

**Minutes of KMFRC Annual General Meeting
Held at the KMFRC Gyn
September 13th 2017 at 1800h**

MEMBERS

Martine Bouchard, President
Joanne Cronk, Vice-President
Janine de Savigny, Treasurer
Cassandra de Bartok, Secretary
Faith Moore, Secretary (alternate)
George Holdron
Nakul Nayyar
John Sullivan
Marie-Claude Robitaille
Joan Debrie

EX-OFFICIOS

Colleen Fairholme, Executive Director

SPECIAL GUESTS

Ed Padvaiskas, Deputy Base Commander

ABSENT WITH REGRETS

Erica Lidington, Ex-Officio
Dennis Newhook, Padre

Item	Agenda
1	<p>Welcome and Opening Remarks</p> <ul style="list-style-type: none">• The AGM commenced with a video presentation of The Military Family Experience and opening remarks by M. Bouchard (Board President) and C. Fairholme (Executive Director)
2	<p>Words from BComd, Executive Director, and Board of Directors President</p> <ul style="list-style-type: none">• The Deputy Base Commander, Ed Padvaiskas, expressed his thanks to the Kingston Military Family Resource Centre (KMFRC) staff, volunteers, and board members.• Video presentation of a message from Prime Minister Justin Trudeau expressing his appreciation of, and gratitude, towards military families• The Board President (M. Bouchard) and Executive Director (C. Fairholme) jointly presented a brief description of what was achieved over the past year. In November 2015, the staff and Board of Directors met to develop a robust 3 year strategic plan. The KMFRC adopted the four strategic priorities that reflect the Military Family Services (MFS) Operation Plan 2014-2016. The goals and objectives for the KMFRC were tailored to meet the identified needs of our community. Together we strived to:<ul style="list-style-type: none">◦ <u>To support enhance awareness, access and use of physical and mental health services, via:</u><ul style="list-style-type: none">▪ The introduction of bilingual Intake Worker and consistent walk-in hours (one day per week) to support Mental Health and Wellness program

- The expansion and growth of United Way funded Community Resource Connections long-term counselling program
- Self-care workshops for families of deployed, ill and injured members
- The development and implementation of an Employee Wellness Committee which provides staff with professional development info, appreciation activities, and a relaxing, quiet wellness space
- To optimize the Military Family Services program, via:
 - A Special Needs Inclusion program which grew to include a sensory room, playgroup, and peer support groups for both parents of special needs children as well as adults with special needs
 - The introduction of outreach to school educators
 - A special needs equipment lending library (funded by True Patriot Love)
 - An Information and Referral Services Facilitator to assist families

Also,

- The KMFRC was selected to participate in two MFS initiatives: Calian's "Military Family Doctor Network" program and an entrepreneurial-focused pilot "Confessions from Home Office"
- The KMFRC is proud to be one of the MFRC pilot sites to become fully accredited with the Canadian Accreditation Council
- To communicate more effectively with families, via:
 - A newly launched website, CAFConnections.ca, to highlight KMFRC and PSP programs and services
 - A Welcome and Orientation program which was introduced during posting season. The program featured a bus tour, welcome calls and one-on-one info sessions in English & French
 - A newly developed program statement and philosophy for Les Petits Amis childcare centre.
- To strengthen existing partnerships, foster new ones and more fully leverage these relationships, via:
 - A Youth Development Assistant who worked alongside the Boys and Girls Club to provide diverse programming for youth as part of an ongoing partnership with the Boys and Girls Club.
 - The KMFRC being a placement of choice for local post-secondary placement students
 - The newly formed KMFRC Fundraising Committee that collaborated with the CFB Kingston Chapel for a Christmas benefit concert
 - An extremely active volunteer program through partnerships with CFB and Kingston community

	<p>partners by offering a variety of activities.</p> <ul style="list-style-type: none"> ▪ The Family Networks program which grew to connect families, military units and the KMFRC.
3	<p>Presentations</p> <ul style="list-style-type: none"> • The Board President and Executive Director presented gifts to Jacques Ménard and Chris Ecclestone for their contributions to the KMFRC by offering monthly legal clinics for military families. • M. Bouchard recognized the following individuals for 5 years of service to the KMFRC. <ul style="list-style-type: none"> ○ Louisane Langlois, Executive Assistant ○ Kim White, Early Childhood Educator • M. Bouchard recognized the following individuals for 3 years of service to the KMFRC <ul style="list-style-type: none"> ○ Maurice Cormier, Bookkeeper ○ Rachel Gray, Early Childhood Educator ○ Jo-Anne Storms, Early Childhood Educator ○ Rehana Naqvi, Early Childhood Educator ○ Sarah Simpson, Daycare Program Coordinator
4	<p>Meeting called to order at 1851 by M. Bouchard.</p> <p><u>Adoption of KMFRC 2017 Annual General Meeting Agenda</u></p> <ul style="list-style-type: none"> • A. Sperry motioned to approve the agenda. Motion seconded by J. Price. Motion passed. <p><u>Quorum</u></p> <ul style="list-style-type: none"> • At 1853hrs the secretary stated that there was quorum to allow the AGM to continue. <p><u>Adoption of AGM 2016 Minutes</u></p> <ul style="list-style-type: none"> • J. Cronk motioned to approve the minutes of Sept15 2016. J. de Savigny seconded the motion. Motion passed.
5	<p><u>Auditors report and financial statements</u></p> <ul style="list-style-type: none"> • The financial statement for the year ending 31 March 2016 was presented by the independent auditor T. Rider from the firm Sicker, Ross and Perry –Professional Accountants, Tax and Business Advisors. Mr. Rider stated that the Audit was presented in accordance with the accepted Canadian Accounting practice for a non-profit organization. He further stated that the KMFRC is in a safe financial position in that its assets are in excess of its liabilities. • J. de Savigny motioned to accept the financial statement and G. Holdron seconded the motion. Motion passed.
6	<p>Appointment of Auditor for coming year</p> <ul style="list-style-type: none"> • The Board of Directors presented Secker, Ross and Perry to be the appointed auditors for the coming Fiscal Year ending March 2018. J. de Savigny motioned to retain Secker, Ross and Perry as auditors for the next year. J. Debrie seconded the motion. Motion passed.

7	<p>Introduction of Current Board Members</p> <ul style="list-style-type: none"> The complete Board of Directors was presented by J. Debrie and F. Moore with all the sub-committees.
8	<p>Election Process</p> <ul style="list-style-type: none"> Motion from the floor by Angel Sperry to accept the current Board Members as presented. Motion was seconded by Jim Campbell. Motion passed.
9	<p>Questions</p> <ul style="list-style-type: none"> No questions were posed
10	<p>Adjournment</p> <ul style="list-style-type: none"> J. de Savigny motioned to adjourn the meeting at 1911hrs. The motion was seconded by Merrill Gooderham.

Signed,



~~Martine Bouchard~~ JOANNE CRONK
President
KMFRC Board of Directors



Cassandra de Bartok
Secretary
KMFRC Board of Directors