

## Minutes of KMFRC Board of Directors Meeting Held at the KMFRC CRIC, June 22, 2015 @ 1800

### In attendance

#### Members:

Martine Bouchard – President  
 Joan Debie – Vice-President  
 Julie Dacres – Recording Secretary  
 Corey Lamothe – Treasurer  
 Sylvain Gagné  
 Maj Jennifer. Nam, Base G1  
 Col. Steve Kelsey, Base Commander  
 Colleen Fairholme - Acting Executive Director

#### Absent with Regrets:

Julie Kidson  
 Belinda Doyle  
 Erin Brady  
 Heather Hook  
 David Wu  
 LCdr B. Kean-Newhook, Padre

Item	Subject
1.	Meeting called to order at 6:02 p.m. by M. Bouchard.
2.	The agenda was approved by S. Gagne and seconded by J. Debie. <b>Motion passed.</b> M. Bouchard added By Law Review in New Business.
3.	<u>Review/Approval of revised Minutes from May 2015</u> - Minutes still need to be approved, revisions will be made.
4.	<u>Reports</u> - Ex-Officios: The NPF funding for Christmas party and family cheer funds will be taken care of; Infrastructure issue impacting daycare – matter will be addressed soon; and Replacement Maj. Nathalie Cathart will be taking over July 15, 2015.  - Executive Director <u>First Priority: To Become Accredited</u> It has become very evident that there are a number of policies that need to be reviewed and some need to be written as well. Funding is available to hire a consultant to help and work with the Board and the KMFRC team to revise these policies. HR policies should be completed and in place by the MFS compliance review. She will be with the KMFRC for about 20 hours a week. (MFS compliance: August – 18, 19, and 20).

Second Priority: To Manage and Administer Funding From a Program Perspective

Brian from Secker Ross and Perry has been working with us and very pleased with the audit;

Individual Programs of Interest: Funding was provided by the Base Commander to replace and repair the playground, since it is not in compliance. The work will begin the second week of July where the workers will fill and add additional sand as well as other repairs to the structures in order to be compliant. Timeline is for this to be completed in the Fall. Any leftover funding will be used for the licensed childcare playground. N. Maupu – Community Development Worker: She is building and working with the French community. A funding budget has been assigned to assist her. At the end of each quarter, a full financial report will be provided to the Board members. A budget dashboard was distributed and explained to the Board. The KMFRC is in good position with the budget and is striving to ensure that any unspent funding will be spent according to plan at the end of each quarter. Plans are being put in place so the money will go where it needs to go and balance out.

Third Priority: To Provide Family-Centred and Resiliency-Based Programs

Veterans Affairs: Investing in a 4 year pilot project. Seven MFRC's have been selected, as well as a working group including the 7 participating MFRC as well as 5 spaces for other interested MFRCs. – we have submitted our name to be able to participate.

Fourth Priority: To Integrate Our Community And To Continue Our Service Delivery

We have achieved almost 100% Unit participation with the Family Network Program. There will be group training for Family Reps that will ensure that all families have the appropriate information communicated to them;

The contact obtained from H. Hook at St. Martha's school has been a great connection. Staff from the KMFRC will be visiting the Grade 7s to take photos of their resiliency posters and an article will follow, posted on the website;

Communication: The ED met with key staff members to talk about the Welcome Package – the development of a Welcome Community Group which will include various members of the community to assist new arrivals in Kingston.

Social Media Group: Access to Facebook on behalf of the KMFRC – a social media policy is in place to follow.

Training: Friday, July 24, from 0900-1500, a general social media presentation will take place at the KMFRC;

Initiatives in the community: Raise funds for a commemorative bench for ex-board chair. Donations will be taken at the front desk;

Daycare child: Special needs in our daycare; she is in need of a working dog. Her family has produced posters and they are doing a bottle drive;

In connection, an accessibility review has been done including the fire inspectors, it was established that there are five priorities: 1. Stair lift. 2. Paved pathway all around the building. 3. Ramp. 4. Evacutrac (safely goes up and down stairs). 5. Bathrooms. Timelines are set between 6 to 9 months and a consultant will review;

Fundraising: H. Hook and Terry are now members of the ARP. Sydenham Legion have reached out to the KMFRC to donate. Garrison Ball: Donations and fundraising coming. In August; Kedco golf tournament.

West End: Still looking at options for soundproofing our offices from the fitness centre

	<p>areas using the west end funding;  CYSP planning committee has revamped their French sub-committee: They have recognized a need to expand target community from 0 – 18 years of age as well as parents. The Community Development worker sits on the committee.</p> <p>- Board Chair  The Board met on June 15, 2015 and has completed a second strategic planning meeting to develop our strategic plan with the four pillars of our values, mission and goals, as well as developing action plans for each sub-committee;  Women Mean Business: C. Fairholme and M. Bouchard attended the event, developed great connections and networking opportunities.  Garrison Ball: Many people from the KMFRC Staff and Volunteer were present and part of the silent auction. It was a great success.  Training in Cornwall opportunity for Board members in the Fall.  Business Plan: Approved and signed – motion was passed via email communication. The President is working on the BOD KMFRC Action Plan Responsibilities. This will help the board members to identify their responsibilities and actions to be taken – In Progress.  AGM: September 25, 2015 – we have reserved guest speaker, meeting with Louisane to look at the AGM and the to-do list to work on the preparations.</p> <p>- Sub Committees  All sub committees are working on developing their strategic plan developed at the meeting. Draft plans are being created and will be reviewed at the next strategic plan meeting.</p>
5.	<p><u>Old Business</u>  -None.</p>
6.	<p><u>New Business</u>  - Next AGM in September  The Annual General Meeting will be held on Friday, September 25, 2015. There is a guest speaker that has been reserved. L. Langlois and M. Bouchard will meet and look at the to-do list. Many items have to be prepared for the upcoming AGM</p> <p>- By Law Review  They have to be approved at the AGM and must be posted on website 30 days prior. Article 2.5 Terms of Office for Board Chair and Board Members needs to be reviewed to better fit the needs of the KMFRC. In addition, Section 2.2, regarding Board Structure and chair replacement. Revisions will have to be made for better wording.</p>
7.	<p><u>Risks and Opportunities:</u>  Risks: Bricks on exterior wall of building has to be taken care of.  Opportunities: Networking aspect with AGM coming up.  New staff and ongoing training; Sharp Training – Harassment as well as United Way Training; Nov. 26 – Risk Management and additional schedule will be released in the Fall. All Board members are keen to participate.</p>
8.	<p><u>Decisions Requested by ED from Board:</u>  1. Team Building Event: September 12, 2015 combine board of directors, staff from</p>

	KMFRC, community and volunteers to participate in this event.  2. Auditor made some great recommendations on Financial Processes for Policy No. 4.14 and amendments were made according to the revisions. <b>Motion moved by S. Gagne and seconded by C. Lamothe. Motion passed.</b>
9.	<u>Round Table.</u> -None.
10.	Next Board Meeting – Monday, September 14, 2015 at 1800 at CRIC.
11.	Meeting was adjourned by J. Debie and seconded by J. Dacres at 7:37 p.m.

  
Julie Dacres  
Recording Secretary

  
Martine Bouchard  
President