

**Board of Directors Meeting
Minutes
Kingston MFRC
Held at the CRIC at the KMFRC
September 27th, 2017**

Name	Position	Attendance
MARTINE BOUCHARD	President	Present
JOANNE CRONK	Vice President	Present
CASSANDRA DE BARTOK	Secretary	Regrets
JANINE DE SAVIGNY	Treasurer	Present
COLLEEN FAIRHOLME	Executive Director	Present
GEORGE HOLDRON	Member	Regrets
NAKUL NAYYAR	Member	Present
JOHN SULLIVAN	Member	Regrets
MARIE-CLAUDE ROBITAILLE	Member	Regrets
JOAN DEBRIE	Member	Present
FAITH MOORE	Member	Present
ERICA LIDINGTON	Ex-Officio	Present
DENNIS NEWHOOK	Padre	Regrets

Item	Agenda	Action Taken
I.	Welcome/ Call To Order	Meeting called to order at 18:32. Welcome to Erika Lidington, our new Ex-Officio.
II.	Additions to Agenda/ Approval of Agenda	No additions made. <i>Motion to approve agenda. Made by Joanne, seconded by Janine.</i>
III.	Review/ Approval of Minutes	Amendments to the August minutes have been made and have been sent out. <i>Motion to approve the August minutes. Made by Nakul, seconded by Janine.</i>
IV.	Executive Committee Reports	Ex-Officios Report - Erika is settling into this new role and had nothing to report at this time. Executive Director Report - Colleen talked about how she attended the True Patriot Love Multinational Symposium and the MFS/MFRC Governance Discussion Forum in Toronto with Martine and Joanne. She said they had a great Meet and Greet and met many of the people involved with MFS. - The KMFRC is running a new program called Employment Café. Every quarter, one of the employment agencies in Kingston will come in to do information sessions while also bringing in employers who regularly recruit military spouses. - Colleen talked about how the KMFRC has been

chosen as one of the sites in Canada to participate in a pilot project aimed at DND civilian Firefighter's families, which extends services to DND Firefighters and their families.

- Colleen wanted to remind us about:
 - o The "Let's Talk" program, which offers Wellness and Mental Health walk-in hours.
 - o The Special Needs Playgroup is a free program that meets monthly.
 - o Integration programs are also being offered.
- Colleen also made reference to the Expenses Dashboard that was sent out leading up to the September board meeting.
- It was announced that MFRC's have been afforded the opportunity to access \$6 million total, across the 32 MFRC's, to modernize the Military Family Services Program. It is split in half, so \$3 million for baseline funding and \$3 million for special projects.
 - o Colleen had mentioned in her report, as well as highlighted at the meeting, that, "A comprehensive review of the 2016 Community Needs Assessment was provided by MFS in Toronto. The three most significant challenges for military families are: Work/Life Balance = Personal and Mental Well Being, Financial and Relationship Problems. Big issues surrounding mobility are doctors, employment and childcare. Gaps in service were identified for 1. Single Parents 2. Dual Service Couples 3. Caregiver Burden 4. Breakdown/Separation and 5. New/Young Families compared to mature. The CNA, with Kingston specifics, will be shared at the October Board Meeting."
 - o The above gave insight on what to use the money towards. Colleen came back and spoke to the Coordinating team, and they gave their suggestions on where they saw gaps in service. The KMFRC does not need to apply for projects as we have the money for that. They came up with the following positions that they feel would help to fill in those gaps.
 - Child Development Assistant: Role would include parenting support, parent-child interactive programs and coordination of the annual Christmas Party.
 - Employment Services Facilitation: Role would be to support Deployment and Employment area including virtual outreach, employment services for spouses, programs and workshops.
 - PSI- Prevention, Support and Intervention: Role would include

preventative programming and support, learning and being trained on the Penelope software program and then training the rest of the staff.

- Welcome and Transition Services: Role would include virtual outreach, working with transition and information outreach.
- Reception Supervisor: Role would include reception supervision and an administrative role.
- Just to note, these are the positions they see needing to be filled and the funding for this would be Permanent.

Board President Report

- AGM went well. Martine wanted to thank Janine and the team for a successful Mocktail reception. We had a great turnout for the AGM. Martine mentioned how the reading of each of our bio's was a nice addition, as it helped to show all our strengths.
- After the AGM we had our special meeting about Governance in which we were able to discuss the various Governance Models that were going to be discussed at the conference in Toronto. Martine, Joanne and Colleen took our ideas to Toronto with them. At the meeting in Toronto, they had to choose 2 of the models that they would recommend. The original was the Status Quo, so they had to recommend two others for a total of 3. As a group, all the models were reviewed and then given recommendations for enhancements. The 2 models that were chosen by the whole group were the Status Quo and The Hybrid. With both of these models, MFRCs retain their current Board of Directors structure. Colleen, Martine and Joanne felt that their voices were heard and that they want to do what is best. The people running the meeting will now take the models and decide what to do, taking the suggestions into account. They are keeping the MFRCs in the process and will have another meeting in the spring. This is all part of long-term planning. The enhancements are going forward to the working group. Boards are being asked to review and send input that can be collected for the meeting in spring. It was a good weekend including the True Patriot Love and Invictus Games.

Board Committee Reports

Finance:

- Nothing to report at this time.

Fundraising

- They had a meeting last week.
- We received a \$500 cheque from the Queens Occupational Masters Program.
- We also received a \$250 donation from the family of a member that was supported by the MFRC.

Fashion Show:

- The Fashion Show is moving ahead. So

		<p>far approximately 5 tables have been bought. Next week the sponsorship package should be complete and the ladies from Women Mean Business will start going out trying to get sponsors.</p> <ul style="list-style-type: none"> o Joanne wanted to clarify that the sponsors are not giving a donation, they are buying advertising at the table, which meets the requirements during the United Way blackout period. <ul style="list-style-type: none"> - The Brick has enrolled us in their Select Rewards program, which is a discount program for military members. They will reserve a rebate of 2% on sales, when people mention that they are military, and The Brick will hold this so that if the Centre needs some new furniture, we can use that money. - Mary Browns Restaurant was going to collect money for the KMFRC in November, but we are going to push it to the New Year so we can help promote it. Mary Browns has also given a free meal to new families as part of the Welcome Packages. - We were approached by The Legion to see if they could help us with the I-Can Bike program next year. The Legion would like to do the T-shirts and Kids Inclusive is on board with the Legion's financial support. - We are going to try and do a Chuck a Puck at a future Frontenacs game. - We are going to try and create a partnership with some new businesses where the MFRC can get proceeds if people bring in their receipts. We currently have this with Boston Pizza. - We returned to talking about the Fashion Show at the end of this report. Nakul was able to get a good price at the Vimy Mess for the fashion show meal. We are able to get a sit down meal for \$35/person, as long as we supply volunteers, which is what is helping to keep the price down. PSP has given permission for this. <p>Governance</p> <ul style="list-style-type: none"> - Nothing new <p>Nominating Committee</p> <ul style="list-style-type: none"> - No CV's have been passed in recently. They are planning to revise the poster to make it clear that we need 51% of the Board to be family, non-military members, in order to maintain our status. 	
V.	Old Business	<ul style="list-style-type: none"> - AGM- covered earlier in the meeting - Board Policy review and matrix: John was going to go over it, but was unable to attend the meeting. Martine checked to see if we had signed and handed in our 1) Statement of Understanding and 2) Letter of Acceptance of Board responsibilities. 	
VI.	New Business:	<ul style="list-style-type: none"> - Governance Review and True Patriot Love: did both earlier in the evening. 	

VII.	Risks and Opportunities	<ul style="list-style-type: none"> - Opportunity: Governance Review - Opportunity: Opportunity to help in school. 	
VIII	Decisions	<ul style="list-style-type: none"> - Decision Requested <ul style="list-style-type: none"> o There is a tree planting on Friday Oct. 6th at 10:00am at Cataraqi School. Would a Board member be available to attend? If so, let Colleen know. - Decision Requested <ul style="list-style-type: none"> o Asked if we are confident for Martine to sign off approval on the new positions. o <i>Motion to put our support behind Martine in signing off approval about the new positions mentioned during the ED report. Made by Janine, seconded by Joan.</i> 	Motion Carried
IX.	Round Table	<ul style="list-style-type: none"> - Deployment Support Program for Children in Schools. Ideas were tossed around. - Please remember to update your volunteer hours on the Volunteer Website. 	
X.	Next Board Meeting	Wednesday, October 25 th , 2017 at 6:30	
XI.	Meeting Adjournment	Meeting Adjourned at 20:02.	
XII.	In-Camera Session (if needed)	None.	

Signed,

Martine Bouchard
President

KMFRC Board of Directors

Faith Moore,
Board Member,
typed minutes for September
KMFRC Board of Directors