

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Zoom Meeting
 Wednesday 25 Nov 2020 @ 1800

Chair: Eve Nguyen
Vice-Chair: Kristen Matthews
Secretary: Keeley Young
Treasurer: Nicole Ji

Ex-Officio:
 Executive Director: Kim Hetherington
 Wing Representative: Andrea Dawe

Directors:
 Krystle Sloan (regrets)
 Melissa Farrell (late)
 Mathieu Kuhl
 Steven Smith
 Katharina Schulte-Bisping (regrets)
 Cynthia Irving (regrets)
 Michelle Auger

Guests:
 Alex Varga (regrets)

ITEM	ACTION	ACTION
CALL TO ORDER		
	Introductions were made and guests were welcomed. The Chair called the meeting to order at 1805 hrs and welcomed all members.	Chair
DECLARATION OF QUORUM		
	The Chair declared there was a quorum present for the meeting.	Chair
CONSENT PREVIOUS MINUTES, AGENDA & ED REPORT		
	<p>Adoption of Agenda, and Ratification of the Board Minutes of 28 October 2020</p> <p><u>Motion:</u> A motion to accept the agenda was brought forth by Kristen Matthews; seconded by Nicole Ji; all were in favour.</p> <p><u>Motion:</u> A motion to accept the Board Meeting Minutes for 28th October 2020 was brought forth by Nicole Ji; seconded by Steve Smith; all were in favour.</p>	Chair

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Zoom Meeting
 Wednesday 25 Nov 2020 @ 1800

ED REPORT		
	<p>ED updated the board and advised that she is trying to update the Wi-Fi access both daycares however she was unable to access the electrical rooms. She anticipates that she will reconvene on Monday.</p> <p>Trail on HR platform and have participated on several demos – tracking of leave, timesheets have all done by hand to date.</p> <p>New provincial guidelines that have come forward, the scheduled decoration of the hangar has been cancelled.</p> <p>Two logo submissions have been received to date in the logo contest. The Board queried whether any push for submissions need to be done. Original logo was done 21 years ago.</p> <p>MFRC Office door decorating contest is currently taking place. Photos will be taken and judged to ensure social distancing.</p> <p>Motion: A motion to accept the ED’s report was brought forth by Nicole Ji; seconded by Melissa Farrell; all were in favour.</p>	ED
FINANCIAL REPORTS		
a. Financial Report September 2020	<p>The treasurer walked through the Balance Sheet outlining a prepayment for November that had been made and changes to operational funding. A donation to the Legion was made in October. No discussion ensued.</p> <p>Motion: A motion to accept the Financial Reports September 2020 were brought forth by Michelle Farrell, seconded by Nicole Ji; all were in favour.</p>	Treasurer
NEW BUSINESS		
a. MFS Request for Funds (2021)	<p>MFRC has not received official correspondence to submit a funding request, however the ED was advised to apply for the status quo. As such, she as prepared a similar request to last year and is requesting \$ 889,267.00. The ED also advised that MFS typically provides a .5% increase each year. She is seeking Board approval to submit a formal request for funding.</p>	ED

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Zoom Meeting
 Wednesday 25 Nov 2020 @ 1800

	<p>Motion: A motion to approve the ED's request to submit the MFS application was put forth by Keeley Young, seconded by Melissa; all were in favour.</p>	
b. Staff Bonuses	<p>The ED is requesting a 5% staff bonus be paid out to staff. Bonuses were not paid out last year, but it has been paid out in previous years. Performance reviews have not been done and will be rolled out early in 2021, but the ED feels that all staff are deserving of this bonus. The board queried what a 6% bonus would cost. This is estimated to cost ~ 12,000 between MFRC (\$4,000) and the Daycare (\$8,000). The Board conveyed that they would like to ensure the bonuses are not indicative of a new status quo and are to show appreciation to staff for their work done throughout an unprecedented year (of Covid).</p> <p>Motion: A motion to approve 6% staff bonuses for 2020 was put forth by Steve Smith, seconded by Nicole Ji; all were in favour.</p>	ED
c. Strategic Priorities	<p>ED is seeking formal approval of the strategic priorities and values. The draft was completed several months ago but was not approved. No discussion ensued.</p> <p>Motion: A motion to approve the strategic priorities and values was put forth by Kristen Matthews, seconded by Michelle Auger; all were in favour.</p>	ED

OLD BUSINESS

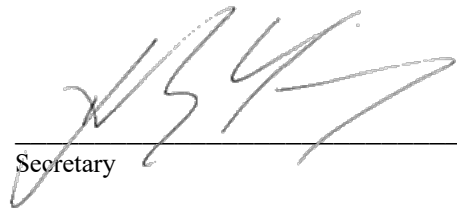
d. Review Board Timeline Calendar	Oct		Dec	
	28	Quarterly Report Review		No meeting scheduled
		MFS Request for Funds		
		Strategic Priorities & Values		
	Jan		Feb	
	27	ED Performance Review	24	
		Personnel Policy Review		
		Subcommittee review and composition		
	TBD	Board Orientation		

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Zoom Meeting
 Wednesday 25 Nov 2020 @ 1800

COMMITTEE REPORTS		
a. Bursary Committee	Nothing new to report.	Chair
b. Board Recruiting Committee	Nothing new to report.	Chair
c. Board Development	Board orientation for new Directors to be scheduled for January 2021	Chair
IN-CAMERA SESSION		
	No in-camera session was held	Chair
NEXT MEETING		
	The next Board Meeting will be on 27 th of January either virtually or in person. It is yet to be determined and will be based on Covid -19 guidelines.	Chair
Termination		
	The meeting was terminated at 1912 hrs	Chair



 Chairperson



 Secretary