

Board of Directors Meeting Minutes
Kingston MFRC
November 4, 2020
Time: 18:00

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
BRITTANY BROWN	Treasurer	Present
MEGAN KILBRIDE	Secretary	Present
RICHA REHAN	Member	Absent
TEAISHA WHITTINGHAM	Member	Present
RILEY CASSIDY	Member	Absent
ANNA DOWNE	Member	Present
STACEY HODGKISSON	Member	Absent
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Present
JOHN VANSTONE	Padre Base Rep	Absent
COLLEEN FAIRHOLME	Executive Director	Present
MARTHA LEONARD	Guest	Present
LEIGH WOOD-LANDRY	Guest	Present
ARIANNE LAFRAMBOISE	Guest	Present

Welcome/ Call To Order Meeting called to order at 1804 hrs.

Special Needs Inclusion Team Presentation

Leigh Wood-Landry and Arianne Laframboise gave a presentation on family inclusion Play and Discover Packs which are offered to families in place of in-person programming at this time. The program is intended to be safe for families, but can transition to in-person when it is safe to do so.

An overview of the items found in the packs for both Fall and Winter was provided to the Board. Feedback from the community has been overwhelmingly positive, and has been up-taken by the community.

Additions and Approval of Agenda

Motion by to approve the agenda by Brittney Brown. Seconded by Teasha Whittingham. Motion carried.

Review/Approval of Minutes from 30 Sept 2020.

Motion to approve the minutes from 30 Sept 2020 meeting by Teaisha Whittingham.
Seconded by Anna Downe. Motion carried.

Reports

Ex-Officios

Maj P. Tsao-David

1. United Way campaign continues.
2. Isolation of CAF members continues to be outsourced to local hotels, meaning there is no impact to the base.

Executive Director (See also attached ED report)

1. Workplace Inclusion Charter assessment tool will be distributed to staff by ED later this month.
2. Kingston Local (local news outlet) approached KMFRC regarding a submission for "Paws to Remember".
3. Family Violence Advisor team presented to the Garrison Council 04 Nov 2020 geared towards unit command teams outlining their responsibilities should they become aware of gender-based violence.

Board President

1. Board President presented MFS data on Canada wide MFRC statistics relative to the COVID-19 response.
2. MFS confirmation of gender-based violence funding.

Finance Committee

1. Board Treasurer presented an update on financial status. It was noted that we are largely under budget due to COVID related spending limitations.
2. Fundraising efforts have been severely hampered by COVID-19 restrictions.

Board Governance

1. Governance Chair indicated two potential candidates have applied to the BoD. One was deemed unsuitable, the other is being interviewed on Nov 5.
2. Concerns were raised regarding the term limit of serving BoD members. The by-laws indicated a board member can only serve two terms of three years. One member is in position to end their second term in Sept 21. Board will investigate COAs further.

HR. Committee

Nil

Fundraising Committee

1. Donor wall was supposed to be installed in early October, however was postponed due to the contractor's travel history.
2. Fundraising strategy was discussed. Will focus on building a e-database of donors, and step away from letter mail.

Old Business

1. Workplace Inclusion Charter was discussed. It was decided the survey will be going out to centre staff only, not the BoD.

New Business N/A**Risks and Opportunities**

1. COVID-19 – Everything remains steady state. Two staff have gone for testing this week. No tests have come back positive.
2. Asbestos Abatement – All air quality standards have been met.
3. Unplanned Power Outage – another outage occurred on 07 Oct 20.
4. Daycare staff run LPA Operations from the gym, and there is no heating at this time. If this cannot be fixed, there is a backup plan.
5. Previous wildlife and pest concerns have been resolved and the centre is critter-free.
6. The bricks have all been repaired or restored at this time, and are safe for children to resume play activities in the pre-school yard.

Decisions requested by the ED from Board

1. Fiscal Year 2019-2020 Audit. This year's audit took many more person-hours, due to COVID-19 restrictions. The cost of the audit was thus significantly more than budgeted. Motion to approve the increased expense by Megan Kilbride, seconded by Joan Debie. Motion carried.
2. Request to invite Engaged HR to the KMFRC to conduct a compensation review. BoD recommended that it would be wise to gather multiple quotes in accordance with policy.
3. E-Vote was passed on Oct 30 to approve MFS Q2 report. Motion to approve by Anna Downe and seconded by Joan Debie. Motion Carried.

Round Table

1. BoD President suggested giving four days as the "Gift of Time" to the KMFRC staff in light of the difficult year. Proposed dates are 24, 29, 30, 31 Dec. Motion proposed by Brittany Brown and seconded by Teasha Whittingham. Motion carried.

Next Board Meeting

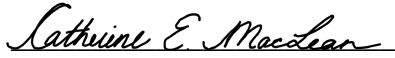
1. 25 Nov 2020 1800 hrs.

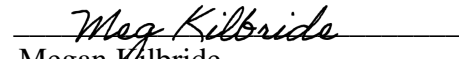
Motion by to adjourn by Anna Downe Seconded by Teasha Whittingham

Meeting adjourned at 2000 hrs.

In Camera Session.

Signed,


Catherine MacLean
President
KMFRC Board of Directors


Megan Kilbride
Secretary
KMFRC Board of Directors