

**Board of Directors Meeting Minutes
Kingston MFRC
Room 230
November 28, 2018**

| Name | Position | Attendance |
|-------------------------|---------------------|-------------------|
| JOANNE CRONK | President | Present |
| BETH MACLEAN | Vice President | Regrets |
| MALLORY WALKER | Secretary | Present |
| JOAN DEBRIE | Treasurer (Interim) | Present |
| COLLEEN FAIRHOLME | Executive Director | Present |
| MARIE-CLAUDE ROBITAILLE | Member | Present |
| SHANNON HILL | Member | Present |
| SOPHIE LAVIGNE | Member | Present |
| CASSANDRA DE BARTOK | Member | Present |
| MAJ. ERICA LIDINGTON | Base Commander Rep | Present |
| MAJ. DENNIS NEWHOOK | Ex- Officio -Padre | Regrets |

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| | Welcome/ Call To Order | Meeting called to order at 20:28. No guest speakers. Motion to change order of the agenda by Joan Debie, seconded by Marie-Claude Robitaille | Motion Carried |
| II. | Additions to Agenda/ Approval of Agenda | No additions to agenda. | |
| III. | Review/ Approval of Minutes | Motion to approve meeting minutes from October 24, 3028 by Sophie Lavigne, seconded by Shannon Hill. | Motion carried |
| IV. | In Camera Session (if | An in-camera session was held in reference to LPA staffing | |

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| | needed) | changes. | |
| X. | Decisions Requested | <p>Health and Safety policies reviewed but questions raised, therefore ED will inquire as to whether the policy as a whole should state “employees and volunteers” or if volunteers should only be included in specific sections. The policy indicating self-defence, and defence of children in the event of threat is to be removed. Approval will be done electronically or at the January BOD meeting.</p> <p>In light of the “Gift of Time” given to all full time employees a request was made to recognize the casual staff as well. Motion to offer casual staff up to 2 days of paid leave, as per Bill 148, to be used by March 31, 2019. Motioned by Cassandra De Bartok and seconded by Marie-Claude Robitaille.</p> | Motion carried |
| . | Executive Committee Reports | <p>Ex-Officios Report:</p> <ul style="list-style-type: none"> - United Way campaign winding down, \$253 000 raised <p>Executive Director Report:</p> <ul style="list-style-type: none"> - Refer to ED report - Refer to Q1 and Q2 outcome report <p>Board President Report:</p> <ul style="list-style-type: none"> - Board training to take place end- January/early-February 2019. Would like to do a review of the Strategic Plan at that time to ensure it is still relevant. A new Strategic Plan will be developed once MFS has released the standardized strategic plan format (6-9 months) - Please respond to all emails to ensure you are receiving - Please volunteer at a minimum of two KMFRC events throughout the year - Record all volunteer time in Better Impact | |

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| | | <p>Board Committee Reports</p> <p>Human Resources Committee:</p> <ul style="list-style-type: none"> - Reviewed performance review for Program Co-ordinator - Reviewed terms of reference <p>Fundraising Committee:</p> <ul style="list-style-type: none"> - Terms of reference reviewed - Fundraising goal of \$26 600, current actual \$16 587 - Refer to minutes <p>Finance Committee:</p> <ul style="list-style-type: none"> - Refer to dashboard - Met with Maurice, finances in good order - Payroll changes coming down from change in government <p>Governance Committee:</p> <ul style="list-style-type: none"> - Waiting to find highly qualified treasurer with background in QuickBooks - Looking at board policy in spring - Interviews for new board members to take place asap | |
| IV. | Old Business | No old business reported. | |
| V. | New Business | No new business reported | |
| VI. | Risks and Opportunities | Risk management plan to be reviewed in early-2019. | |
| VIII. | Round Table | Nothing discussed during round table. | |
| IX. | Next Board | There will be no board meeting held in December 2018. | |

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| | Meeting | Next BOD meeting will take place January 30, 2018 in the CRIC. | |
| X. | Meeting Adjourned | Meeting adjourned at 19:42 | |

Signed,



Joanne Cronk
President
KMFRC Board of Directors



Mallory Walker
Secretary
KMFRC Board of Directors