

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Held in Virtually using Zoom
 Wednesday 24 Jun 2020 @ 720 pm

Chair: Eve Nguyen
Vice-Chair: Kristen Matthews
Secretary: Kristen Simpson
Treasurer: Nicole Ji

Ex-Officio:
 Executive Director: Kim Hetherington
 Wing Representative:

Directors:
 James Novakowski
 Krystal Sloan
 Melissa Farrell (excused)
 Keeley Young (excused)

Guests:

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Chair called the meeting to order at 1921 hrs and welcomed all members.	Chair
DECLARATION OF QUORUM		
	The Chair declared there was a quorum present for the meeting.	Chair
CONSENT PREVIOUS MINUTES, AGENDA & ED REPORT		
	<p>Adoption of Agenda; Ratification of the Board Minutes of 29th April 2020 and 27th May 2020, and Acceptance of Executive Director’s Report.</p> <p><u>Motion:</u> A motion to accept the agenda was brought forth by James Novakowski; seconded by Kristen Matthews; all were in favor.</p> <p><u>Motion:</u> A motion to accept the Board Meeting Minutes for 29th April 2020 was brought forth by Kristen Simpson; seconded by James Novakowski; all were in favor.</p> <p><u>Motion:</u> A motion to accept the Board Meeting Minutes for 27th May 2020 was brought forth by Kristen Simpson; seconded by James Novakowski; all were in favor.</p> <p><u>Motion:</u> A motion to accept the ED’s report was brought forth by Kristen Simpson; seconded by James Novakowski; all were in favor.</p>	Chair

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FINANCIAL REPORT		
a. Financial Reports May 2020	<p>Large surpluses are still being seen on the KCC side due to provincial funding during the pandemic. These funds will no longer be received after 31 Aug 2020. Surplus funds will be spent on pandemic wages as well as support equipment and toys for the KCC.</p> <p>Motion: A motion to accept the May 2020 financial reports was deferred to allow for sufficient time for all committee members to review. Motion will be conducted electronically.</p>	ED
NEW BUSINESS		
b. Election of New Board Members	<p>The following Society members were recommended as new members to the Board of Directors:</p> <p>Keeley Young Krystal Sloan Nicole Ji Melissa Farrell</p> <p>Motion: Eve Nguyen motioned to nominate the aforementioned members to the Board of Directors of the Comox MFRC, seconded by James Novakowski. All were in favour.</p>	Secretary
	<p>Eve Nguyen was nominated as the incoming Chair of the Board of Directors.</p> <p>Motion: Krystal Sloan motioned to nominate Eve Nguyen as the Chair of the Board of Directors of the Comox MFRC, seconded by James Novakowski. All were in favour.</p>	Secretary
	<p>Kristen Matthews was nominated as the incoming Vice Chair of the Board of Directors.</p> <p>Motion: Kristen Simpson motioned to nominate Kristen Matthews as the Vice-Chair of the Board of Directors of the Comox MFRC, seconded by James Novakowski. All were in favour.</p>	Secretary

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	Nicole Ji was nominated as the incoming Treasurer of the Board of Directors. Motion: Kristen Matthews motioned to nominate Nicole Ji as the Treasurer of the Board of Directors of the Comox MFRC, seconded by Krystal Sloan. All were in favour.			
c. Proposal for New Logo Campaign	ED would like to launch a contest for the proposal of a new logo for the MFRC. Motion: Motion for the approval of a contest for the new logo of the MFRC brought forward by James Novakowski; seconded by Kristen Matthews. All were in favour.	ED		
OLD BUSINESS				
d. Review Board Timeline Calendar	Jul		Aug	
	27	MFS 1 st Quarter Report Review	26	Board Meeting
	29	MFS 1st Quarter Report Due		
	Sep		Oct	
	30	Board Meeting	28	Board Meeting
COMMITTEE REPORTS				
e. Bursary Committee	Nothing new to report.	Chair		
f. Board Recruiting Committee	Two new interested members. Interviews have yet to be conducted.	Chair		
g. Employee Recognition Committee	Nothing new to report.	Chair		
h. Board Development	Nothing new to report.	Chair		

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i. Policy Review Committee	Nothing new to report.	Chair
NEXT MEETING		
Announcements/Training	The next Board Meeting will be on 26 Aug 2020 in the FCC Conference Room or via Virtual Meetings.	Chair
ADJOURNMENT		
	Motion: To adjourn the meeting at 8:18 pm was brought forth by James Novakowski; seconded by Kristen Matthews; all were in favor.	Chair

Chairperson 

Kristen Simpson  Digitally signed by Kristen Simpson
 Date: 2020.08.25 10:03:42 -07'00'
 Secretary