

**Board of Directors Meeting
Minutes
Kingston MFRC
Held at the CRIC at the KMFRC
August 30th, 2017**

Name	Position	Attendance
MARTINE BOUCHARD	President	Present
JOANNE CRONK	Vice President	Present
CASSANDRA DE BARTOK	Secretary	Present
JANINE DE SAVIGNY	Treasurer	Present
COLLEEN FAIRHOLME	Executive Director	Present
LAVENI AINGKARAN	Member	Present
GEORGE HOLDRON	Member	Present
NAKUL NAYYAR	Member	Present
JOHN SULLIVAN	Member	Present
MARIE-CLAUDE ROBITAILLE	Member	Present
JOAN DEBRIE	Member	Regrets
FAITH MOORE	Member	Present
ERICA LIDINGTON	Ex-Officio	Regrets
DENNIS NEWHOOK	Padre	Present

Item	Agenda	Action Taken
I.	Welcome/ Call To Order	Meeting called to order at 18:33.
II.	Additions to Agenda/ Approval of Agenda	No additions made. <i>Motion to approve agenda. Made by Joanne, seconded by Janine.</i>
III.	Review/ Approval of Minutes	<i>Motion to approve the June minutes. Made by Laveni, seconded by John.</i>
IV.	Executive Committee Reports	<p>Ex-Officios Report</p> <ul style="list-style-type: none"> - Padre Newhook said they are gearing up for the Fall. <p>Executive Director Report</p> <ul style="list-style-type: none"> - Martine, Joanne and Colleen will be heading to Toronto in September to get more information about Governance. Ms. Hetherington is going to be attending and presenting five models of Governance. MFRCs are going to be asked to vote and choose two of their preferred types that they are going to send for review to the CDS. Colleen said that she was hoping to have the information for this meeting but they were not released yet, so she will send them to Martine who will send it out to the Board when available. - Planning for the Fashion Show that will take place during International Women's week has begun. It will be on March 7th.

- John Price, KMFRC Honorary Director of Fundraising, has helped in possibly having the Governor General to speak at the event. Colleen has drafted a letter to invite her.
- Colleen has also reached out to Kerry Wheelehan, the Director of MetSpouse, to invite her to attend.
- Terry is currently working on the Sponsorship package.
- Colleen asked that we please RSVP for the AGM invitational pre-reception.

Board President Report

- Many committees met over the summer. We will hear from them later.
- The AGM is Wednesday, Sept. 13th.
 - There will be Mocktails and sweets beforehand with guests that have been invited, which include community partners and previous Board members. The Mocktails and snacks will be served in the CRIC. The AGM will take place in the gym.
 - Martine reviewed the agenda for the AGM with the Board. Martine would like each Board member to come up with a bio that they will read about themselves at the AGM.
 - In regards to nominations, she mentioned that we don't nominate from the floor for new members during the AGM, as we have a nominating committee.
 - Martine asked that if we could stay and help with tear down at the end of the event, it would be greatly appreciated.
 - As a Board, we are being asked to try and circulate and talk to our guests. It was suggested that we get nametags and Colleen suggested that we colour code them to help us know who is who (ex: different colours for donors, Board members, etc.).

Board Committee Reports

Finance:

- Janine talked about how pleased they were with the Auditors. She checked that everyone had a chance to review the Auditor's report. Once there were no questions, she asked for a motion.
 - *Motion to accept recommendations made in the Auditors report. Made by Cassandra, seconded by Laveni.*
- The committee has decided to go with the same Auditor and have established a sub-committee to look for an Auditor for the 2018-2019 year. The committee has nominated George to be Chair of this sub-committee. An invitation has been sent to Secker, Ross and Perry LLP to have them as our Auditor for the 2017-2018 year.
- **Items that were voted on by email:**
 - *The approval of MFS Q1 was voted on by*

Motion Carried

<p><i>email. It was approved on July 29th. Motion was made by John and seconded by Joanne.</i></p>	<p>Motion Carried</p>
<ul style="list-style-type: none"> - Martine then referred to the dashboards sent out for the next motion and asked if anyone had questions, which there were none. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o <i>Motion to approve KMFRC Q1. Made by Joanne, seconded by Nakul.</i> 	<p>Motion Carried</p>
<ul style="list-style-type: none"> - Other motions were taken by email during the summer: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o <i>Motion to approve the playground fence for the LPA playground was made on July 10th by Faith, seconded by Joan.</i> 	<p>Motion Carried</p>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o <i>Motion to approve LPA restructuring was made on July 10th by Faith, seconded by Joan.</i> 	<p>Motion Carried</p>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o <i>Motion to approve payment of \$5000 to KidsInclusive as part of our contribution to run the ICan Bike program was made on July 29th by Joan, seconded by Nakul.</i> 	<p>Motion Carried</p>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o <i>Motion to accept the Audit report as presented was made on June 30th by Janine, seconded by Joan.</i> 	<p>Motion Carried</p>
<p>Fundraising</p>	
<ul style="list-style-type: none"> - Fashion Show: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o Joanne talked about our big event coming up in March, which is the Fashion Show/Luncheon. So far, Sherry Houston has been announced as a Guest Speaker, which she is said to have waived her speaking fee. She is from Queens School of Business. She is going to talk about Entrepreneurship. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o For Sponsorship of the Fashion Show, we are going to sell tables to sponsors for \$500 per table, then selling tickets to the event to the general public. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> o The group “Women Mean Business”, who are helping organize the event, will sell 25% of the tickets. Right now, we are hoping to get swag bags from The Bay. 	
<ul style="list-style-type: none"> - Limestone Blues Festival: Two artists donated \$2600, their commission, to the KMFRC, after the festival. They had approached the centre about it ahead of time. 	
<ul style="list-style-type: none"> - The Fundraising committee will be meeting in September to plan events for after the blackout period. 	
<ul style="list-style-type: none"> - Mary Brown’s on Hwy 15 said that they are collecting funds for us in November and will present a cheque after the blackout period. Just a reminder, the MFRC has a fundraising blackout period from Sept. 1st-Dec. 31st while United Way runs their campaign. 	
<ul style="list-style-type: none"> - There is a Children’s Thrift sale on Sept. 23rd, community run, that would like to donate money that they raise from it to the Centre. Last year we received close to \$4800 from them. 	
<ul style="list-style-type: none"> - Value Village has offered to partner with us in the spring for a fundraising event. They are offering \$0.15 per pound of items collected. 	
<ul style="list-style-type: none"> - The committee is also looking into a partnership with Chalk Artists. More information to follow. 	

		<p>Governance</p> <ul style="list-style-type: none"> - John talked about how Louisane printed off items that can also be found on the USB sticks that were distributed to Board members. He is asking everyone to sign the paper that is with them to confirm that they have worked through the modules. - John also talked about how he would like to see adding the minutes from Board meetings to the KMFRC website each month and mentioned the idea of doing a quarterly highlights page of what has been happening. - Martine asked that we initial each item that we have gone through, when reviewing the modules, and bringing the sheet to the AGM. <p>Colleen mentioned that the training materials will be on the volunteer website. Martine reminded everyone to please send in his or her hours.</p> <p>Nominating Committee</p> <ul style="list-style-type: none"> - Did not recruit over the summer. Will meet to decide next steps. 	
V.	Old Business	<ul style="list-style-type: none"> - Martine requested that the items that were voted on over the summer be officially recorded and added to these minutes. The items were: MFS Q1 Funding Report, LPA Restructuring, 2017 Audit 	
VI.	New Business:	<ul style="list-style-type: none"> - Please send your Bios to Louisane so that they can be uploaded to the website and also so that they can be read at the AGM. - Reminder to review Board Policies. 	
VII.	Risks and Opportunities	None.	
VIII	Decisions	<ul style="list-style-type: none"> - New Organization Chart <ul style="list-style-type: none"> o <i>Motion to Accept the New Organizational Chart as presented. Made by Janine, seconded by Laveni.</i> - Revised Policy: It has been requested that we recognize staff on their actual anniversary, in regard to years working at the Centre, rather than at the AGM. We will also be giving gifts from now on rather than gift cards. <ul style="list-style-type: none"> o <i>Motion to accept revision of Policy 3.4. Made by Janine, seconded by Cassandra.</i> - Colleen talked about the West end MFRC and asked about whether we should keep the space at the Boys and Girls Club. There was a discussion and it was motioned to terminate our contract with the Boys and Girls Club. <ul style="list-style-type: none"> o <i>Motion to terminate contract with the Boys and Girls Club, the West end location for the KMFRC. Made by Janine, seconded by John.</i> - We need a replacement on the MFS Governance Committee, which is a group of people who discuss issues pertaining to MFRCs. John agreed to be the representative for that. - Parent Issues Concerns Policy: As of September 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>

		<p>1st, we need to implement policies for the childcare centre as set out by the Ministry of Education.</p> <ul style="list-style-type: none"> ○ <i>Motion to approve implementation of the new Policy. Made by Janine, seconded by Nakul.</i> 	Motion Carried
IX.	Round Table	Martine sent best wishes to Naveni. Naveni sent best wishes to the Board.	
X.	Next Board Meeting	<p>Wednesday, September 13th, 2017- The AGM</p> <p>Wednesday, October 25th, 2017 at 6:30</p>	
XI.	Meeting Adjournment	Meeting Adjourned at 20:09.	
XII.	In-Camera Session (if needed)	None.	

Signed,

 Martine Bouchard
 President
 KMFRC Board of Directors

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