

**Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 14 September 2015, 6pm**

In attendance

Members:

Martine Bouchard – President
Joan Debie – Vice-President
David Wu – Secretary
Julie Dacres – Recording Secretary
Sylvain Gagné
Heather Hook
Julie Kidson
Belinda Doyle

Ex-Officios

Padre Stephen An
Maj. Natalie Cathcart
Colleen Fairholme – Acting Executive Director

Absent with Regrets:

Erin Brady
Corey Lamothe

Item	Subject
1	<u>Welcome/Call to Order.</u> Meeting called to order at 6:04 p.m. by M. Bouchard.
2	<u>Amendments and Acceptance of Agenda.</u> It was moved by H. Hook and seconded by J. Debie that the current agenda be accepted without amendments. Motion passed.
3	<u>Acceptance of Minutes from June .</u> It was moved by S. Gagné to accept the minutes from 23 February 2015 and seconded by J. Debie. Motion passed.
Reports	
4	<u>Ex-Officio.</u> - Activities for the community: Commando Challenge, Family Fun Fest, Terry Fox Run, United Way Pancake Breakfast. All activities went well and had great success Welcome and introduction of new Padre.

Executive Director.

Priority 1: To Become Accredited

- Extensive work has been done on the policies. To ensure their compliance, they have been sent to Sharon for her review and comments.
- Financial policies are with C. Lamothe, Treasurer, for his review and comments. These will be distributed to the board for approval.
- The Board policies are to be developed with M. Bouchard. Divided amongst staff, volunteers, and the Board.
- Calvin from the accreditation group will visit us to have to opportunity to check in with him and ask more questions.

Priority 2: To Manage and Administer Funding from a Program Perspective

- Family Cheer Fund. This is being used by families who are identified as being in need; done through gift cards. We are using it readily and rapidly.
- Annual Audit: Auditors from Secker, Ross and Perry came in with the presentation and report. It was a good and clean audit.
- Compliance Review: A compliance review is conducted by MFS every three (3) years. Review personnel was very pleased and very helpful. She was very thorough and gave guidance on what needed to be done. She also assisted with financial policies. Efforts were made to implement her comments and recommendations from three (3) years ago.

Here are this year's recommendations:

1. Clarification of the by-laws.
2. MFS Logos were missing on some promotional materials.
3. New control measures; receipt procedures; log books.
4. Safe controls

Priority 3: To Provide Family-Centered and Resilience Based Programs

The LPA Daycare fee increase went smoothly.

Revamped programs: IMPAKT is being split into two groups for age groups to better accommodate the needs of the youth. IMPAKT acts as a respite program.

The Lego program is Wednesday evenings, with pre-teen drop in.

Teen Drop In: Teens are helping us on Thursdays with face paintings on daycare children.

Roots of Empathy program have a new age group – grade 6.

Ready Set School: The program will start again Tuesdays and Thursdays.

Family Networks: Stephanie held first meeting, which was a great success. Families were able to connect.

FLOPSI: Holly taking part in veteran's affairs working group.

Community Development: Partnership with La Route du Savoir offering on-site courses for spouses to finish high school credits.

Partnering with PSP to offer youth volunteer orientation session for the next year summer camps.

Random Acts of Kindness: Postponed to October. Will be all about giving back to the community


Terri and C. Fairholme did a radio interview on Fly FM for Family Matters Program to talk about KMFRC programs' services mandate.


Presentation to Queen's: With school of nursing and occupational therapist to come to the KMFRC to have a presentation about the centre.

Promoting of service with presentations to the units to promote the KMFRC and types of

	<p>resources that families would like to know.</p> <p><u>Priority 4: To Integrate Our Community into our Continuum of Service Delivery</u></p> <ul style="list-style-type: none"> - Garrison Family Fun Fest: Set up at the gym. Increased publicity for the KMFRC and KMFRC West. Lots of positive feedback on the Garrison Family Fun Fest. Over 100 volunteers. - Commando Challenge: Family reps, union reps, wives, and lots of people were present. - United Way Breakfast: S. Gagne and C. Fairholme went to the breakfast to represent the KMFRC. - Brick work around the playground is complete. None of the work impacted the physical activity of the kids. - Women Mean Business: C. Fairholme and M. Bouchard went and represented the KMFRC. - Queens Research: Queen’s contact has been provided research funding to access to mental health services. She came to us to see if our families could take part in research. MFS is sponsoring her application and we are hoping to get the information and permission. - Fundraising: Canadian Opening of Fishing and their sponsor have kindly provided donations. - West End Reception: The competition was opened to all and an individual had an impressive resume and interview. - West End Signage: We got permission to put our own logo and signage at the KMFRC West. There will be another open house in October for the KMFRC West. <p>Human Resources: The new staff at the West End is fully bilingual and well-trained at the reception front desk.</p> <p>Money: Balance sheet, financial statement and monthly dashboard was distributed to the board and explained by C. Fairholme. Q3 funding will be asked soon.</p> <p><u>Sub-Committees.</u></p> <p>Communications: J. Debrie reported to the Board about the communications training attended by the committee. Very positive feedback came out of this training. Briefings are being done at many places.</p> <p>Terri and C. Fairholme did a radio interview on Family Matters to talk about mandate.</p> <p>Human Resources: Potential new board member will be contacted.</p>
5	<p><u>Old Business.</u></p> <ul style="list-style-type: none"> - Board members will contact N. Maupu with time sheets for monthly commitment hours. - By-Laws have been posted for the upcoming AGM.
6	<p><u>New Business.</u></p> <ul style="list-style-type: none"> - The Agenda for AGM meeting in September has been reviewed by the board members. A revision was brought up to move the order of items to better fit the flow of the meeting. - The Executive Director (“ED”) submitted his resignation. The full-time position has been posted. A hiring committee has been created. - Due to the timing of the next (2) two board meetings, it was approved that they be moved to Wednesdays to better accommodate board members for maximum attendance.
7	<p><u>Risks and Opportunities.</u></p> <p>N/A</p>

8	<u>Decisions Requested by ED from Board.</u> N/A
10	<u>Round Table.</u> It was brought up that we will be acknowledging our donors with thank you letters in the near future. The board members should also have some contact/business cards to give out for better representation to the public and potential connections.
10	<u>Next Regular Meeting.</u> Wednesday 28 October 2015 at 6pm.
11	<u>Adjournment.</u> The meeting was adjourned at 7: 49p.m. by H. Hook and seconded by B. Doyle.


J. Dacres
Recording Secretary


M. Bouchard
President