

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 April 27 2016, 6:15 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Joan Debie – Vice-President
 Sylvain Gagné

Ex-Officios

Colleen Fairholme - Executive Director

Absent with Regrets:

Stephen An, Padre
 Julie Kidson – Secretary
 David Wu
 Maj. Natalie Cathcart

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 6:23 p.m. by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> S. Gagné moved to accept the amended agenda. Seconded by J. Debie. Carried</p>
3	<p><u>Acceptance of Minutes from 02 December 2015.</u> S. Gagné moved to accept the minutes of March 30, 2016. Seconded by J. Debie. Carried.</p>
	<p>Reports</p>
4	<p><u>Ex-Officio:</u> No report</p> <p><u>Executive Director.</u></p> <p><u>Priority 1: To Become Accredited</u> Presite Evaluation is to be completed by phone on May 12, 2016. Request to change the date of the onsite visit to better accommodate Board representation was not granted.</p> <p><u>Priority 2: To Optimize the Military Family Services Program</u> Promotional materials will be distributed this week to raise family awareness and accessibility to the Calian “Military Family Doctor Network”. There is one doctor in Kingston who is participating in the program. Money for the community garden will be provided from money rolled over from unspent CFB funds (\$8963).</p> <p><u>Priority 3: To Communicate more Effectively with Families</u> Major Cathcart will liaise with personnel responsible for receiving posting messages at CFB Kingston as this continues to be a challenge. The Deputy Base Commander will distribute a letter to units reminding them to provide KMFRC with details in order for KMFRC to provide outreach,</p>

	<p>information and support to families.</p> <p><u>Priority 4: To Support enhanced awareness, access and use of physical and mental health services</u> The LPA playground project should be completed by the autumn. A sensory room is being created to be used by children in the daycare, the mental health team and family support programs. This room will be used as a calming room, and to stimulate learning and communication. The Queen’s University Masters of Occupational Therapy students presented a proposal to improve the Front Desk Reception area. The Building Administrator and Community Development Coordinator are developing project timelines to make these improvements.</p> <p><u>Priority 5 To strengthen existing partnerships, foster new ones and more fully leverage these relationships.</u> The United Way has confirmed funding in the amount of \$40,000.00. The West End Childcare now has 2 dedicated staff members. Advertising will be expanded when PSP programs and additional children’s programming is confirmed.</p> <p><u>Other</u> A new bookkeeper will assume duties next week. The LPA license is presently undergoing renewal. The Family Cheer Fund has been rebranded as the Family Crisis Fund with new parameters and funding source.</p> <p><u>Board chair:</u> Reminder that we need to submit our volunteers hours to N. Maupu the volunteer coordinator.</p> <p>Regrettably we have lost another Board member this past month: Corey Lamothe.</p> <p><u>Sub-Committees.</u></p> <p><u>Executive Committee:</u> J. Debie reported that recruitment is going well and several interviews have been scheduled. Exit interview forms will be sent out by J. Debie and copies of returned forms will be given to N. Maupu for her records on volunteers.</p>
5	<p><u>Old Business.</u> Board Evaluations: Deferred.</p> <p>Board Action: Deferred.</p>
6	<p><u>New Business.</u> S. Gagné donated 2 books to the KMFRC. Consideration will be given to inviting the author to the KMFRC AGM in September.</p>
7	<p><u>Risks and Opportunities.</u> Deferred</p>
8	<p><u>Decisions Requested by ED from Board.</u> Motion by S.Gagné to carry \$20,000.00 surplus from this fiscal year to the next fiscal year to be used hire a consultant to assist with the implementation of pedagogical foundations to enhance compliance in the daycare. Remaining LPA surplus to be moved to restricted funds for LPA. The consultant will also rework policies, rewrite the Parent Handbook and work with new educator teams.</p>

	Seconded by J. Debie . Motion passed
9	<u>Round Table.</u>
10	<u>Next Regular Meeting.</u> The next regular board meeting will be held Wednesday June 1, 2016 at 6:30 pm in the CRIC. The next board meeting will be held Wednesday, June 22, 2016 at 6:30 pm in the CRIC.
11	<u>Adjournment.</u> The meeting was adjourned at 8:15 p.m. by M. Bouchard.



J. Debie for J. Kidson
Secretary



M. Bouchard
President

