

**Board of Directors Meeting Minutes
Kingston MFRC
June 26th, 2019
Time: 18:30**

Name	Position	Attendance
JOANNE CRONK	President	Present
BETH MACLEAN	Vice President	Regrets
BRITTANY BROWN	Treasurer	Present
MALLORY WALKER	Secretary	Present
COLLEEN FAIRHOLME	Executive Director	Present
JOAN DEBRIE	Member	Regrets
RICHA REHAN	Member	Regrets
SHANNON HILL	Member	Present
SOPHIE LAVIGNE	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Present
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Regrets

	Welcome/ Call To Order	Meeting called to order at 18:40.	
1.	Additions to Agenda/ Approval of Agenda	No additions to agenda. Motion to approve June 26, 2019 agenda; motioned by Brittany Brown, seconded by Sophie Lavigne (the al)	Motion carried
2.	Review/ Approval of Minutes	Motion to approve May 2019 minutes; motioned by Sophie Lavigne, seconded Shannon Hill.	Motion carried
3.	Executive Committee Reports	Reports	

Ex-Officios

CFB Kingston annual funding allocation of 225k to be deposited shortly in addition to 10k for dual career support program. An additional, 10 K is held with Personal Support Squadron for various expenditures requiring payment by CFB Kingston financial coding.

Supplemental Agreement has been sent to Base Commander for signature.

Executive Director

Refer to ED written report.

Brittany Brown (Treasurer), Maurice Cormier (Bookkeeper) and Colleen Fairholme (Executive Director), met with auditor to review first draft of the audit. Second draft audit report will be available for August Board Meeting.

Communication tool for sponsors etc to show programs and services of KMFRC has been completed.

Ministry of Education conducted a successful license renewal on June 25, 2019 – first licensing experience for Supervisor and designate. Minor non compliances were noted; all items are fixable. Licensor provided good guidance and tips to Supervisor.

Items brought to attention:

- A Staff member had wrong first aid. Correct course booked before the licensor left the building.
- Playground inspection: do not need playground inspector – can do own. Miscommunication regarding the renewal date for playground inspection. Inspector unavailable and renewal date missed. Therefore playground climbing structure can not be used temporarily until inspected. Inspector to arrive first week of July.

Childcare licensing system: CPIC for each BOD needs to be uploaded into the Child Care Licensing System (CCLS) – CPIC must be current and within six months of issue.

Tunes with Tots program is now underway.

Veterans Affairs Minister and Deputy Minister plan to visit KMFRC on July 11th to see a typical summer day in action.

Splash pad is now open, maintenance is complete

Board President

Last meeting for BP due to posting.

At AGM all will vote on any new members, new president etc. Board committee chair people can be changed up during AGM.

Discussion about bios - bio will be available at AGM. BOD will have standardized bio, no bio online.

Terry Telford (Marketing and Communications Specialist) to remove bios from website.

Board of Directors orientation training in fall season.

Board Committees

Fundraising – last week several meetings.

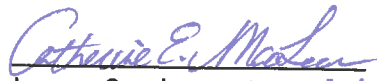
KMFRC met with Shondra Stabler, Director of Sales for the Ramada Inn, Holiday Inn and the Delta Hotel. She is also the Director of Advertising Sales and Sponsorship for the

	<p>Kingston Frontenacs. She is taking info back to her employers. A donation for the AGM will be coming.</p> <p>Meeting with RBC to discuss possible donations or funding options went well. Suggested that any funding from RBC should also be offered to BMO to match.</p> <p>Garrison ball held on Saturday, June 22nd. The silent auction raised 3k</p> <p>Other donations – Order of St. George donated 6k</p> <p>Children’s Thrift Sale donated just over 5k</p> <p>John Price, Honourary Fundraising Director, met with the new owner of McDonalds, re: timing for funding and donation.</p> <p>Also speaking with General Motors</p> <p>AGM DOOR PRIZES – RAFFLES Updates to come</p> <p>Governance Conflicting use of President or Chair in policies – tbd</p> <p>Need to have further communications regarding if recruitment under HR or Governance.</p> <p>Governance and financial policies are issued by BOD and HR policies are issued by ED.</p>	
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		<p>Finance Committee to comb through the financial aspects</p> <p>Inserting insert in welcome package for BOD members.</p> <p>Waiting for Facebook post for new board members</p> <p>Sophie Lavigne to circulate digital recruitment poster</p> <p>Finance</p> <p>Brittany Brown sat in with ED and Maurice Cormier (Bookkeeper) and the auditor. Waiting for full audit to be completed.</p> <p>Reviewed Dash Board.</p> <p>Does board need to see actual numbers if under or over budget? Board only wants to see when over budget and why.</p> <p>Brittany Brown meeting with Terry Telford, Marketing and Communications Specialist on Tuesday July 9th to share marketing and social media best practices.</p>	
4.	Old Business	No old business reported.	
5.	New Business	<p>MOU from the Children’s Thrift Sale sent to lawyer for review.</p> <p>Board reviewed and made recommendations</p>	

6.	Risks and Opportunities	<p>Update from ED: as part of licensing it transpired that there was a staffing concern regarding suspension of registration with the College of ECE. College confirmed that status change was due to delay in payment. Situation immediately rectified and registration restored.</p> <p>Placement of port-a-potties to be changed to ensure safety when used.</p>	
7.	Decisions Requested	<p>Revised Budget Summary reviewed and reallocation of unspent CFB funds identified. Approval for updates to budget summary. Motion to approve revised budget summary for 2019/2020 – motioned by Brittany Brown, seconded by Sophie Lavigne.</p> <p>Shopping for Garrison Kids Christmas Party – massive purchase of gifts for party – bill came to over 5k – \$6575.22</p> <p>Approval of \$6575.22 for Garrison Kids Christmas Party gifts Motioned by Brittany Brown, seconded Shannon Hill.</p>	Motion carried
8.	Round Table	Nothing discussed during round table.	
9.	Next Board Meeting	Wednesday, August 28, 2019 in the CRIC	
10.	In Camera Session (if needed)	No in-camera session was held.	
	Meeting Adjourned	Meeting adjourned at 20:32	

Signed,


Joanne Cronk *on behalf of*

President
KMFRC Board of Directors



Mallory Walker
Secretary
KMFRC Board of Directors

