

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Held in Virtually using Zoom
 Wednesday 29 April 2020 @ 630 pm

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

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

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

Guests:

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Chair called the meeting to order at 18:30 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		
	Adoption of Agenda; Ratification of the Board Minutes of 26 th February 2020, and Acceptance of Executive Director's Report. Motion: A motion to accept the agenda was brought forth by James Novakowski; seconded by Lorri Romain; all were in favor. Motion: A motion to accept the Board Meeting Minutes for 26 th February 2020 was brought forth by Lindsay Wolfe; seconded by James Novakowski; all were in favor.	Chair
FINANCIAL REPORT		
a. Financial Reports Feb and Mar 2020	Funding has not been impacted due to COVID-19. Government grants are being received that are offsetting decline in daycare fees. Social Worker Clinical Supervision fees added to the financial reports to track the mandatory provincial requirement. Motion: A motion to accept the February 2020 financial reports was brought forth by Eve Nguyen; seconded by Lorri Romain; all were in favor.	ED

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	<p>Motion: A motion to accept the March 2020 financial reports was brought forth by Lindsay Wolfe; seconded by Eve Nguyen; all were in favor.</p>	
NEW BUSINESS		
b. ED Report	<p>Focus is on the health and safety of staff and children during the pandemic. Extensive protocols by the daycare are being used as the example across the province.</p> <p>Virtual MFRC is being developed to continue services for the community. Some workers have been temporarily laid off, but several contracts were complete that were just not renewed due to the current circumstances.</p> <p>Motion: A motion to accept the ED's report was brought forth by Lindsay Wolfe; seconded by Kristen Matthews; all were in favor.</p>	ED
c. Return Voting to the Board	<p>Normal SOPs being adopted. Chair and Vice-chair have handed back voting power to the BoD.</p>	ED
d. Update on Past Month Decisions	<p>Leftover professional development funds were spent on chocolates and flowers for the staff as part of the employee recognition program. Laptops were also approved for purchase to enable staff to work from home.</p>	ED
e. Quarterly Year Report	<p>Motion: A motion to accept the MFS quarterly report was brought forth by Lindsay Wolfe; seconded by James Novakowski; all were in favor.</p> <p>Motion: A motion to accept the contingency funding annual report was brought forth by Kristen Matthews; seconded by Eve Nguyen; all were in favor.</p>	ED
f. Gender Based Violence	<p>Not all funds could be expended this FY due to the pandemic. Local training was conducted in February, but participation at a youth conference had to be delayed and has been moved to November. There is \$8000 in funding remaining that will need to be carried over into this FY.</p> <p>Motion: A motion to accept the after-action report was brought forth by Lindsay Wolfe; seconded by James Novakowski; all were in favor.</p>	ED

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g. 2020-2021 Budget Report	Pay scales were raised to the mid-point in the wage scale to bring salaries more in line with the civilian sector. This will decrease the annual surplus, but not result in a deficit, Motion: A motion to accept the 2020-2021 Budget report was brought forth by Lindsay Wolfe; seconded by Lorri Romain; all were in favor.	ED		
h. AGM	AGM is being planned for 24 June 2020 as a virtual meeting to support social distancing.	Chair		
i. Letter of Intent	BoD members that are seeking to resign due to personal reasons or postings need to have letters of intent submitted as soon as possible.	Chair		
OLD BUSINESS				
g. Review Board Timeline Calendar	May		June	
	27	Board Meeting	24	Board Meeting
			24	AGM
	July		Aug	
			26	Board Meeting
COMMITTEE REPORTS				
h. Bursary Committee	Six applications submitted so far and are under review. Additional advertising is being conducted using Totem Times and some social media outlets.			Chair
i. Board Recruiting Committee	Four new applicants, one military member and three spouses. Interviews have yet to be conducted.			Chair
j. Employee Recognition Committee	Nothing new to report.			Chair
k. Board Development	Nothing new to report.			Chair
l. Policy Review Committee	Several policies were recently reviewed and released to staff including Sick Leave, Overtime, Conflict of Interest, etc.			Chair

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	Motion: A motion to accept the new Sick Leave, Code of Ethics, Conflict of Interest, and Overtime policies was brought forth by Eve Nguyen; seconded by Kristen Matthews; all were in favor.	
NEXT MEETING		
Announcements/Training	The next Board Meeting will be on 27 May in the FCC Conference Room or via Virtual Meetings.	Chair
ADJOURNMENT		
	Motion: To adjourn the meeting at 1955 was brought forth by Lindsay Wolfe; seconded by Lorri Romain; all were in favor.	Chair



 Chairperson



 Secretary