

**Minutes of KMFRC Board of Directors Meeting
Held at the Boys and Girls Club of Kingston, May 25, 2015 @
1800**

In attendance

Members:

Martine Bouchard – President
Joan Debrie – Vice-President
David Wu – Secretary
Julie Dacres – Recording Secretary
Corey Lamothe – Treasurer
Sylvain Gagné
Heather Hook
Julie Kidson
Belinda Doyle
Sue Goddard
Colleen Fairholme - Acting Executive Director

Absent with Regrets:

Erin Brady
LCdr B. Kean-Newhook, Padre
Maj J. Nam, Base G1

Item	Subject
1.	Meeting called to order at 6:03 p.m. by M. Bouchard.
2.	Presentation of Special Visitors from MFS and short visit of new facility.
3.	Additions to Agenda/Approval of Agenda. J. Kidson added subject matter in Old Business. H. Hook added subject matter in Risks and Opportunities A motioned was moved by H. Hook and D. Wu seconded. Motion passed.
4.	Review/Approval of revised Minutes from March and April. March: Correction in <i>Decisions Requested by ED</i> . Motion to approve March minutes moved by S. Gagne and seconded by H. Hook. April: No corrections. A motioned moved by H. Hook and S. Gagne. Motion passed.
5.	Reports. Ex-Officios - Absent Executive Director – Will now communicate by way of strategic plan and priorities

First priority: To Become Accredited

Use of tracking sheets for employees and volunteers;
Creation and reorganization of filing management system for better record management;
SharePoint will be available to President M. Bouchard;
Monthly conferences with KMFRC staff.

Second priority: To Manage and Administer Funding from a Program Perspective

Funding – funding outlines to certain areas. New budget is a much more streamlined way with better format;

Dashboard will be produced every month from bookkeeper to see how we are doing at the KMFRC. Looking at the Dashboard for this month, we are exactly where we need to be in relation to Q1. We have a surplus at these current times due to the daycare and fees that have come in. Once budget is fully put in we will be able to compare. Clear explanations of the funds were outlined by C. Fairholme to the Board and all questions were answered.

Third priority: To provide Family-Centred and Resilience Based Programs

Coordinators are done program planning and everything is aligning to assist with measuring success and outcomes of programs. Logic model was explained; looking at need in community, and then setting out the priorities and modified to reflect the outcome itself. This Logic Model explains to the Board what outcomes we are seeking and what activities will be done to move towards that (i.e. participation, staff need, community need, space need).

Fourth Priority: To integrate our community into our continuum of service delivery

Great initiatives: Parent came forward starting a parent-child support group for children in need. The facilitators will help support the program to answer any questions. A 13-year-old brought up the idea to start a Lego/robotics, and came up with a proposal. A father approached KMFRC and explained that he has a teen with mental health issues. Collaboration with partners on a special program with youth of parents who are ill and injured to develop youth programs.

Volunteer Orientation: Very comprehensive, expressed interest in many areas, to join as board members and/or community volunteer members.

Community Network: We now have 29 out of 32 units involved in the community. The majority of them have a unit rep and family rep. More and more communication is sent out to the units.

Partnerships: New manager for SISIP, very keen to collaborate and do some work. They will start offering programs to speak with families to offer financial assistance, educating and raising financial awareness. In addition, An interest in St. Lawrence College would offer cooking skills and workshops for the community.


West-End Opening: Concern: not enough attendance at the opening. Maybe revamping, and looking more at the needs of the community in the west end. A 6-month period will be put in place to assess. We want to make sure that the KMFRC at the Boys and Girls Club is a separate space and collaborates.

Two years ago, MFS did a major study with families who have children with special needs in the military community. Training available to staff, link on Facebook, resources more available.

	<p>Board President – The Board held the first Strategic Plan meeting on Saturday, May 23, 2015. The four (4) strategic pillars were identified and will be more developed in the future. A second strategic meeting will be held in June. French services at the Boys and Girls are being more investigated due to the partnership with the KMFRC to meet the increased needs of the community. Policies will still need to be looked at.</p> <p>Sub-Committees – Communications: A Communications Policy was drafted by J. Debie and explained to the Board for review. Some comments were made by the Board members as to what should be changed to be improved. The policy will be reviewed with the Governance Committee as to the purpose and then returned to J. Debie for approval. Welcome package will always be updated electronically to be constantly revised and information can be sent to the military families.</p> <p>Fundraising: Fundraising committee attended a seminar/conference. H. Hook proposed that the Board join the AFP for reduced cost at training, case studies, publications, articles, extra knowledge to the Board.</p> <p>Governance: Policies were identified as Board and/or KMFRC. Revision will be done. By-Law process phase 2 ongoing.</p> <p>Human Resources: Belinda Doyle has joined the Board of Directors with extensive experience. We now stand at 10 Board members. No other interviews are scheduled in the near future.</p>
6.	<p>Old Business. Action Plan – Developed from HR meeting with Sharon on April 11, 2015. J. Kidson presented the action plan to the board. Some changes were made to better clarify the needs of the Board on a long-term basis such as set dates for future training, clarification of roles on Board, and terms of references. Posters brought from H. Hook from school about resiliency. The posters will be put up at the KMFRC.</p>
7.	<p>New Business. AGM – Scheduled meeting on September 14, 2015 to prepare for AGM on September 25, 2015.</p>
8.	<p>Risks and Opportunities. Opportunities: Connection possible with Kingston Police program meant for children in need of funds for family.</p>

9.	<p>Decisions Requested by ED from Board.</p> <p>1. 2015-2016 Business Plan: Changes were made according to the recent amendments provided by the Board members. Other wording changes were revised to fit the needs of the Board upon recommendations. Financing from 1 Wing came through. A detailed plan of the Budget Summary was presented to the Board members which link to our strategic plan and priorities.</p> <p>A motion was moved by H. Hook to approve the 2015-2016 Business Plan with amendments as discussed. Seconded by J. Debie. Motion passed.</p> <p>2. Financial Capital Policy: Upon the advice of our financial advisor, further definitions and clarifications were made to the Purchase Capital Policy. Changes to the definition. A revision will be sent to all Board members.</p> <p>3. Harassment Policy: Amendments were made according the Board's revisions. The ED presented the policy. S. Gagne brought up a concern about section 4.4 about the employee's responsibility and procedure. The revisions will be made and sent to all Board members.</p>
10.	<p>Round Table.</p> <p>C. Lamothe requested treasurer's binder for additional review and will be meeting with the bookkeeper.</p>
11.	<p>Next Board Meeting – Monday, June 22nd 2015, CRIC KMFRC @ 6:00 p.m.</p>
12.	<p>Meeting Adjournment.</p> <p>The meeting was adjourned by M. Bouchard at 8:53 p.m.</p>


Julie Dacres
Recording Secretary


Martine Bouchard
President