

**Board of Directors Meeting Minutes
Kingston MFRC
Community Resource Information Centre (CRIC)
March 27, 2019**

Name	Position	Attendance
JOANNE CRONK	President	Present
BETH MACLEAN	Vice President	Present
MALLORY WALKER	Secretary	Present
JOAN DEBRIE	Treasurer (Interim)	Regrets
COLLEEN FAIRHOLME	Executive Director	Present
BRITTANY BROWN	Member	Present
RICHA REHAN	Member	Present
SHANNON HILL	Member	Regrets
SOPHIE LAVIGNE	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Regrets
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Regrets

Item	Agenda		Action Taken
	Welcome/ Call To Order	Call to order at 18:09	
II.	Additions to Agenda/ Approval of Agenda	No changes or corrections to agenda. Motion to approve the agenda by Brittany Brown seconded by Sophie Lavigne.	Motion carried
III.	Review/ Approval of Minutes	Motion to Approve February 2019 agenda made by Richa Rehan seconded by Brittany Brown.	Motion carried
IV.	In Camera Session (if needed)	No in camera session was held .	
X.	Decisions Requested	Decisions Requested by ED from Board Motion to approve 2019-20 proposed budget, motioned by Mallory Walker seconded by Richa Rehan. MFS Baseline Funding Distribution was send to BOD via email on March 19, 2019; motioned by Beth MacLean and seconded by Mallory Walker. Motion to approve audit of Corporation of the City of Kingston - Childcare Programs: Schedule of Revenue & Expenses, Period of January 1, 2018 – December 31, 2018. Motioned by Brittany Brown and seconded by Richa Rehan.	Motion carried Motion carried Motion carried

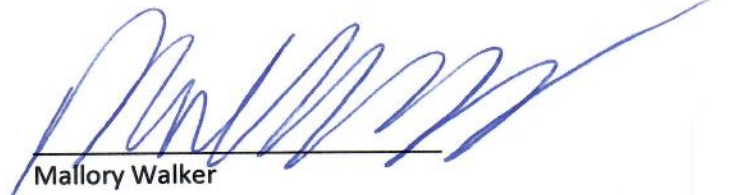
		Motion to approve merit adjustment. Motioned by Mallory Walker seconded by Brittany brown.	Motion Carried
	Executive Committee Reports	<p>Reports</p> <p>Ex-Officios No ex-officio report</p> <p>Executive Director Please refer to ED report.</p> <p>VFP position interviews are underway.</p> <p>ED to attend teleconference on the baseline infrastructure requirements of the MFRC on March 28, 2019.</p> <p>2019-2020 draft Business Plan available. Budget to be approved by BOD.</p> <p>Board President Volunteer Appreciation being held on April 17th.</p> <p>Reminder to log volunteer hours in Better Impact.</p> <p>Looking to recruit new BOD members. BOD needs an additional 4 members.</p> <p>Finance Joan Treasurer (interim) Brittany Richa Brittany met with Maurice, Bookkeeper to see his processes and procedures. Maurice had questions that were addressed by the board. The ED will provide a follow up with the Bookkeeper.</p> <p>Brittany intends (time permitting) to meet with Maurice on a monthly basis to review financial dashboard.</p> <p>HR Beth (Chair) Joan Sophie Nothing to report</p> <p>Governance Sophie (Chair) Beth Richa Nothing to report</p> <p>Fundraising Shannon (Chair) Mallory Brittany Nothing to report</p>	

		AGM committee established Mallory (Chair) Shannon Richa Sophie Nothing to report	
IV.	Old Business	No old business reported.	
V.	New Business	2019-20 Draft Business plan – New items include: <ul style="list-style-type: none"> • New Organizational Chart • New program areas defined <ul style="list-style-type: none"> ○ Community Relations ○ Veteran Family Program • Service deliveries <ul style="list-style-type: none"> ○ MFSP Services ○ Site specific services • VII – New Operational Plan <p>In 2019, BMO representative will be meeting with BOD and ED to discuss switching to BMO.</p> <p>April 3, 2019 the ED, Board President and Vice President will be presenting new organizational chart to staff.</p> <p>ED to present business plan to staff.</p>	
VI.	Risks and Opportunities	KMFRC needs a new industrial kitchen – KMFRC is to keep \$23,000 set aside in the event appliances break, paint chips, etc.	
		Heating issues to be resolved.	
		Vote to accept business plan as presented; motioned by Beth MacLean seconded by Richa Rehan.	Vote Accepted
VIII.	Round Table	Nothing discussed during round table.	
IX.	Next Board Meeting	Next BOD meeting will take place April 24, 2019 in the CRIC.	
X.	Meeting Adjourned	Meeting adjourned at 19:44	

Signed,



Joanne Cronk
President
KMFRC Board of Directors



Mallory Walker
Secretary
KMFRC Board of Directors