

**Board of Directors Meeting Minutes
Kingston MFRC
(Wednesday, May 26th, 2021)
Time: 18:00**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
TANYA DION	Treasurer	
ANNA DOWNE	Secretary	Present
RICHA REHAN	Member	Absent
CAROLINE POULIN	Board Candidate	Present
JULIE PARENT	Board Candidate	Present
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Present
JOHN VANSTONE	Padre Base Rep	Present
COLLEEN FAIRHOLME	Executive Director	Present
MARTHA LEONARD	Special Needs Inclusion Coordinator	Present
LEIGH WOOD-LANDRY	Special Needs Inclusion Worker	Present
MEGAN PIOVESAN	Special Needs Inclusion Worker	Present
DANIELLE	Special Needs Inclusion Worker	Present

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

Additions and Approval of Agenda

Motion to approve the agenda by J. Debrie Seconded by A. Downe

Review/Approval of Minutes from April 2021.

Motion to approve the minutes by J. Debrie Seconded by A. Downe

Opportunity for Observers to Address the Board:

- CYD Special Needs Inclusion Team Presentation re: TinyCat Lending Library: Created with support from True Patriot Love Foundation, focus was originally focussed on education supports, assisted devices and books, nation-wide so gives consistency when posted. Can provide some of the assisted devices on a trial basis to see if it is effective prior to a school investing in it for a specific child.

Will be going live as soon as lock-down is lifted. Can reserve online and can then pick up from the KMFRC. The online platform is user-friendly and items can be searched by books or assisted devices and can be filtered by different tags. There are currently 258 books in the library and 75 assisted devices currently make up the library. It began as all child items but has expanded to adult items as well including adult weighted blankets and eye masks.

TinyCat cost is \$36/year and can allow for a catalogue of up to 1,000 items.

Thank you for presenting this wonderful project to us. We hope it is well used after the lockdown.

Reports

Ex-Officios:

Executive Director (See also attached ED report):

- Any veteran is able to access the KMFRC programs, no longer are required to be medically released veterans.
- Sam and Sarah have been asked by MFS to present on the podcast across the country due to the success of their initiative. CFMWS is also aware and interested.
- Sarah has accepted the position of Acting Mental Health and Wellness Coordinator. We are pleased to welcome Sarah in her new role.
- Applied for the rapid antigen tests through the Chamber of Commerce, for front line staff only. Have not heard back yet. If approved they will provide training.
- Board has opportunity to participate in a workshop regarding inclusion, two in person sessions and a two-week self study to follow. Starting 7 June.
- Tamarack presentation on collective impact for Executive Directors in Ontario. Found this presentation very impactful.
- Laura Gow from the City of Kingston has been working with LPA supervisors the last three weeks as the LPA strives to eliminate future non-compliance for the upcoming licensing inspection.
- Heat pumps have been installed in the mental health area and training on how to use them has taken place. Heat pumps will be installed in the daycare in August. RPOPS will install them after hours so that there is no disruption to the daycare.
- There was a broken Air Handling System on the roof. Was fixed quickly and is working as it should be.
- Playground inspection: daycare playground has bricks falling from the building. Repairs have been requested. Big playground has outstanding items that need to be repaired by the base.
- Water park: allowed to be open as per new regulations. The system needs to be flushed prior to opening.
- Veteran Family Program at MFS has approved doing advertising on two benches in the city for the Veteran Family Program. This twelve-month project will cost \$3,000. Will start in August.
- Mental health caseload numbers remain manageable.
- Daycare staff have been at the center day in and day out. Bonnie did an employee engagement survey for the them. Looking forward to taking that information and working with them to recharge and invigorate LPA staff. More details to come.
- Looking into purchasing DocuSign. \$300 for one hundred documents.

Base Commander Rep:

- Middle of second vaccination clinic on base. By the end of next week the majority of the base will have the opportunity to receive their second year
- RMC has had their fourth year graduation, now mostly gone.

- Base Commander will stay until 15 July, had been extended by a month

Padre Rep:

- Encouraging people to plan their summers to recharging batteries, to be intentional about that planning. Manage cost to joy ratio. Want to avoid languish and burnout.

Executive Committee:

- Governance Review Update: had one-on-one meeting last month. It was a great meeting. Greg, the MFS representative, will send out a record of the discussion. Once it is received it will be sent out to everyone. Want standardized statistics and recording of data. Will move to a logic model, KMFRC was already moving in that direction so there should not be too much change. By-law guidance document will hopefully come out at the end of May/June. Salary scales will be rolled out in the next month and half, have been told they align with the salary review we had done for the KMFRC. Board support focus group hope to contract a company to provide board supports.
- Resignation: R. Cassidy has resigned, we wish her all the best.
- Board would like to provide lunch to LPA staff as a thank you for their resilience during COVID.

HR. Committee: N/A

Board Governance:

- Board recruitment: interviewed Julie. Waiting for paperwork to be completed. Still recruiting board members.

Fundraising Committee: N/A

Annual General Meeting Committee:

- The first meeting will be 2 June 2021 at 18:00.
- AGM is set for 15 September 2021 at 18:00, most likely virtually.

Finance Committee:

- Update to Signing Authorities: T. Dion was added as a signing authority and B. Brown has been removed.
- First Audit meeting went well, the audit will start in June.
- LPA has overspent compared to the budget, all other departments were under budget. This is due to COVID. LPA requires additional staff requirements in order to cover screening requirement etc.
- This fiscal year, to date, not a lot of program expenses have kicked off yet, under budget in most departments.
- MFS quarter 4 was passed by e-vote 14 May 2021.
- Gender based analysis after action report was passed by e-vote 7 May 2021.
- Year-end Financial reports 20-21: **Motion to approve A. Downe Seconded by J. Debie**

Old Business:

- ACFOMI Training: Board training has deferred the last two sessions to October to hopefully have more board members to participate. The staff training is going well.

New Business:

- Policies:

- Leaves of Absence Policy: Approved by A. Downe Seconded by J. Debie
- KMFRC Closure Policy amendment: Approve by J. Debie Seconded by A. Downe
- Sick, Wellness, Bereavement Leave Policy: e-vote passed May 7th, 2021

In Camera (as needed): N/A

Next Board Meeting:
23 June 2021 at 18:00 via Zoom.

Motion to adjourn by A. Downe Seconded by J. Debie
Meeting adjourned at 19:56 pm.

Signed,

DocuSigned by:

Catherine (Beth) MacLean

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Catherine MacLean

President

KMFRC Board of Directors

DocuSigned by:

Anna Downe

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Anna Downe

Secretary

KMFRC Board of Directors