

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 June 1st 2016, 6:30 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Julie Kidson – Secretary
 Sylvain Gagné
 Darlene Smith
 Danielle Lacroix
 George Holdron
 Janine de Savigny
 Mahoua Ouattara

Ex-Officios

Colleen Fairholme - Executive Director
 Maj. Natalie Cathcart

Guest

Bonnie (Consultant from Davies & Associates)

Absent with Regrets:

Joan Debrie – Vice-President
 Stephen An, Padre

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 6:36 p.m. by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> S. Gagné moved to accept the agenda. Motion seconded by J. Kidson. Motion Passed.</p>
3	<p><u>Acceptance of Minutes from 02 December 2015.</u> S. Gagné moved to accept the minutes of April 27th 2016. M. Bouchard seconded it. Motion Passed.</p>
	<p>Reports</p>
4	<p><u>Ex-Officio:</u></p> <p>We have entered posting season and therefore the base is at critical manning. Sadly we say farewell to our Base RSM and welcome in our new RSM CWO Aman.</p> <p>Military’s focus is currently on OP HONOUR which is regarding sexual misconduct of members of the Canadian Armed Forces.</p> <p>Over the next few months the base will see an influx of reservists due to summer taskings.</p>

Executive Director.

Priority 1: To Support enhanced awareness, access and use of physical and mental health services
Playground is being repaired.

The Sensory Room tour has been moved to June 22nd due to time constraints.

ENDS: *We will nurture a healthy and resilient work environment for our staff and volunteers through professional development, respect, relationships and support.*

- An employee wellness committee has been established with 4 volunteers.
- Interviews will be conducted week of May 30th for the position of a full time Information and Referral Facilitator. This position will be responsible for the supervision of the Reception staff and thus the development of a customer service training plan which has been delayed to reflect input from the new facilitator.

Priority 2: To Optimize the Military Family Services Program

ENDS: *We will provide programs which focus on consistency across MFRC communities, while not reducing quality to the local military community.*

- KMFRC remains engaged in the Accreditation Pilot Project with the Military Family Services (MFS).
- The Canadian Accreditation Council (CAC) was unable to accommodate a date change for the onsite visit and alternatively proposed phone interviews with Board members.

Priority 3: To Communicate More Effectively with Families

ENDS: *We will be the principal source of relevant services for military families.*

- A communication plan has been drafted that clearly identifies tools and resources which can be used to engage and promote better communication. The plan which has been developed, includes four specific areas: internal to internal communication, internal to community communications, community to community communications and external to internal communications. Outcomes are presently being applied to each focus and will be reported on quarterly to the Board of Directors.

ENDS: *We will ensure the military community if connected to relevant partners and resources.*

- The Honorary fundraising director and the marketing coordinator have established the areas of effort and targeted allocations for this fiscal year's fundraising.
- KMFRC has been selected as the charity of choice for the proceeds from "Women Mean Business" Event. The Board President and Executive Director have been asked to say a few words to the attendees and were invited to promote KMFRC's services at the event.

ENDS: *We will encourage and respectfully acknowledge the feedback offered by the entire community.*

- KMFRC's website has been updated and now includes the feedback process on the Home page in an effort to increase the visibility and awareness of the process.

Priority 4: To Strengthen existing partnerships, foster new ones, and more fully leverage these relationships

ENDS: *We will seek the knowledge of our MFRC partners, share the knowledge of the military*

lifestyle and promoter the empowerment of military families in our community.

- Both the community kitchen and the community garden are proving successful. The community kitchen has drawn participation from both English and French community members allowing them to connect and work together.
- The community garden is off to a good start with the majority of the plots rented out. The community garden initiative is not only a way for community members to connect and network but it also increases physical and mental well being for participants.

ENDS: We will build and establish strong, vibrant, reciprocal relationships with clients, employees, volunteers and the community, and persistently nurture existing partnerships.

- The Community Partner mapping process has commenced and despite delays around Community Development initiatives, it is progressing steadily.

General:

LPA updates:

The LPA license has been renewed successfully for the next 6 months and has addressed all recommendations to ensure compliance.

The 5 full time staff hired to provide more consistent personnel have integrated and are learning to work together as a team.

A comprehensive Program Statement for LPA has been established and it incorporates the 4 foundations of the Ministry's 'How does Learning Happen'. The new program statement has been incorporated in the new Parent Handbook.

The Acting Daycare Coordinator will be posted in July, therefore the Child and Youth Development Coordinator will assume those responsibilities until the return of the Daycare Coordinator (who is currently on temporary leave). In order to support the Child and Youth Development Coordinator the .5 FTE Daycare Assistant position will in fact change to a 1 FTE Supervisor position to provide much needed support in the CYD department and the Daycare. The budgets have been tested and are able to accommodate the change.

Funding:

KMFRC has received funding from 1 Wing for this fiscal year (16/17). The generous donation of \$50 000 will be going to the Infant room to keep it operational.

Testimonials:

KMFRC has been getting increased testimonials from community members in appreciation of the self-care workshops being provided and some are expressing a desire to have more of these specific workshops.


Board Chair:

Community Gardens:

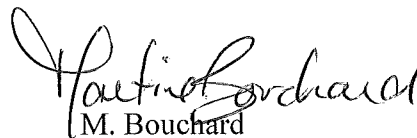
A seed sharing celebration occurred on May 31st at the Official Opening Ceremony of the Community Gardens. All community partners involved in the project were invited. Nancy Maupu coordinated and work diligently to make it a success. Currently 14 of the 18 garden beds have been rented. We are now looking at putting some memorial benches in the garden area.

	<p><u>Sub-Committees.</u></p> <p><u>Executive Committee/HR Committee:</u> J. Kidson briefly mentioned that the selection process for new Board members has come to a temporary close as 5 individuals have been selected and nominated to join the Board.</p>
5	<p><u>Old Business.</u></p> <p>BOD calendar and Matrix: J.Kidson discussed upcoming events, including the HR Annual monitoring report and update on ED performance.</p> <p>Board Evaluations: J. Kidson presented the Board Assessment Report FY 15/16. The report highlighted several themes namely greater communication via email and throughout the summer months, the empowerment of sub-committees, the increase of sub-committee meetings, and to prioritize active recruitment to handle any turn over that may result throughout the year.</p> <p>New Members and Exiting members: J. Kidson welcomed the new board members. After great deliberation and interviews we have selected and nominated 5 new members to the board: Danielle Lacroix, Darlene Smith, George Holdron, Janine de Savigny, and Mahoua Ouattara. There were several qualified candidates to choose from, however we had several things to consider one of which was maintaining the 51% spouses/dependants criteria.</p> <p>Regrettably we have lost a Board member this past month, David Wu. He has dedicated several years to the board and we are thankful for all his efforts and service.</p>
6	<p><u>New Business.</u></p> <p>Board Monitoring: Bonnie from Davies and Associates suggested a shift to have more deliberation in Board meetings and less time spent on reports. She also suggested a number of books to help the Board in their role (“Imperfect Board Member”, “Good Governance for Non-Profit”).</p> <p>Bonnie has suggested we start the monitoring process in Policy governance. She recommended we select an area to monitor, and follow through by speaking with families in specific programs to see if their needs are met.</p> <p>New Committee Selection: New members were encouraged to read about the different committees and select one or more that they wish to join and discuss their choice at the next Board meeting.</p> <p>HR Committee: ED evaluation has not be done as of yet, but the evaluation will likely occur in the Fall given summer Board Stand Down.</p> <p>By-Law’s to review: By Laws will need to be reviewed ASAP to prepare documents for upcoming AGM in</p>

	September.
7	<u>Risks and Opportunities.</u> Risks: KMFRC has removed a brochure from circulation as it came to light, that one of the individuals in a photo in the brochure was involved in inappropriate activity. The brochures have been removed from circulation and destroyed.
8	<u>Decisions Requested by ED from Board.</u> Request from ED on behalf of the Community Gardens project is for a galvanized pipe fence around the community garden to protect from wildlife. An RFP was sent out to 4 different companies, and only 2 quotes were received from them. Request approval for \$7,900.00 for installation of fence, taxes included. S. Gagné motioned to approve the request, J. de Savigny seconded it. Motion Passed
9	<u>Round Table.</u> Maj. Natalie Cathcart enquired as to the status of the Military Police Community Liaison Officer Cpl Gallagher. ED has confirmed he is at KMFRC full time now, but has been relocated to a new office within the building with greater access.
10	<u>Next Regular Meeting.</u> The next regular Board meeting will be held Wednesday Jun 22nd, 2016 at 6:30 pm at the CRIC.
11	<u>Adjournment.</u> The meeting was adjourned at 8:55 p.m. by M. Bouchard.



J. Kidson
Secretary



M. Bouchard
President

