

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 March 2016, 6:15 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Joan Debrie – Vice-President
 Julie Kidson

Ex-Officios

Colleen Fairholme - Executive Director

Absent with Regrets:

Belinda Doyle - Treasurer
 Corey Lamothe
 David Wu
 Sylvain Gagné
 Stephen An, Padre
 Maj. Natalie Cathcart

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 6:30 p.m. by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> J. Kidson moved to accept the agenda as is. Motion was seconded by J. Debrie. Motion Passed.</p>
3	<p><u>Acceptance of Minutes from 02 December 2015.</u> J. Debrie moved to accept the revised minutes of Jan 27th, motion was seconded by J. Kidson. Motion Passed.</p>
	<p>Reports</p>
4	<p><u>Executive Director.</u> <u>Priority 1: To Become Accredited</u> C. Fairholme stated that the accreditation preparations are ongoing; however, we have been given specific dates by the Canadian Accreditation Council. The CAC is expecting representatives from the Board of Directors and staff during the pre-site and on-site review. Below are the dates:</p> <ul style="list-style-type: none"> - March 25, 2016 – CAC will create a Review Team and review the selection with KMFRC - April 8, 2016 – KMFRC will send out the Pre-site material with the self-study guides - May 2, 2016 – Pre-site Meeting 1:00 EST - June 28 to 30 – Onsite Review. <p><u>Priority 2: To Manage and Administer Funding from a Program Perspective</u> MFS has confirmed KMFRC’s funding for the next fiscal year with an increase of .5% to account for economic adjustments. Unfortunately the request for an additional Mental Health professional was denied.</p>

KMFRC CFB-funding request for 2016-2017 will be presented to the Base Commander at his request. The Base Commander has kindly agreed to review a request for the additional Mental Health professional. The budget request will also include a proposal increasing West-End childcare opportunities to enhance PSP programs/partnerships and community outreach.

Priority 3: To Provide Family-Centered and Resilience Based Programs

Q3 Outcome Report 2015-2016 – October-December has been submitted and available for review.

The self-care workshops have been running smoothly with great success, and will continue to be offered on a regular basis. C. Fairholme quoted a testimonial from an attendee who said, “something I have to accept is that it is not selfish to look after yourself and spend time on self-care. If there was no childcare, I would not have been able to come today. Thank you!”. KMFRC is encouraging more clients to share testimonials with staff and community.

KMFRC will have a new counsellor coming from K3C, as Laura, who has provided excellent service to our families will be leaving.

March 8th 2016 KMFRC is hosting a Mother and Daughter Zumba event in support of International Women’s Week. A table display will be set up a HMCS Catarqui.

ED had the pleasure of attending a breakfast with the Mayor on March 1st to discuss how Kingston can enhance its bilingual services.

Priority 4: To Integrate Our Community into our Continuum of Service Delivery

The Legion presented KMFRC with a cheque for \$5000 at the Kingston Frontenac’s military appreciation game held on February 26. The generous donation will go towards the development of a community garden and kitchen.

General:

The daycare coordinator continues to be on temporary leave and her second in command has assumed the duties with the aid of another staff member.

January dashboard funding reports presented.

Board chair:

M. Bouchard attended a meeting with the ED and with United Way at the centre regarding the UW budget, allocation and funding request for the KMFRC.

Regrettably we have lost 3 board members this month namely, J. Dacres, E. Brady, and H. Hook. Board recruitment is now the first priority for the board. A discussion took place on whether or not the board needed to re-evaluate its operations.


Sub-Committees.

Executive Committee:

J. Debrie nominated J. Kidson as secretary and a vote was emailed out to remaining board members. The nomination was seconded by S. Gagne Mar 2nd via email and the nomination was Accepted by J. Kidson.

5	<p><u>Old Business.</u> AGM date set as Sep 15th 2016</p> <p>Board Policies – J. Kidson motioned to accept the policies as presented, seconded by J. Debie and sent to a vote via email on Mar 2nd. Motion passed via email Mar 11th 2016.</p>
6	<p><u>New Business.</u> Recruiting of board members is our 1st priority and it was agreed we seek help from the Volunteer Coordinator to help us recruit additional members.</p> <p>Board evaluations for past year: Board Evaluations were rescheduled and emailed to the board members on Mar 2nd to ensure maximum participation. Board Members were advised to complete the evaluation anonymously and hand them in at the March 30th board meeting. The results will be compiled by J. Kidson and submitted for April 27th board meeting.</p> <p>Exit interviews will need to be conducted. We will enlist the aid of the Volunteer Coordinator to assist with the process. J. Debie and J. Kidson agreed, via email on Mar 11th, to help the board chair with this task.</p> <p>In camera procedures – J. Kidson will draft a new policy under ‘secretary responsibilities’. This policy will reflect the recommendations sent to us by our lawyers.</p>
7	<p><u>Risks and Opportunities.</u> KMFRC is currently looking at restructuring the daycare, Les Petits Amis.</p>
8	<p><u>Decisions Requested by ED from Board.</u> Les Petits Amis Childcare Center:</p> <ol style="list-style-type: none"> 1. ED Proposed the creation of 4 full time permanent junior positions for April 1st, 2016 2. ED Proposed the creation of one .5 full time assistant position for April 1st, 2016 <p>Succession Plan for Executive Director Position</p> <ol style="list-style-type: none"> 1. To promote from within the KMFRC and create two Senior Coordinator positions to be trained on all aspects of the organization and act as designate for the Executive Director. <p>J. Debie motioned to approve the requests and J. Kidson seconded the motion. Motion was sent to a vote by email and on Mar 11th 2016 the motion passed.</p>
9	<p><u>Round Table.</u> J. Kidson suggested we create a policy that ensure an After Action Review be done following any Legal Proceedings. Special focus on the procedures taken, what was learned, and what should have been done differently.</p>
10	<p><u>Next Regular Meeting.</u> The next regular board meeting will be held Wednesday March 30th, 2016 at 6:15 pm at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 8:35 p.m. by J. Debie and seconded by J. Kidson.</p>

J. Kidson
Secretary


M. Bouchard
President

