

**Kingston Military Family Resource Centre
Board of Directors Meeting Agenda
April 24, 2024 1800**

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

1.	Welcome & Call to Order Meeting called to order at 18:08 hrs	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Tanya Dion. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Caroline Poulin, seconded by Tanya Dion. Motion passed.</i>	C. MacLean
5.	Opportunity for Observers to Address the Board - NIL	
6.	Ex-Officio Reports	

	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> o Childcare discussion with the Mayor o CCPL looking at creating a registry to have access to PD, library, networking etc. o New bookkeeper hired 	C. Fairholme
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - NIL 	Maj. M Guertin
7.	Committee Reports	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - Correspondence <ul style="list-style-type: none"> o AGM Committee <ul style="list-style-type: none"> ▪ Jennifer ▪ Anna ▪ Robert ▪ Beth o Connect-A-Thone Board Representatives <ul style="list-style-type: none"> ▪ Robert ▪ Beth 	C. MacLean
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - Working on ED evaluation this month 	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Letter of solicitation will be distributed for the board review shortly 	C. MacLean

	<p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update <ul style="list-style-type: none"> o 22 Sept 2024 – Canadian Walk for Veterans (donors can now receive tax receipts for their contributions) 	J. Mykolenko
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - March Financial Review by Thurs, 02 May 2024 - Year End Financials by Thurs, 02 May 2024 	J. Mykolenko
8.	<p>Old Business</p> <ul style="list-style-type: none"> - NIL 	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> - LPA Parent Handbook <i>Motion to approve LPA Parent Handbook updates by Tanya Dion, seconded by Robert Hamilton. Motion passed. Anna Downe abstained due to conflict of interest.</i> - Holiday Gift of Time <ul style="list-style-type: none"> o The Board of Directors will again kindly be providing all staff with the Gift of Time for December 27, 30 & 31. <p>All full-time staff will receive a paid gift of time day for the dates above. Casual employees who have worked at least an average of 3 hours per weekday in December 2024 and are scheduled to work in January 2025, will receive 3 hours paid per day as a Gift of Time for December 27, 30 & 31.</p> <p><i>Motion to approve gift of time by Kate Dixon, seconded by Tanya Dion. Motion passed.</i></p> 	C. MacLean
10.	In Camera	

	- NIL	
11.	Upcoming Events - May 29th Board Meeting	
12.	Adjournment Meeting adjourned at 19:00 hrs.	C. MacLean

Catherine E. MacLean KMFRC BOD President

A. Down KMFRC BOD Vice President