

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Held in the Conference Room of the Fitness and Community Centre
 Wednesday 26 February 2020 @ 600 pm

Chair: Genevieve Landry
Vice-Chair: Michelle Boutilier
Secretary: Kristen Simpson
Treasurer: Ryan Kelly

Ex-Officio:
 Acting Executive Director: Belinda Irwin
 Wing Representative: LCol Dawe (excused)

Directors:
 James Novakowski
 Lorri Romain
 Ryan Kelly
 Kristen Matthews
 Lindsay Wolfe
 Eve Nguyen

Guests:

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Chair called the meeting to order at 18:04 hrs and welcomed all members.	Chair
DECLARATION OF QUORUM		
	The Chair declared there was a quorum present for the meeting.	Chair
CONSENT PREVIOUS MINUTES & AGENDA		
	Adoption of Agenda; Ratification of the Board Minutes of <i>January 29th, 2020</i> , and Acceptance of Executive Director's Report. <u>Motion:</u> A motion to accept the agenda was brought forth by Ryan Kelly; seconded by Lindsay Wolfe; all were in favor. <u>Motion:</u> A motion to accept the Board Meeting Minutes for 29 January 2020 was brought forth by Ryan Kelly; seconded by Lindsay Wolfe; all were in favor.	Chair
FINANCIAL REPORT		
a. Financial Reports Jan 2020	Update provided by A/ED. Key item identified is that the KCC is experiencing losses due to recent wage increases without fee increases being in effect. <u>Motion:</u> A motion to accept the January 2020 financial reports was brought forth by Lorri Romain; seconded by Ryan Kelly; all were in favor.	A/ED


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NEW BUSINESS		
b. Gaming Account	<p>Gaming account is currently sitting at \$1206. Recommendation made for the gaming account to be closed since fundraising events no longer have draws of this nature. Funds were recommended to be transferred to the main operating account.</p> <p>Motion: A motion to close the gaming account and transfer funds to the main operating account was brought forth by Kristen Simpson; seconded by Eve Nguyen; all were in favor.</p>	A/ED
c. ED Report	<p>Concerns brought forth by the BoD regarding:</p> <ul style="list-style-type: none"> • single POC for Client Services due to potential issues if the person is away on extended leave. Secondary POC to be investigated by A/ED; • the current length of the ED Report. Recommendations made that the report be shortened and focussed on key points with updates on outcomes of previous events in the past month and a brief forecast of upcoming events. <p>Motion: A motion to accept the ED's report was brought forth by Lindsay Wolfe; seconded by James Novakowski; all were in favor.</p>	A/ED
d. A/ED Hours	<p>Chair proposed that A/ED should be authorized to work for at least eight hours per day.</p> <p>Motion: A motion to approve A/ED hours to eight hours per day was brought forth by Lindsay Wolfe; seconded by Lorri Romain; all were in favor.</p>	Chair
e. KCC Budget	<p>KCC forecast for next FY was reviewed and showed surplus of \$20K with the new daycare fee increases.</p> <p>Motion: Motion to approve funding model for next FY KCC Budget brought forth by James Novakowski; seconded by Lindsay Wolfe; all were in favour.</p>	A/ED
f. Snow Blower Purchase	<p>BoD discussed the purchase of a snow blower to support clearing KCC sidewalks during heavy snowfall events. A/ED to investigate options and costs with a proposal to the BoD at the next board meeting.</p>	A/ED


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OLD BUSINESS				
g. Review Board Timeline Calendar	Feb		Mar	
	4	CEO of CFMWS Visit, MFS Veteran Family Team Visit	25	Board Meeting
	7	Open Minds Visit		
	26	Board Meeting		
	28	Ambit Diversity Training		
	Apr		May	
	4	Teddy Bear Picnic	27	Board Meeting
	16	Volunteer Appreciation Event		
	26	Youth Volunteer Appreciation Event		
	28-29	Director of MFS Visit		
29	Board Meeting			
COMMITTEE REPORTS				
h. Bursary Committee	Packages are being made up for applicants and advertising will start in the next few weeks with a deadline of 15 Apr 20 for applications.			Chair
i. Board Recruiting Committee	High turnover expected this Summer. Board is actively increasing recruiting.			Chair
j. Employee Recognition Committee	Board Development funds to be used to provide employee appreciation donuts and coffee.			Chair
k. Board Development	Board to use funds to improve BoD binders and plan a Board Function prior to 31 Mar 20.			Chair
l. Policy Review Committee	Several policies are under review and will be revised prior to being circulated for further feedback.			Chair
NEXT MEETING				
Announcements/Training	The next Board Meeting will be March 25, 2020 in the FCC Conference Room.			Chair
ADJOURNMENT				
	Motion: To adjourn the meeting at 740 pm was brought forth by Ryan Kelly; seconded by Lindsay Wolfe; all were in favor.			Chair



 Chairperson



 Secretary