

**Board of Directors Meeting Minutes**  
**Kingston MFRC**  
**(Wednesday, April 28th)**  
**Time: 18:00**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
TANYA DION	Treasurer	Present
ANNA DOWNE	Secretary	Present
RICHA REHAN	Member	Absent
BRITTANY BROWN	Member	Regrets
RILEY CASSIDY	Member	On Leave
STACEY HODGKISSON	Board Candidate	Regrets
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Regrets
JOHN VANSTONE	Padre Base Rep	Regrets
COLLEEN FAIRHOLME	Executive Director	Present

**Welcome/ Call To Order** Meeting called to order at 18:03 pm.

**Additions and Approval of Agenda**

Motion to approve the agenda by A. Downe Seconded by T. Dion

**Review/Approval of Minutes from March 2021.**

Motion to approve the minutes by J. Debie Seconded by T. Dion

**Reports**

**Ex-Officios:**

**Base Commander Rep:** N/A

**Executive Director (See also attached ED report):**

- The community garden will open as soon as the stay-at-home is lifted.
- New Community Engagement and Information Coordinator has been hired, already has a reliability clearance and CIPIIC and basic French.
- New casual receptionist has been hired.
- Can now offer preauthorized credit card payments for daycare parents.
- City of Kingston reimbursed \$7,000 for COVID daycare subsidy, submitted another \$9,000 reimbursement, this should ensure LPA unrestricted funds will not need to be accessed. Will be put to fiscal year 20-21.
- Public health nurse assigned to LPA is looking into getting rapid COVID tests for the daycare.

- Lynne, the Mental Health and Wellness Coordinator has resigned, effective 14 May 2021, she will be missed at the center. The KMFRC will be hiring a new Coordinator.

**Board President:**

- MFS Governance Review Update: Components 1-9 are on the website; one on one meeting is tomorrow, 29 April 2021 at 17:00. Deputy Base Commander and the Base Chief will be joining the meeting tomorrow.
- AGM: Need to stand up the AGM Committee
- Resignations:
  - Stacey Hodgkisson: resignation
  - Brittany Brown: resignation
- Board Support Survey: MFS sent the results out, based on the results they are having a focus group May 11<sup>th</sup> for Board Chairs.

**Finance Committee:**

- March/Year-End Financials: March, some departments over budget due to year end spending of unused funds. Department 5 is under budget due to staff vacancies. Department 6 under budget due to unspent CFB Kingston funds for receptionists due to not having a receptionist on in the evenings as no on-site activities.
- Tentative year-end Balance Sheet and Income Statement, are still waiting to confirm numbers.
- T. Dion paperwork being sent in to be added to the bank account as the new Treasurer.
- Meeting being set up to start the yearly audit in late May 2021, date to be confirmed

**Board Governance:** Will send email to potential board candidate.

**HR. Committee:** N/A

**Fundraising Committee:** N/A

**Old Business**

- Workplace Inclusion Charter: Reviewing KMFRC documents for suggestions for improvement and to create next-steps for the KMFRC, looking at the language and wording and how the wording appeals to newcomers to Canada and equity groups. Will assign two inclusion coaches. Want to create an inclusion calendar. Want to create more inclusive hiring practices.
- ACFOMI Bridging Intercultural Awareness Training: requesting to delay the remaining training sessions to October 2021 when there will hopefully be more Board Members.

**New Business:** N/A

**Risks and Opportunities**

- COVID: at minimum manning. After the stay at home order is lifted will go back to same partial resumption of business, similar to January 2021.

- Heating and Ventilation: Workman are in installing heat pumps in the Mental Health wing currently. Will also be installed in LPA at some point in the future, has not been booked yet.
- LPA: Bonnie will be doing an anonymous employee engagement survey for LPA staff.

**Decisions requested by the ED from Board**

- 2021/2011 Budget: Motion to approve the Budget by A. Downe Seconded by T. Dion
- 2021/2022 Business Plan: Motion to accept by A. Downe Seconded by T. Dion
- GBV after Action Report: will be emailed out 7 May 2021, along with the quarterly report for approval. Need to be returned to MFS by 14 May 2021.
- LPA Surplus: Motion to move any surplus LPA funds from 20-21 fiscal year to LPA internally restricted funds by T. Dion Seconded by A. Downe
- Control of Records Policy to add to the Health & Safety Manual: Motion to approve by J. Debie Seconded by T. Dion.

**Round Table**

**Next Board Meeting:**

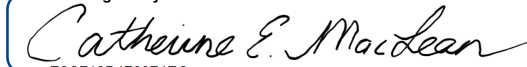
26 May 2021 at 18:00 via Zoom.

Motion to adjourn by T. Dion Seconded by J. Debie

Meeting adjourned at 20:35 pm.

Signed

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Catherine MacLean

President

KMFRC Board of Directors

DocuSigned by:



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Anna Downe

Secretary

KMFRC Board of Directors