

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
September 25, 2024 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	REGRETS
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Treasurer	PRESENT
JENNIFER MYKOLENKO	Secretary	PRESENT
TANYA DION	Board Member	REGRETS
CAROLINE POULIN	Board Member	REGRETS
DENISE DUBOIS	Board Member	LEAVE
ROBERT HAMILTON	Board Member	PRESENT
COLLEEN FAIRHOLME	Executive Director	PRESENT
MAJ MIKE ARNOTT	Base Commander Representative (Ex-Officio)	PRESENT

1.	Welcome & Call to Order Meeting called to order at 18:03	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Anna Downe, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Robert, seconded Jennifer Mykolenko. Motion passed.</i>	C. MacLean
4.	Staff Presentation – Breanne and Gerhard SLC SPARK re: Communication and Marketing Plan <ul style="list-style-type: none"> - New KMFRC website - KMFRC Brand Guide <ul style="list-style-type: none"> o Alignment with MFS branding o Designation of key messaging personas/tones of voice o Brand development of YOUth Matter, LPA & VFA - Spark x KMFRC <ul style="list-style-type: none"> o Improving KMFRC’s ability to build community through leveraging technology 	

	<ul style="list-style-type: none"> ▪ Moving from reactive to proactive marketing 	
5.	<p>Opportunity for Observers to Address the Board</p> <ul style="list-style-type: none"> - NIL 	
6.	<p>Ex-Officio Reports</p>	
	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> o Charitable return submitted o Strategic plan discussion o RFP for the auditors are to be reviewed at January o Walk for Veterans was a huge success o Salary ranges to be and updated organizational chart to be reviewed at October BOD meeting o Funding policies to be reviewed at November BOD meeting 	C. Fairholme
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Expecting an increase in personnel next year due to a planned increase in recruitment and training 	Maj. M. Arnott
7.	<p>Committee Reports</p>	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - Correspondence <ul style="list-style-type: none"> o MFS Risk Management Register o MFS Funding Timelines o Compliance and Assurance Review o MFS Quarterly BOD Meetings - Board elective appointments <ul style="list-style-type: none"> o Beth MacLean appointed as a President o Anna Downe appointed as Vice President o Jennifer Mykolenko appointed as a Secretary o Grace La Rose appointed as a Treasurer - BOD meetings to remain the last Wednesday of each month 	C. MacLean
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - NIL 	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Update – Leave of Absence extended for Denise Dubois - Recruitment – upcoming BOD candidates’ interviews 	C. MacLean
	<p>7.4 Fundraising & Communications Committee</p>	C. MacLean

	<ul style="list-style-type: none"> - KMFRC surpassed its fundraising goal of \$5k for Walk for Veterans 	
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - August Financial Review 	C. MacLean
	<p>7.6 AGM Committee</p> <ul style="list-style-type: none"> - AGM After Action (email to follow) 	C. MacLean
8.	<p>Old Business</p> <ul style="list-style-type: none"> - FY 24/25 KMFRC Budget <p>Motion to update FY 24/25 KMFRC budget.</p> <p><i>Moved by Robert Hamilton, seconded by Anna Downe. Motion passed.</i></p>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> - HR Policy: Remote Work <p>Motion to approve remote work policy.</p> <p><i>Moved by Robert Hamilton, seconded by Anna Downe. Motion passed.</i></p> <ul style="list-style-type: none"> - BOD agreement for ED to seek out funding for VFP 0.5 FTE 	C. MacLean
10.	<p>In Camera</p> <ul style="list-style-type: none"> - Requested 	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - October 8th Veteran Ombudsman's Visit - October 19th 6pm Annual Staff/BOD Celebration - October 30th 6pm Board Meeting 	
12.	Adjournment	C. MacLean

Catherine E. MacLean
KMFRC BOD President

A. D.
KMFRC Board Vice President