

**Board of Directors Meeting Minutes  
Kingston MFRC  
January 29, 2020.  
Time: 18:00**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
BRITTANY BROWN	Treasurer	Present
RICHA REHAN	Member	Regrets
COLLEEN FAIRHOLME	Executive Director	Present
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Present
CAPT. DANY PERREAULT	Padre, Holy Family Catholic Church	Regrets
JULIE MILLER	Guest	
TEAISHA WHITTINGHAM	Guest	

**Presentation** by J. Miller from the Welcome and Information Worker from the Community Engagement and Information Team. Some growth in this department has been made with areas for improvement identified and new ideas ready for implementation to improve services. An excellent presentation.

**Welcome/ Call To Order** Meeting called to order at 6:25 pm.

**Additions and Approval of Agenda**

Motion by J. Debie to approve the agenda. Seconded by B.Brown. Carried.

**Review/Approval of Minutes from October 30, 2019.**

Motion by B. Brown to approve the minutes from November 27, 2019. Seconded by J. Debie. Carried.

**Reports**

**Ex-Officios**

**P. Tsao-David**

1. An email blast will be sent to units encouraging members to apply to sit on the Board of Directors.
2. Due to the ongoing high school teachers' strike concerns were raised regarding the application process to universities and colleges, particularly RMC. P. Tsao-David will contact RMC to inquire if accommodations will be made if applications are incomplete due to the strike action.

**Executive Director (See also attached ED report)**

1. The LPA has been nominated for the 2020 Readers' Choice Awards.
2. The Kingston Military Families Facebook page should be monitored so that questions that arise regarding the KMFRC can be answered by a knowledgeable employee or board member.
3. Results from a daycare survey included very positive reviews.
4. The author of "We have Superpowers" did a reading at the centre. One child shared with her teacher and the teacher has requested several copies.
5. The ED shared posters that advertise various programs.

**Board President**

1. Action Plan update: several dates have been changed. Notably the information required from the Base Commander has been delayed to March, 2020.
2. Submission Matrix for Q1 and Q2 funding is required now. Q3 and Q4 will be determined at a later date.
3. Motion by J. Debie to approve the MFS Funding Request. Seconded by B. Brown. Carried. This vote was done by email December 20, 2019.
4. Motion by B. Brown to extend the Strategic Plan until March, 2021. Seconded by J. Debie. Discussion determined that with the expected Governance Review by MFS, this is appropriate. Carried.

**Finance Committee**

1. The finances for the KMFRC are well managed at this time. Extra money is a result of staff vacancies.
2. The City of Kingston provided an extra \$31,325.20 to the KMFRC due to extra money in their budget.
3. Motion by B. Brown to accept the Q3 report. Seconded by J. Debie. Carried.

**Board Governance**

1. An interview for a new board member was held today and another scheduled for next week.
2. T. Whittingham unofficially attended tonight. We are waiting on some paper work to formalize her membership on the board. Another recruit is unable to commit to the board at this time due to a change in her work schedule.

**HR. Committee**

1. MFS sent a document with guidelines and a feedback form regarding employee compensation. We continue to wait for more detailed information.
2. The ED performance review has begun and should be completed by February 26, 2020.

**Fundraising Committee**

1. A donation from the Poppy campaign is not available to us this year.
2. B. Brown will contact J. Price to inquire about previous plans made for fundraising.
3. Regular updates will be sent to B. Brown from Kassondra.

**Old Business** N/A

**New Business**

1. A tree fell in the playground. This was promptly taken care of by Real Property.
2. As a result of an electrical problem some frozen food was lost. The electrical issue was repaired.

**Risks and Opportunities**

1. The Ministry of Education has sent a reminder that all Offense Declarations by staff and board members must be completed.
2. The KMFRC is waiting for information from Public Health regarding the Coronavirus and steps to be taken to prevent the spreading of this illness.
3. Modern Niagara have been working on a solution to the heating and ventilation problems. Progress is slow but improvements are being made. Temperatures in all rooms are being tracked this week.

**Decisions requested by the ED from Board**

1. As previously discussed (October 30, 2019) the Board has reconsidered signing the Workplace Inclusion Charter presented by the City of Kingston. Motion by B. Brown to sign the charter. Seconded by J. Debie. Carried.

**Round Table**

N/A

**Next Board Meeting**

February 26, 2020 at 6 pm.

Motion by J. Debie to adjourn. Seconded by B. Brown. Carried.

**Meeting adjourned at 8:05 pm.**

**In Camera Session** N/A

Signed,



Catherine MacLean  
President  
KMFRC Board of Directors



Joan Debie  
Vice President  
KMFRC Board of Directors

