insurance limits for KCC, MRFC and 19 Wing Family Centre increased to reflect rising cost of replacement value. Details in ED report and attached documents.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
24 APRIL 2024

- Support for deployed 19 Wing Comox CAF members improving as a result of the efforts of the ED, CWO Roach, Nikita Proulx and Rachel Perrotte.
- Pre-K program being established. Pilot for now, with the prospect of maintaining.
- Scott Worthing will be taking over completing MFS reports from ED.
- The KCC draft budget in the ED report was replaced by a newer version based on year end financials.

MOTION: A motion to accept the ED Report was put forth by Mathieu Kuhn; seconded by Jillian Sicard; all were in favour.

MOTION: A motion to approve the appointment of Robbins and Company (\$18,500 first year, \$17,000 second year) as the auditors for FY 24/25 was put forth by Mathieu Kuhn; seconded by Jillian Sicard; all were in favour.

MOTION: A motion to approve the deficit KCC budget was put forth by Mathieu Kuhn; seconded by Jillian Sicard; all were in favour.

5.0 Financial Committee Report

Finance committee reported successful discussion of all financial reports with Scott Worthing and ED with no concerns to present to the Board.

MOTION: A motion to accept the Q4 Financial Report was put forth by Nick Karsin; seconded by Mathieu Kuhn; all were in favour.

MOTION: A motion to accept the Financial Statements for FY 23/24 was put forth by Mathieu Kuhn; seconded by Jillian Sicard; all were in favour.

6.0 Committee Updates

Nominating and Recruitment Committee

Nick Karsin read an introduction of Jennifer Buggie for meeting attendees based on the interview conducted with the prospective member. Jennifer was then asked to leave for Board consideration of her application. No objections or concerns were raised regarding her application and appointment to the Board. The Board welcomed Jennifer Buggie back to the meeting and accepted her application.

MOTION: A motion to appoint Jennifer Buggie as interim director until confirmed as Director at our next AGM was put forth by Nick Karsin, seconded Jillian Sicard. All in favour.

April Roach brought forward a recommendation for WO Karen Sheppard (FSA - D/WComd) for consideration as a board member. Nominating and recruiting committee will reach out to member and determine their willingness and suitability.

HR Committee

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
24 APRIL 2024

No reports.

7.0 Other Business

Discussion regarding appointment of members by WComd was conducted. Due to statement in policy (Para 4.2.3 Constitution and Bylaws) that “The CFB Comox’s Commanding Officer, or their appointed representative(s), will serve on the Board in an ex officio, non-voting capacity”, it was decided that normal board member intake would be conducted in order to respect policy in addition to taking advantage of 19 Wing’s support to the board by providing members.

It was also established that we are in compliance with the BC Societies Act regarding board strength, minimum 3 members.

Board orientation and interview process will take place for 19 Wing’s suggested Board members, while concurrently recruiting permanent Board Directors, with a focus on CAF military spouses and families.

8.0 In-Camera Session

Not required.


9.0 Next Meeting

The next meeting will be on 29 May 2024 at 1800 hrs.

The meeting concluded at 1903 hrs.

Approved:

Chairperson



Recording Secretary

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
13 MARCH 2024 – FOLLOWING SPECIAL GENERAL MEETING

Chair: Mathieu Kuhn
Vice Chair: Kristen Matthews (regrets)
Recording Secretary: Lindsey Beeksma

Ex-Officio:
Wing Rep: CWO April Roach
Executive Director: Wendy Secord

Directors:
Jillian Sicard
Nick Karsin

Guests:
Kristin Matte
Jennifer Buggie
Scott Worthing
Allison Caughey

1.0 Call to Order

The Chair called the meeting to order at 1811 hrs.
The Chair appointed Lindsey Beeksma as the secretary for this meeting.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 13 March 2024 Agenda for approval
- 28 February 2024 Board Meeting minutes for approval

MOTION: A motion to accept the consent agenda was put forth by Jillian Sicard; seconded by Nick Karsin; all were in favour.

4.0 ED Report

The ED presented highlights of the ED report.

- Taking the lead on Volunteer Appreciation Event (PSP/MFRC) on 18 April
- Marketing Coordinator develops and provides a monthly communications plan and strategy.
- SLT is no longer feasible due to the reduction in Rosetta Stone licenses and nationalizing of the LRDG Program. SLT should be supporting families integrate into an English community rather than being Francophone centric. In response to a question about SLT: We will still provide workshops in French but will no longer host in person language learning.
- Programming meetings are focused on establishing clear and concise structures for all staff. Staff will be provided opportunities so that they feel confident in their roles.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
13 MARCH 2024 – FOLLOWING SPECIAL GENERAL MEETING

- KCC Operating account was set up and we are setting up credit/debit machine and credit card for the daycare. Provincial Government funding should go into the new account by 01 Apr 2024.
- Hired a social worker who will be focusing on providing deployment/work related absences support.
- Professional Development with Kimmik Consulting will continue on a quarterly basis which will include training on a cultural shift.
- In collaboration with staff, will develop work plans that mirror terms of references and align with MFS core services and the MFS Business Plan by 30 April 2024.

Lindsey Beeksmas asked clarifying questions. Board to review proposed KCC daycare budget via email.

MOTION: A motion to accept the ED Report was put forth by Nick Karsin; seconded by Jillian Sicard; all were in favour.

MOTION: A motion to approve the Delegation of Approval for ED spending authority as recommended in MFS compliance audit report was made by Jillian Sicard, seconded by Mathieu Kuhn; all in favour.

MOTION: A motion to approve the KCC budget will be made by email. Update: Will be approved at the next meeting rather than by email.

5.0 Financial Committee Report

As finances reported quarterly and March meeting occurring early, there were no financial reports to approve. No MFRC budget prepared as MFS indicated to ED to anticipate possible funding reductions in fiscal 2024/25 and only Quarter 1 funding was received. This is not a reflection of what we will receive for the full fiscal year so MFS has advised imposing fiscal constraints until full funding is allocated.

6.0 Committee Updates

Nominating and Recruitment Committee

The Board welcomed guests Kristin Matte and Jennifer Buggie who are interested in joining the Board. The committee is pleased to accept Kristin Matte's application.

MOTION: A motion to appoint Kristin Matte as interim director until confirmed as Director at our next AGM was put forth by Mathieu Kuhn, seconded by Nick Karsin. All in favour.

HR Committee

Board discussion of ED Performance Review to take place in an in-camera session.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
13 MARCH 2024 – FOLLOWING SPECIAL GENERAL MEETING

7.0 Other Business

Wing has presented 2023/24 Supplemental Agreement for approval by the Chair. This agreement includes cleaning costs for KCC and the Family Centre from January 2024 and retroactive pay for cleaning amounting to approximately \$34,000.

8.0 In-Camera Session

The Board went into an in-camera session at approximately 1900 and came back at 1952 hrs. Guests and non-voting members (excluding ED) were excused.

9.0 Next Meeting

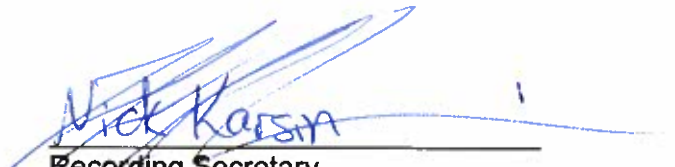
The next meeting will be on 24 April 2024 at 1800 hrs.

The meeting concluded at 1953 hrs.

Approved:



Chairperson



Recording Secretary



Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 28 February 2024 @ 1800

Chair: Mathieu Kuhn

Vice Chair: Kristen Matthews (regrets)

Recording Secretary: Lindsey Beeksma

Ex-Officio:

Wing Rep: LCol Connerty (via zoom)

Executive Director: Wendy Secord (regrets)

Acting ED: Jill Killin

Directors:

Jillian Sicard

Nick Karsin

Guests:

n/a

1.0 Call to Order

The Chair called the meeting to order at 1809 hrs.

The Chair appointed Lindsey Beeksma as the secretary for this meeting.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

- 28 February 2024 Agenda for approval
- 31 January 2024 Board Meeting minutes for approval

MOTION: A motion to accept the consent agenda was put forth by Lindsey Beeksma; seconded by Nick Karsin; all were in favour.

4.0 ED Report

The Acting ED presented highlights of the ED report.

- MFS funding letter for Quarter 1 received. Anticipated funding reductions throughout CAF for upcoming fiscal year—MFS providing the amount for the first quarter download only (as at 12 February 2024)

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 28 February 2024 @ 1800

- Received \$10,000 from CCPO for emergency respite for FY 2024/25. Unused funds from 2023/24 (approximately \$6000) will carry over.
- KCC Provincial Government Application approved with 3% increase to parent fees effective 01 April 2024.
- SGM 13 March 2024
- Two audit quotes received and awaiting a new quote from Cloutier Matthews.
- 2019 lawsuit postponed until further notice
- Deadline for resolving MFS compliance audit issues is 10 April 2024. Items outstanding include HR policies, supplemental agreement, Delegation of Authority Policy, revision of Bylaw 7.4 (SGM 13 March 2024)
- Two staff left on early maternity leave and FLO is starting 05 March 2024
- Increase in participation within 0-5 programming
- Outdoor play equipment for Family Centre (CCPO grant) has begin arriving

MOTION: A motion to accept the ED Report was put forth by Nick Karsin; seconded by Lindsey Beeksma; all were in favour.

5.0 Financial Committee Report

MFS provided information to all MFRC Chairs and EDs to anticipate possible funding reductions in fiscal 2024/25.

Financial Administrator, ED, Finance Committee and Wing in discussions regarding income statements available for review to gather a clear picture of historical KCC costs to support funding needs.

6.0 Committee Updates

Nominating and Recruitment Committee

With recent departures, extended absence and upcoming posting season the Board is facing, MFS has granted approval to waive the Board's spousal requirement for 51% of Director representation until 30 September 2024 with possibility for extension.

MOTION: A motion to have Nick Karsin and Lindsey Beeksma join the Nominating and Recruitment Committee was put forth by Mathieu Kuhn, seconded by Jill Sicard. All in favour.

HR Committee

Board discussion of ED Performance Review to take place in an in-camera session.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 28 February 2024 @ 1800

7.0 Other Business

Update from LCol Krystle Connerty: Wing experiencing significant budget cuts with no funds currently allocated for MFRC; wishes to continue support cleaning for the daycare. Cleaning contract will go out to tender shortly. Wing support for MFRC will continue with buildings, snow clearing, RP Ops support, technical support, etc. The Board expressed appreciation for the Wing's support with the cleaning contract.

8.0 In-Camera Session

The Board went into an in-camera session at 1839 hrs and came back at 2009 hrs. Guests and non-voting members were excused.

9.0 Next Meeting

The next Board meeting will be held following the SGM on 13 March 2024. No meeting on 27 March 2024.

The meeting concluded at 2014 hrs.

Approved:


Chairperson


Recording Secretary



Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 31 January 2024 @ 1800

Chair: Sarah Toone
Vice-Chair: Kristen Matthews
Treasurer: Mathieu Kuhn
Recording Secretary: Lindsey Beeksma

Ex-Officio:
Wing Rep: LCol Connerty
Executive Director: Wendy Secord (regrets)
Acting ED: Jill Killin

Directors:
Jillian Sicard
Eve Nguyen (regrets)

Guests:
Nick Karsin
Taara Harshaw
Scott Worthing
Rachel Perrotte
Kristin Matte

1.0 Call to Order

The Chair called the meeting to order at 1802 hrs.
The Chair appointed Lindsey Beeksma as the secretary for this meeting.

2.0 Declaration of Quorum

Quorum was confirmed by the Chair.

3.0 Consent Agenda

The Chair requested a motion to approve the consent agenda which included the following documents for approval and/or to be received by the Board:

31 January 2024 Agenda for approval
29 November 2023 Board Meeting minutes for approval

MOTION: A motion to accept the consent agenda was put forth by Kristen Matthews; seconded by Jill Sicard; all were in favour.

4.0 ED Report

The Acting ED presented highlights of the ED report.

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 31 January 2024 @ 1800

- Cleaning contract at 19 Wing Family Centre and KCC – as of 08 Jan 24- 31 March 2024.
- Forensic audit update.
- Lawsuit pending from 2019 – will be discussed during an in-camera session.
- Updates on the analysis of the Family Connections Program.
- MFS Funding Update.
- Compliance Audit – 84% score with minimal changes to be rectified by March.
- Strategic Plan completed and the next stage of training for staff happened on 22 Jan 2024 with Kimmik Consulting.
- Marketing and Communications – solidifying brand voice and awareness through monthly newsletters and social media.

MOTION: A motion to accept the ED Report was put forth by Jill Sicard; seconded by Kristen Matthews; all were in favour.

5.0 Financial Reports

The finance committee met in January and reviewed the income statements for November and December and reviewed the Q3 report. The board reviewed the Q3 report via email in advance of the meeting to meet a submission deadline. Scott to follow up via email with answers to questions about November and December statements from Lindsey Beeksma.

MOTION: A motion to approve the MFS Q3 Report was put forth by Eve Nguyen; seconded by Lindsey Beeksma; all were in favour.

MOTION: A motion to accept the financial reports was put forth by Mathieu Kuhn; seconded by Kristen Matthews; all were in favour.

6.0 Committee Updates

Nominating and Recruitment Committee

Committee recommends the appointment of Nick Karsin as interim director until confirmed as Director at our next AGM.

HR Committee

Board discussion of ED's semi-annual performance review to take place in an in-camera session.

7.0 Other Business

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Wednesday 31 January 2024 @ 1800

MFS' recent compliance audit determined CMFRC's Bylaw 7.4 must be amended to clearly list the types of investments permitted to align with provincial not-for-profit guidelines. The board will hold a special general meeting (SGM) on March 13 at 6pm to amend this bylaw.

MOTION: A motion to hold an SGM on March 13 at 6pm to amend Bylaw 7.4 was put forth by Mathieu Kuhn; seconded by Jill Sicard; all were in favour.

8.0 In-Camera Session

The in-camera session was moved to the end of the meeting so that the guests could be excused earlier. The guests were thanked for their interest and attendance.

The Board went into an in-camera session at 1855 hrs and came back at 2111 hrs. Guests and non-voting members were excused.

MOTION: A motion to come out of the in-camera session was put forth by Kristen Matthews; seconded by Mathieu Kuhn; all were in favour.

9.0 Next Meeting

The next Board meeting will be held on the 28 February 2024.

The meeting concluded at 2113 hrs.

Approved:



Chairperson



Secretary

4 - 4

C

0

0