

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Held in Virtually using Zoom
 Wednesday 27 May 2020 @ 630 pm

Chair: Genevieve Landry
Vice-Chair: Michelle Boutilier
Secretary: Kristen Simpson
Treasurer: Ryan Kelly

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

Directors:
 James Novakowski
 Lorri Romain
 Ryan Kelly
 Kristen Matthews
 Lindsay Wolfe
 Eve Nguyen

Guests: Keeley Young
 Nicole Ji

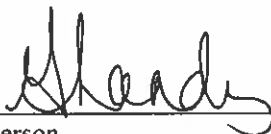
ITEM	ACTION	ACTION
CALL TO ORDER		
	The Vice-Chair called the meeting to order at 18:32 hrs and welcomed all members.	VC
DECLARATION OF QUORUM		
	The Vice-Chair declared there was a quorum present for the meeting.	VC
CONSENT PREVIOUS MINUTES & AGENDA		
	Adoption of Agenda; Ratification of the Board Minutes of 29 th April 2020, and Acceptance of Executive Director's Report. Motion: A motion to accept the agenda was brought forth by Lindsay Wolfe; seconded by James Novakowski; all were in favor. Motion: A motion to accept the Board Meeting Minutes for 29 th April 2020 was brought forth by Lindsay Wolfe; seconded by Lorri Romain; all were in favor.	Chair
FINANCIAL REPORT		
a. Financial Reports April 2020	Surplus reported due to additional Pandemic Temporary Emergency Funding received for April. ED exploring options to repurpose this funding. Proposal has been made to provide Daycare workers with a supplemental bonus for days worked during the pandemic. Motion: A motion to use surplus funds to provide Daycare staff with a supplemental bonus for days worked during the pandemic was brought forth by Lindsay Wolfe; seconded by Kristen Matthews; all were in favor.	ED

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	Motion: A motion to accept the April 2020 financial reports was brought forth by Lorri Romain; seconded by James Novakowski; all were in favor.			
NEW BUSINESS				
b. ED Report	ED briefed some of the MFS reporting protocols that must be followed throughout the pandemic. Safety of families and staff continue to be the main focus. Motion: A motion to accept the ED's report was brought forth by Eve Nguyen; seconded by Lorri Romain; all were in favor.	ED		
c. MFS pre-COVID and post-COVID Q3 and Q4 Requests	Motion: A motion to accept MFSP funding request was brought forth by James Novakowski; seconded by Lindsay Wolfe; all were in favor.	ED		
d. MFRC Re-Opening Plan	Joint Health and Safety Committee developed a re-opening plan aligned with WorkSafe BC policies. Motion: A motion to accept the re-opening plan was brought forth by Kristen Matthews; seconded by Lindsay Wolfe; all were in favor.	ED		
e. MFRC and Daycare Christmas Closures	Email motion passed the closure of the MFRC and Daycare from 21 - 25 Dec 2020 for Christmas Holidays. Motion brought forth by Michelle Boutilier; seconded by Eve Nyugen; all were in favor.	VC		
OLD BUSINESS				
f. Review Board Timeline Calendar	June	July		
	24	Board Meeting		
	24	AGM		
	Aug	Sep		
	26	Board Meeting	30	Board Meeting
COMMITTEE REPORTS				
g. Bursary Committee	Nine applications submitted and reviewed. Committee has recommended that four \$1000 and two \$500 bursaries be given this year.	Chair		

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	Motion: A motion to accept the awarding of bursaries to six recipients was brought forth by Ryan Kelly; seconded by Kristen Matthews; all were in favor.	
h. Board Recruiting Committee	Four new applicants, one military member and three spouses. Interviews have yet to be conducted.	Chair
i. Employee Recognition Committee	Nothing new to report.	Chair
j. Board Development	Nothing new to report.	Chair
k. Policy Review Committee	The Joint Health and Safety Training policy was reviewed by the BoD. Motion: A motion to accept the new Joint Health and Safety Training Policy was brought forth by James Novakowski; seconded by Kristen Simpson; all were in favor.	Chair
NEXT MEETING		
Announcements/Training	The next Board Meeting will be on 24 June in the FCC Conference Room or via Virtual Meetings following the AGM Meeting.	Chair
ADJOURNMENT		
	Motion: To adjourn the meeting at 1950 was brought forth by Ryan Kelly; seconded by Lindsay Wolfe; all were in favor.	Chair



 Chairperson



 Secretary