

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 January 25th 2017, 6:30 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Joan Debrie – Vice-President
 Janine de Savigny - Treasurer
 Julie Kidson – Secretary
 Joanne Cronk
 Sylvain Gagné
 Danielle Lacroix

Ex-Officios

Colleen Fairholme - Executive Director
 Maj. Natalie Cathcart
 Stephen An, Padre

Absent with Regrets:

George Holdron

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 1830hrs by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> S. Gagné requested the addition of a debrief on the new advisory committee and motioned to approve the agenda with said addition. Motion seconded by J. de Savigny. Motion Passed.</p>
3	<p><u>Acceptance of Minutes from November 30th, 2016.</u> Acceptance of Minutes to be done via email.</p>
Reports	
4	<p><u>Ex-Officio:</u></p> <p>Maj N. Cathcart has informed the board of an increase in personnel on base due to an exercise. She indicated that career managers are starting to conduct interviews due to the upcoming posting season.</p> <p><u>Executive Director.</u> A detailed report was provided by the ED.</p> <p><i>Additional updates include:</i> The Christmas festive team building for Board members and Staff took place at 7pm, Jan 18th at the Merchant. The event consisted of a paint night and was a beautiful success with many great works of art.</p>

K. Norman is actively involved in the Roots of Empathy Program.

ED has received the revised MFSP parameters for practice.

Financial updates:

Funding: MFS will be giving the KMFRC the same amount of funding as last year with additional increase of 0.5 % accounting for the economic increase totalling \$ 1, 035, 663.00. C. Fairholme requested a motion from the board to accept the funding from MFS. J. de Savigny motioned to accept the funding from MFS. J. Cronk seconded the motion. **Motion Passed.**

Quarterly Report: KMFRC under spend in M & A with less than 5% variance. Dept 5 has a vacant position which is being advertised today/tomorrow. Dept 8 funding for playground is on hold pending approval from the Ministry of Education and good weather.

The Garrison Children's Christmas Party took place and welcomed just over 600 kids on December 3rd 2016.

On December 8th the Christmas benefit concert took place and did well, pulling in over \$1000.00 for the KMFRC which will be placed in a "quality of life fund" going specifically to families in need.

Board President:

United Way: A date and time to meet with the United Way's review committee has yet to be set, but we are confident arrangements can be made. More to follow on the date and time.

ED Evaluation: Members of the Executive Committee met and conducted the ED's evaluation.

Executive Committee/HR Committee:

Board Recruitment: The Nominating Sub Committee of the Governance Committee conducted recruitment interviews and we are welcoming two new members: Cassandra de Bartok and Laveni Aingaran. Board recruitment will continue to be a priority.

Fundraising Committee

The Fundraising Committee has met and from it came a lot of good ideas including the development of a fundraising letter. The overall fundraising focus this year will be placed on several small fundraising initiatives to draw people in to the organization. Additionally, J. Cronk and S. Gagné were able to attend a Fundraising Association Event this past month.

Finance Committee

The Finance Committee has reviewed the budget, and everything is in good standing and compliant with appropriate policies.

Special Advisory Committee

S. Gagné briefly updated the board on a discussion from the Special Advisory Committee, pertaining to civilian firefighters working on base and whether or not they should be allowed to utilize MFRC services/resources. The debate brought on several arguments for and against, and ultimately a suggestion was made that it should perhaps rest upon the individual MFRC's discretion.

5	<p><u>Old Business.</u> TOR: After a brief discussion it was stressed that the Terms of Reference must be followed by volunteers who are assisting with Committees or Sub-Committees, in particular the Fundraising Sub-Committee.</p>
6	<p><u>New Business.</u> Letter for Fundraising: J. Cronk requested approval from the board to send out a fundraising letter aimed initially at local realtors. The fundraising letter, which can be alter to target different types of service providers, provides various advertising incentives depending on the donation received. After a brief discussion, the board has opted to do a motion via email pending some changes to the draft letter. More to follow.</p>
7	<p><u>Risks and Opportunities.</u> Risk: Playground: We are currently waiting for approval from the Ministry of Education for the playground. KMFRC Website: The KMFRC had a soft launch of the new website on the 9th of January 2017 which caused some glitches (which are being addressed). Opportunity: True Patriot Love's 'Stronger Families' wants KMFRC to be a pilot project.</p>
8	<p><u>Decisions Requested by ED from Board.</u> C. Fairholme requested board approval for the proposed budget. S. Gagné motioned to approve the budget as proposed. Motion seconded by D. Lacroix. Motion Passed C. Fairholme requested the board set a date for the AGM. After a brief discussion a consensus was reached for September 13th, 2017.</p>
9	<p><u>Round Table.</u> S. Gagné reminded everyone of the Risk Management training with United Way. A discussion arose regarding the leadership program. S. Gagné noted it might be of value to have high ranking female combat arms personnel as speakers for the program.</p>
10	<p><u>Next Regular Meeting.</u> The next Board meeting will be held on Wednesday February 22th, 2016 at 1830hrs at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 1950hrs by M. Bouchard.</p>

J. Kidson
Secretary


M. Bouchard
President

