

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2015, 27 April 2015, 6pm

In attendance

Members:

Martine Bouchard – President
 Joan Debrie – Vice-President
 Julie Dacres – Secretary
 Sylvain Gagné
 Heather Hook
 Erin Brady
 Julie Kidson
 Colleen Fairholme - Acting Executive Director
 Maj Jennifer Nam, Base G1


Absent with Regrets:

LCdr Beverly Kean-Newhook, Padre
 Capt Corey Lamothe
 David Wu

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 6:01 p.m. by S. Gagne and seconded by H. Hook.</p>
2	<p><u>Presentation by KMFRC Staff.</u> C. Fairholme and KMFRC staff presented the mission, values, strategic priorities and planned programming services to the KMFRC, such as: <i>School Readiness, Children’s Separation Program, Respite & Emergency Care, Casual Childcare, Parent & Tot Drop-Ins, Teen Council, IMPAKT, Special Needs Playgroup, InSchool Programs, West End Programming, LPA Childcare Centre, Family Separation and Reunion, Personal Development and Community Integration (Second Language Training, Employment Assistance), Special Events, Community Engagement and Volunteer Personal Support & Intervention (Assessment, Referrals, Crisis Support, Self-Help) Education and Prevention, Project FOCUS, as well as a pilot project at the Boys and Girls Club of Kingston to serve a wider need in the community.</i> An overview of the Marketing, Information & Referral aspect of the KMFRC was presented with the primary focuses targeted such as reaching out to the military community in Kingston. Additional information about the West End was presented to the Board. Through a partnership with the Boys and Girls Club a few offices are present for the KMFRC staff to assist the military community need in the West End for more integration.</p>
3	<p><u>Amendments and Acceptance of Agenda.</u> It was motioned by H. Hook and seconded by E. Brady that the current agenda be accepted without amendments. Motion passed.</p>

4	<p><u>Acceptance of Minutes from Feb 23.</u> It was moved by H. Hook to accept the minutes from Feb 23 and seconded by E. Brady. Motion passed.</p>
	<p>Reports</p>
5	<p><u>Ex-Officio.</u> - PMQ was returned to CFHA in a short-term.</p> <p><u>Executive Director.</u> An additional FLO/PSI position was posted, which demonstrates the need in the community. Compliance review: A financial compliance review will be done at the end of August and it will be shared with the Board when ready. Daycare compliance audit: Outcome of the audit is good, a few points were pointed out that will be taken care of as soon as possible. A review of the 2015-2016 Business Plan was brought up with minor changes to the Business Plan for a better understanding and comprehension. Financial preliminary results of the financial statement of the KMFRC was presented by C. Fairholme and she will have final results at next monthly meeting in May.</p> <p><u>Board Chair.</u> KMFRC Accountability Checklist Plan: To be discussed at the next Board meeting. Strategic Plan was discussed and a time was set out for all of Board members to meet and work on strategic plan altogether. West End official opening is on Tuesday, May 12, 2015 at 1600. This is also where our next monthly meeting will be held. Lots of positive feedback for the Board and KMFRC.</p> <p><u>Sub-Committees.</u> Training: A calendar was developed by the Training Committee and dates will be provided in order to keep the calendar constantly updated as well as have the Board informed and ready for upcoming events and policies. Human Resources: J. Dacres was appointed the Chair of the Human Resources committee and will schedule interviews with new potential Board members this week. Fundraising: Additional training is being done in the fundraising committee.</p>
6	<p><u>Old Business.</u> - Accreditation: Nothing to report since a meeting will be tomorrow for further accreditation processes.</p>
7	<p><u>New Business.</u> Posters from St. Martha's School about resiliency; prospective collaboration for posters to be put up at the KMFRC.</p>

8	<p><u>Risks and Opportunities.</u> A concern was brought up by S. Gagne about staff taking kids from the KMFRC to the Kingston Base Gym for activities. The ED reassured that all parents must give consent before all kids get on the bus or leave the KMFRC at all.</p>
9	<p><u>Decisions Requested by ED from Board.</u> Auditors: Surplus from the daycare program be put in the restricted fund to be applied towards LPA funding for next year and ensure that the increase in fees brings us to the level of the community in other daycares for us to be viable. Motion moved from S. Gagne and seconded H. Hook. Motion passed.</p>
10	<p><u>Round Table.</u> Training attended by Board members was presented and additional information will be transmitted to the Board.</p>
11	<p><u>Next Regular Meeting.</u> The next regular monthly meeting will be held on Monday, May 25 2015, at Boys and Girls Club, Kingston @ 1800.</p>
12	<p><u>Adjournment.</u> The meeting was adjourned at 8:29 p.m. by H. Hook and seconded by J. Debie.</p>


J. Dacres
Secretary


M. Bouchard
President