

**Board of Directors Meeting  
Minutes  
Kingston MFRC  
Held at the CRIC at the KMFRC  
June 28<sup>th</sup>, 2017**

Name	Position	Attendance
MARTINE BOUCHARD	President	Present
JOANNE CRONK	Vice President	Present
CASSANDRA DE BARTOK	Secretary	Regrets
JANINE DE SAVIGNY	Treasurer	Present
COLLEEN FAIRHOLME	Executive Director	Present
LAVENI AINGKARAN	Member	Present
GEORGE HOLDRON	Member	Present
SYLVAIN GAGNE	Member	Present
NAKUL NAYYAR	Member	Present
JOHN SULLIVAN	Member	Present
MARIE-CLAUDE ROBITAILLE	Member	Present
JOAN DEBRIE	Member	Present
DANIELLE LA CROIX	Member	Regrets
FAITH MOORE	Member	Present
MAJ. NATALIE CATHCART	Ex-Officio	Present
STEPHEN AN	Padre	Regrets

Item	Agenda	Action Taken
<b>I.</b>	<p><b>Welcome/ Call To Order</b></p> <p><b>Presentation</b></p> <p><b>Other</b></p>	<p>Meeting called to order at 6:31pm.</p> <p>Special Needs Inclusion presentation and tour of Sensory Room with Kylie, the Special Needs Inclusion Coordinator.</p> <p>Kylie let the Board know about some of the resources that are available including:</p> <ul style="list-style-type: none"> <li>• A Lending Library that includes Assistive Technology and other items they can sign out. It is currently being offered to students who attend St. Martha's and Sir John A. and it sponsored by True Patriot Love.</li> <li>• Special Needs Playgroup</li> <li>• Special Needs Parenting Support Group</li> <li>• Chronic Pain and Invisible Illness Support Group</li> </ul> <p><b>AGM Planning and Meeting to Schedule</b></p> <p>Louisane talked about the AGM and how it is a way to communicate with the community as a Board. The Chair of the AGM committee can contact Louisane to work with her. Tonight she wants the Board to decide on a time, location, childcare, guest speaker or special event, any special presentation or partnerships and decide if we want elections.</p>

II.	<b>Additions to Agenda/ Approval of Agenda</b>	No additions made <i>Motion to approve agenda. Made by Joan, seconded by Janine.</i>	<b>Motion carried</b>
III.	<b>Review/ Approval of Minutes</b>	Strike George from Absent as he was at the meeting. Please correct Nakul Nayyar's name, it was misspelled. Janine was not present but she was down as voting. Martine will do amendments. <i>Motion to approve the May minutes. Made by Nakul, seconded by Laveni.</i>	<b>Motion carried</b>
IV.	<b>Executive Committee Reports</b>	<p><b>Ex-Officios Report</b></p> <ul style="list-style-type: none"> <li>- Dennis Newhook will be our new Padre. Maj. Erica Liddington is replacement for current Ex- Officio Maj. Natalie Cathcart who thanked the Board for working with her.</li> <li>- She talked about how there were lots of postings this year but not a lot on the market and there is a waitlist for PMQs so people are deferring their postings into August.</li> </ul> <p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>- It has been a busy month! <ul style="list-style-type: none"> <li>o Colleen passed around pictures of the reception area before and after the renovation.</li> <li>o Some staff also took part in the Pow Wow at the base.</li> <li>o The community garden is up and running.</li> <li>o New equipment is arriving at the daycare.</li> <li>o Colleen passed around a nice card we received from Parliamentary Secretary Sherry Romanado after her visit.</li> </ul> </li> <li>- Colleen let us know that the centre recently had their licencing renewed. The new minimum wage was brought up and she is meeting with the Financial advisor for what the new numbers may look like. She will send out the numbers for approval in July.</li> <li>- The Centre has been approved by True Patriot Love to do musical therapy in the French school, which is also in partnership with Jazz FM. She requested a decision on whether we as a board would like to go forward with this.</li> <li>- Project Trauma is asking if we can work in partnership with True Patriot Love to help fund a retreat, where we would be the place the money was sent. We will discuss and decide during the Decisions portion of the meeting.</li> </ul> <p><b>Board President Report</b></p> <ul style="list-style-type: none"> <li>- Martine received cards for the Board from the staff as a thank you for their 2.5% increase. She also received a note from Parliamentary Secretary Sherry Romanado after her visit.</li> <li>- Martine reminded us that the Board has a spot in the garden if we would like to plant or harvest anything from it. She will send us the code.</li> <li>- "La Petite Seduction" filming went well and both kids and adults had a great time.</li> </ul>	

- Thank you to Laveni for doing the minutes last meeting and Faith for doing them this time.
- The different types of Committees can be found on the USB stick under Board Policies, item 2.3. The committees are: Executive, Human Resources/Personnel, Financial, Board Development/Nominating/Governance and Fundraising/Community Relations. She gave descriptions for some and where to find the information. We each need to be on at least one committee. There is a paper copy in a binder if we would like to refer to that.
- Board members are expected to attend the AGM. If we want to make any changes to the by-laws, they need to be done 6 weeks before the AGM.
- Sylvain needs to be replaced on MFS committee and he gave his perspective and how the person who takes this role would be representing Kingston's perspective which you can bring up to the Board before responding to particular questions. He was asking if anyone would volunteer.

#### **Board Committee reports**

- **Fundraising:**
  - o They have not met yet, but things have started. They met with the Women Means Business group who promote women entrepreneurs. They helped come up with an idea that can be done during International Women's week. It would be a Fashion Show/Luncheon. They bring their people to do the fashion show as well as talk to spouses to help get them started with businesses. They are hoping to bring in a high profile speaker and are planning to try and get the groundwork started this summer/fall. They are hoping to plan a meeting in July.
  - o Our decals came in, which will be used as a way to show a appreciation to any business that gives support to us (minimum amount discussed at a previous meeting), which the business can display in their window or wherever they see fit.
  - o We were able to raise \$86.85 with our plant fundraiser.
  - o Laveni brought up possibly collecting donations from local crafters that would possibly be used as Silent Auction items, perhaps at the Luncheon during Women's week. It was suggested that maybe we could also do this during the AGM, which is not possible as it is during the blackout period of fundraising.
  - o Joanne mentioned some car dealers would like to partner with us, so they are going to try and think of ways this can be done.
- **Finance**

		<ul style="list-style-type: none"> <li>○ A draft copy of our annual audit was distributed to the Board. It was reviewed and some changes were noted, typos, that will be fixed for the actual report. We are in a good position financially. Various parts of the report were talked about and highlighted. We decided to take a few days to reivew, once the final draft is complete and do approval by email.</li> <li>○ Sylvain brought up whether we should check to see how often we should change our Auditor. If we choose to get a new Auditor, it would have to be done soon.</li> </ul> <p>**Joanne left at 8:21pm**</p>	
V.	<b>Old Business</b>	<ul style="list-style-type: none"> <li>- <b>Committee Selection</b> for new members: <ul style="list-style-type: none"> <li>○ Laveni- Funraising</li> <li>○ Marie-Claude- Fundraising</li> <li>○ John- Governance</li> <li>○ Nakul- Fundraising</li> <li>○ Faith- Governance</li> </ul> </li> <li>- Verified committees for existing members: <ul style="list-style-type: none"> <li>○ Joan- still HR</li> <li>○ Janine- Finance Chair</li> <li>○ George- Finance</li> <li>○ Joanne- HR and Nomintations</li> </ul> </li> </ul>	
VI.	<b>New Business:</b>	<p><b>AGM</b> items that were decided on:</p> <ul style="list-style-type: none"> <li>○ <i>Motion to approve 6:30pm as the start time for the AGM. Made by Joan, seconded by Janine.</i></li> <li>○ <i>Motion to approve the KMFRC gym as the location for the AGM. Made by George, seconded by Marie Claude.</i></li> <li>○ <i>Motion to provide childcare to anyone who would like to attend the AGM, through reserving a spot ahead of time. Made by Joan, seconded by Janine.</i></li> </ul> <ul style="list-style-type: none"> <li>- Martine asked for a committee to help plan the AGM. Marie-Claude, Janine, Faith and Laveni said they would help.</li> </ul>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>
VII.	<b>Risks and Oppportunities</b>	None.	
VIII	<b>Decisions</b>	<ul style="list-style-type: none"> <li>- Audit- see Financial section</li> <li>- LPA is coming</li> <li>- Standards of Conduct is a document imposed by the Minister of Education. It was handed out to be reviewed and the Board needs to decide if we agree that it should be used for volunteers and staff. <ul style="list-style-type: none"> <li>○ <i>Motion to approve use of the Standards of Conduct document. Made by Joan, seconded by Laveni.</i></li> </ul> </li> <li>- Project Trauma- there was discussion to clarify what is involved. There are people with reservations, so Martine suggested we read over the MOU, which Colleen will send out with attachments.</li> <li>- Any questions about the Audit, please send to Colleen. She will send us the final one. Please send questions by June 30<sup>th</sup>.</li> </ul>	<p><b>Motion Carried</b></p>

<b>IX.</b>	<b>Round Table</b>	Nakul asked about Cyber Security. Colleen mentioned what they do to keep documents safe (they are on the DWAN). He asked if there was annual cyber training for employees. It was mentioned that it could be put in the Risks and Opportunities.  Martine sent best wishes to Sylvain and Natalie.	
<b>X.</b>	<b>Next Board Meeting</b>	Wednesday, August 30 <sup>th</sup> , 2017 at 6:30pm.	
<b>XI.</b>	<b>Meeting Adjournment</b>	Meeting Adjourned at 9:04pm.	
<b>XII.</b>	<b>In-Camera Session (if needed)</b>	None.	

Signed,

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 Martine Bouchard  
 President  
 KMFRC Board of Directors

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 Faith Moore,  
 Board Member, typed minutes for June  
 KMFRC Board of Directors