

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
28 August 2024. 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	PRESENT
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Treasurer	PRESENT
DENISE DUBOIS	Secretary	LEAVE
TANYA DION	Board Member	PRESENT
CAROLINE POULIN	Board Member	PRESENT
JENNIFER MYKOLENKO	Board Member	REGRETS
ROBERT HAMILTON	Board Member	PRESENT
COLLEEN FAIRHOLME	Executive Director	PRESENT
MAJ. Michael Arnott	Base Commander Representative (Ex-Officio)	Present
Tyler Rider	Guest- Grant Thornton	Present
Tania Cuerrier	Guest Grant Thornton	Present
Briar Hurst	Guest	Present
Daniel Stephan	Guest	Present

1.	Welcome & Call to Order Meeting called to order at 18:07	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Grace La Rose. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve agenda by Anna Downe, and seconded by Robert Hamilton. Motion passed. Grace abstained as she was not present</i>	C. MacLean

4.	<p>Audit Presentation – Tyler Rider and Tania Cuerrier from Grant Thornton</p> <ul style="list-style-type: none"> - Two audits, one for KMFRC (April-March) and one for LPA (Jan-Dec). LPA audit is complete. - KMFRC audit Presented to Board in advance of AGM for approval. Will send audit findings letter to the Board. - Small suggestion: brad doing year end journal entries, just puts them to administration, not classes, should go to classes. <p><i>Motion to approve the LPA Audit by Robert Hamilton, seconded by Grace La Rose. Motion passed.</i></p>	Tyler Rider and Tania Cuerrier
5.	<ul style="list-style-type: none"> - Opportunity for Observers to Address the Board - Briar Hurst and Daniel Stephan brought forward a complaint to the Board of Directors regarding the LPA Waitlist process. The Board President thanked them for bringing the issues to the board and will respond to them tomorrow morning. 	
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 Received CFB Kingston funding o Talked about Military Dads program at MFS, working with Trenton and researcher from Western to finetune the program for military dads. Will facilitate to teach instructors nationwide. 01 April 2025 facilitators guide will be in place, also hope to have funding in place by then. o Daycare preschool graduation was a highlight. 	C. Fairholme
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Feel free to reach out anytime for base support. 	Maj. M Arnott
7.	Committee Reports	

<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - Correspondence: MFS has sent out Learnisphere has online training opportunities. They also have an online Governance chat 12 Sept 2024 06:30. - Order of St. George will be presenting a cheque to the KMFRC at the AGM. - United Way has released their fall leadership training schedule. - 09 July 2024 was the Frontenac Presentation - 12 July 2024 Infant/toddler room had to close early due to sewage. Issue has been resolved. - New Base Commander visited as his introduction visit. - Upcoming visit to the center 8 Oct 24 from Veteran's Ombudsman visit to the center. - Upcoming Board Elections/Committees: Robert, Grace, Anna, Beth, Jen, Caroline and Tanya have agreed to continue their position on the board. Beth, and Denise are up for re-election at the AGM, Denise is deciding if she has the time to stand for election. 	<p>C. MacLean</p>
<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - ED's performance review is in progress 	<p>A. Downe</p>
<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Update- Leaves of Absence - Grace has returned from her leave of absence - There is a board candidate, waiting on a resume. 	<p>C. MacLean</p>
<p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update: Walk for Veterans 	<p>C. MacLean</p>

	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - June & July Financial Review 	C. MacLean
	<p>7.6 AGM Committee</p> <ul style="list-style-type: none"> - AGM Updates: Bayridge can no longer cater the AGM. Harvest catering is providing lasagne etc and within budget. - any board members that are available to set up the day of are more than welcome to. 	C. MacLean
8.	<p>Old Business</p> <ul style="list-style-type: none"> - Log volunteer hours on Better Impact. 	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> • Dress Code Policy: <i>Motioned to approve Robert Hamilton, seconded by Grace La Rose. Motion passed.</i> • Grant Thornton Audit invoice: <i>Motion to approve Robert Hamilton, seconded by Anna Downe. Motioned passed.</i> • Grant Thornton Audit invoice • Staffing Request from ED: to keep the communications staffer to implement the communication plan. Was able to use BMO interest for this as MFS provided funding for the Youth Worker. <i>Motion to approve a next 6-month term for the Marketing Assistant position. 01 Sept24-31 March 25. By Robert Hamilton, seconded by Grace La Rose. Motion passed</i> • FY24/25 KMFRC Budget: <i>Motion to approve the budget by Robert Hamilton, seconded by Anna Downe. Motion passed.</i> • FY24/25 KMFRC Business Plan: using the planning tool to report on the program activity areas. <i>The Board accepts the Business Plan as presented.</i> • LPA Waitlist policy: The Board has decided that for the time being we are continuing to follow the existing waitlist policy. We undertake to take further consultation and research. 	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"> - Electronic vote requested for KMFRC Audit, prompt evote required prior to AGM. - September 9th 6:00 Virtual AGM run through 	

	<ul style="list-style-type: none"> - September 11th 6:00 AGM, board members to be present by 5:45, in KMFRC apparel and nametags. Childcare is provided. - September 22nd Walk for Veterans - September 25th 6:00 Board Meeting - October 8th Veteran's Ombudsman visit. - October 19th 6:00 SSM Annual Board of Directors Staff Appreciation 	
12.	Adjournment at 9:38.	C. MacLean

Catharine E. MacLean
 KMFRC Board President

A. D.
 KMFRC Vice President