

**Kingston Military Family Resource Centre
Board of Directors Meeting Agenda
March 27 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	REGRETS
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)	PRESENT

1.	Welcome & Call to Order Meeting called to order at 18:04 hrs	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Robert Hamilton, seconded by Anna Downe. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve minutes by Robert Hamilton, seconded by Anna Downe. Motion passed.</i>	C. MacLean
4.	Staff Presentation re: <ul style="list-style-type: none"> - Month of the Military Child <ul style="list-style-type: none"> o Every Tues. in April staff and community are encouraged to wear a teal t-shirt o Fort Henry will light up on 27th & 29th (and potentially every Tue in teal) 	

	<ul style="list-style-type: none"> ○ City Hall will light up in teal every Tue ○ Marketing team is working on pushing out the message ○ Various activities with the school boards ○ Teal flags for the school boards ○ April 27th official Month of the Military Child event <ul style="list-style-type: none"> - Youth Matter <ul style="list-style-type: none"> ○ Youth Connect App launched March 18th ○ 28 youth attended out of 35 registered ○ 21 MFRCs involved in the program ○ 108 new registrants in a month ○ Youth Matter Advisory Committee launched – to involve youth in activity planning ○ 4-7pm Mondays youth programming ○ Themed night every quarter – STEAM for the first one 	
5.	<p>Opportunity for Observers to Address the Board</p> <ul style="list-style-type: none"> - NIL 	
6.	<p>Ex-Officio Reports</p> <ul style="list-style-type: none"> - NIL 	
	<p>6.1 Executive Director</p> <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> ○ Notification from the City of Kingston on a new funding initiative to support special needs inclusion ○ MFS Compliance and assurance review changes 	C. Fairholme
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Transportation provision to Tulip festival for veteran programs - Volunteers for thrift sale from the training section - Splashpad ownership and maintenance - Parks ownership and maintenance 	Maj. M Guertin
7.	<p>Committee Reports</p>	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - Correspondence <ul style="list-style-type: none"> ○ MFS Compliance & Assurance 	C. MacLean

	<ul style="list-style-type: none"> ○ United Way Training Opportunities ○ ACHIEVA course list ○ Discussion on ED's funding meeting with MFS 	
	<p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - Will be starting ED performance review after the fiscal year end 	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - Updates from Meeting <ul style="list-style-type: none"> ○ Planning on reviewing policies annually ○ Recruiting for committee members ○ Reaching out to MFRCs to see if any experienced BOD members are posted to Kingston ○ Developing a letter of solicitation 	K. Dixon
	<p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update <ul style="list-style-type: none"> ○ Children Thrift Sale on April 20th ○ Fundraising Committee Meeting on April 30th ○ 2nd Annual Connect-A-Thone on June 1st 	Y. Mykolenko
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - February Financial Review 	Y. 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"> - Intact Insurance Annual Renewal - \$15,324.12 <i>Motion to approve invoice by Robert Hamilton, seconded by Kate Dixon. Motion passed.</i> - Ugoburo Invoice - \$6,072.11 <i>Motion to approve invoice by Robert Hamilton, seconded by Kate Dixon. Motion Passed.</i> - Eclipse traffic concern <ul style="list-style-type: none"> ○ Daycare open 07:00-12:00 	C. Fairholme

	<ul style="list-style-type: none"> - The ED advised the board of the process difficulty encountered with BMO. Motion was made that on an exceptional basis the board allows the ED to make a payment over the phone to Spend Dynamics for the amount of \$37,053.20 in respect of the expenditures already authorized. <p><i>Motion to approve invoice by Caroline Poulin, seconded by Robert Hamilton. Motion passed.</i></p>	
10.	<p>In Camera (Requested)</p> <ul style="list-style-type: none"> - NIL 	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - April 24th Board Meeting 	
12.	<p>Adjournment</p> <p>Meeting adjourned at 19:31 hrs.</p>	C. MacLean

C. MacLean

Poulin