

**Board of Directors Meeting Minutes
Kingston MFRC
January 27, 2021
Time: 18:00**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
BRITTANY BROWN	Treasurer	Present
RICHA REHAN	Member	Absent
COLLEEN FAIRHOLME	Executive Director	Present
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Present
JOHN VANSTONE	Padre Base Rep	Present
ANNA DOWNE	Member	Present
TEAISHA WHITTINGHAM	Member	Absent
STACEY HODGKISSON	Member Candidate	Absent
MEG KILBRIDE	Member	Present
TANYA DION	Member	Present
RILEY CASSIDY	Member	On Leave
SAMANTHA GALATI	Staff Guest – VFP Coordinator	Present

Presentation by the Veteran Family Program Coordinator

The goals of the VFP are to support a successful transition to civilian life through advocacy, empowerment, support and service navigation. The presentation was informative and well received.

Call To Order Meeting called to order at 6:08 pm.

Additions and Approval of Agenda

Motion by A. Downe to approve the agenda. Seconded by J. Debie. Carried.

Review/Approval of Minutes

Motion by B. Brown to accept the minutes from November 25, 2020. Seconded by A. Downe. Carried.

Reports

Ex-Officios

Maj. P. Tsao-David

1. Recruitment for a member to join the Wisdom to Wellness KMFRC team during one of their podcasts is progressing.
2. A review of a PSP signage opportunity offered to the KMFRC will be made.
3. Base financial support will be provided from either this year's budget or next year.
4. Maj. Tsao-David is being posted this year.

J. Vanstone

1. The new base chaplain, Maj. D. Bos, extends greetings and inquired about the closing of the Emergency Daycare.
2. Still lots of spaces for the Hold Me Tight program. P. Tsao-David will pass on information to CAF members. No further funding is required at this time.

Executive Director (See also attached ED report)

1. The Compensation Review will be completed in early February. A pay equity document is also required and will increase the cost by \$2000.00.
2. The KMFRC will take part in the Boys and Girls Club Pink Shirt Anti-Bullying Day on February 23.
3. The City of Kingston has renewed the LPA's daycare provider license.
4. In support of Bell's Let's Talk day the KMFRC staff have submitted to videos which are available on the CFB Kingston Facebook page.
5. A safety plan has been completed in conjunction with the resumption plan in preparation of reopening after Covid-19 restrictions are lifted.
6. The KEYS Workplace Inclusion Survey had 31 staff participate. Areas identified as needing support include: inclusion in culture, diversity in recruitment, and diversity in policies and procedures.

Board President

1. The MFS governance review will no longer include working groups. There will be information provided monthly followed by a sli.do for Q submissions and a monthly information session and all will be recorded and available online. Full implementation of the new governance model is expected to take place for 1 April 2022. Of note, the new funding information will be laid out in October 2021.
2. A new secretary is needed as M. Kilbride is posted. Motion by J. Debrie to nominate A. Downe as secretary. A. Downe accepted. Seconded by M. Kilbride. Carried.
3. Reminder to all board members to submit their volunteer hours.
4. Board member personal information must be sent to B. MacLean ASAP in order for the KMFRC and LPA to be government compliant.
5. All committees must meet in February or March and member lists updated.
6. Recruitment is needed due to the pending departure of several board members.
7. The National Capital Region MFRC will be de-incorporating to become a NPP entity. The board will become an advisory committee.
8. The board chose a date for the KMFRC AGM which will take place on September 15, 2021.
9. A request was made to ensure that Volunteer events not be scheduled on Board meeting nights. There is a conflict in February.

Finance Committee

1. The budget was at or below spending from April to December in all departments.
2. Motion by B. Brown to approve the MFS Q3 report. Seconded by A. Downe. Carried.

Board Governance and Recruiting Committee.

N/A

HR. Committee

1. The Performance Review for the ED is complete pending review.
2. Received a letter from some staff regarding salary; will be re-examined following the pending compensation review.

Fundraising Committee

1. A donation of \$5000.00 was received from the Order of St. George.

Old Business

1. The Board agreed to attend 4 sessions on Bridging Intercultural Awareness provided by ACFOMI as part of the Workplace Inclusion Charter initiative. Sessions will take place March through June. Members agreed that the second Wednesday of the month would work.

New Business N/A

Risks and Opportunities

1. Heating continues to be an issue in some parts of the building. No progress on the installation of heat pumps by Real Property Ops.

Decisions requested by the ED from Board

1. The Mental Health and Wellness program area currently has 3 vacant positions. Case numbers are not showing a need for all the positions. Motion by M. Kilbride to approve the removal of one Mental Health position. Seconded by B. Brown. Carried. There are plans to recruit a bilingual intake worker for the new fiscal. Case numbers to continue to be monitored for need.
2. An amendment was made to the Pandemic Policy to remove the word *preferably* in the second paragraph. Motion by A. Downe to approve the amended Pandemic Policy. Seconded by M. Kilbride. Carried.
3. Motion by A. Downe to approve the Budget Funding Validation request to MFS for the 2021/2022 fiscal year. Seconded by B. Brown. Carried.
4. Due to time constraints, the Executive Committee approved 2 requests from the ED on January 18, 2021. First, to spend \$16,475.40 on translation services for podcasts developed by the Mental Health Team. Second to contribute \$15,000 to the development of the 7 Habits of Effective Military Families. All Ontario MFRC's are contributing to this project.

Round Table

N/A

Next Board Meeting

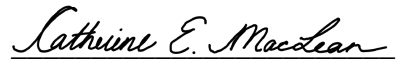
February 24, 2021 at 6 pm via zoom.

Motion by A. Downe to adjourn. Seconded by T. Dion. Carried.

Meeting adjourned at 8:42 pm.

In Camera Session was held.

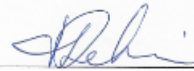
Signed,



Catherine MacLean

President

KMFRC Board of Directors



Joan Debie

Vice President

KMFRC Board of Directors