

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Held in Virtually using Zoom
 Wednesday 26 Aug 2020 @ 630 pm

Chair: Eve Nguyen (excused)
Vice-Chair: Kristen Matthews
Secretary: Kristen Simpson
Treasurer: Nicole Ji

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

Directors:
 James Novakowski (excused)
 Krystal Sloan
 Melissa Farrell
 Keeley Young

Guests: Alex Varga
 Mathieu Kuhn

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Vice-Chair called the meeting to order at 1834 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 & ED REPORT		
	<p>Adoption of Agenda; Ratification of the Board Minutes of 24th Jun 2020, and Acceptance of Executive Director’s Report.</p> <p><u>Motion:</u> A motion to accept the agenda was brought forth by Keeley Young; seconded by Nicole Ji; all were in favor.</p> <p><u>Motion:</u> A motion to accept the Board Meeting Minutes for 24th June 2020 was brought forth by Melissa Farrell; seconded by Nicole Ji; all were in favor.</p> <p><u>Motion:</u> A motion to accept the ED’s report was brought forth by Kristen Simpson; seconded by Keeley Young; all were in favor.</p>	VC
FINANCIAL REPORT		
a. Financial Reports June and July 2020	Motion will be required at next meeting to discuss the gaming fund that was established several years ago, but there is no intent to use. Options will be brought forth by the treasurer for funding reallocation and account closure.	ED

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	<p>Motion: A motion to accept the June 2020 financial reports was brought forth by Keeley Young; seconded by Krystal Sloan; all were in favor.</p> <p>Motion: A motion to accept the July 2020 financial reports was brought forth by Keeley Young; seconded by Krystal Sloan; all were in favor.</p>			
NEW BUSINESS				
b. Marketing Proposal – Logo Redesign	<p>Motion: A motion to support proceeding with the marketing proposal for the Comox MFRC Logo Redesign competition was brought forth by Keeley Young; seconded by Melissa Farrell; all were in favor.</p>	ED		
OLD BUSINESS				
c. Review Board Timeline Calendar	Aug		Oct	
	26	Board Meeting	28	Board Meeting
	Sep		Nov	
	30	Board Meeting	25	Board Meeting
d. Ratify Email Motions	<p>Ratification of May 2020 Financial Report</p> <p>Motion: Email motion to support the MFS Quarterly Funding Report was brought forth by Eve Nguyen; seconded by Kristen Matthews. All were in favour.</p>			
COMMITTEE REPORTS				
f. Bursary Committee	Nothing new to report.		VC	
g. Board Recruiting Committee	Keeley Young has joined the Board Recruiting Committee with Eve Nguyen and Kristen Matthews. Several new applications were received over the summer will be reviewed with interviews commencing in the next few months based on date received.		VC	
h. Employee Recognition Committee	Nothing new to report.		VC	

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i. Board Development	Nothing new to report.	VC
j. Policy Review Committee	Nothing new to report.	VC
IN CAMERA		
	Meeting went in camera at 736 pm. Meeting came out of in camera at 812 pm.	VC
NEW BUSINESS		
k. HR Policy Review Proposal	Motion: Motion to support \$55,000 in funding to hire a contractor to assist with a complete rework of Comox MFRC's Human Resources policies was brought forth by Krystal Sloan; seconded by Keely Young; all were in favour.	VC
NEXT MEETING		
Announcements/Training	The next Board Meeting will be on in the FCC Conference Room or via Virtual Meetings on 30 September 2020.	VC
ADJOURNMENT		
	Motion: Motion to adjourn the meeting at 818 pm was brought forth by Nicole Ji; seconded by Krystal Sloan; all were in favor.	VC

Chairperson 

Secretary 
 Digitally signed by Kristen Simpson
 Date: 2020.09.27 20:13:42 -07'00'