

**Board of Directors Meeting Minutes
Kingston MFRC
November 25, 2020
Time: 18:00**

| Name | Position | Attendance |
|--------------------------|--|-------------------|
| CATHERINE (BETH) MACLEAN | President | Present |
| JOAN DEBRIE | Vice President | Present |
| BRITTANY BROWN | Treasurer | Present |
| MEGAN KILBRIDE | Secretary | Present |
| RICHA REHAN | Member | Absent |
| TEAISHA WHITTINGHAM | Member | Present |
| RILEY CASSIDY | Member | On Leave |
| ANNA DOWNE | Member | Present |
| STACEY HODGKISSON | Board Candidate | Present |
| TANYA DION | Board Candidate | Present |
| MAJ. PATRICK TSAO-DAVID | Base Commander Rep | Present |
| JOHN VANSTONE | Padre Base Rep | Present |
| COLLEEN FAIRHOLME | Executive Director | Present |
| Lynn Albrecht | Mental Health and Wellness Coordinator | Present |
| Sarah Green | FLO/PSI Worker | Present |
| Sam Galati | VFP Coordinator | Present |

Welcome/ Call To Order Meeting called to order at 18:07

Introductions – All members present introduced themselves and their affiliation with the KMFRFC

Presentation by Mental Health & Wellness Team

Additions and Approval of Agenda

Motion by to approve the agenda by Anna Downe. Seconded by Meg Kilbride.

Review/Approval of Minutes from 04 Nov 2020.

Motion to approve the minutes from Brittany Brown. Seconded by Anna Downe.

Reports

Ex-Officios Nil

Executive Director (See also attached ED report)

1. Military tele-health was piloted in Petawawa with great success and will be rolled out to Kingston.

2. Due to the impacts of COVID, LPA will modify its hours effective 04 Jan 21. An impact assessment was conducted, and it was determined that this change will not adversely impact any clients.

Board President

1. Riley started her leave of absence while she waits to welcome her baby.
2. MFSAC has provided a thorough update on MFS and Governance Formalization Group activities to BoD President.

Finance Committee

1. Expenses have been less than budgeted in every area, except LPA; which will be receiving a refund shortly.

Board Governance - Nil**HR. Committee**

1. The Governance committee selected one new Board candidate, Tanya Dion. Joan Debie motioned for Tanya Dion to become an interim member, seconded by Anna Downe. Motion carried.
2. Received two nominations of HR companies to conduct the compensation review of the KMFRC. Pros and Cons of each company were discussed. Motion to hire McConnell Consulting by Meg Kilbride, seconded by Joan Debie. Motion carried.

Fundraising Committee

1. The donor wall has been installed, but the header will be installed in the coming weeks. Board decided that the list of donors on the wall should match the list of donors in the Garrison Life magazine.
2. BoD to sign a letter of support for John Price in his nomination for HCol of Prince of Wales Own Regiment.

Old Business

1. Resources have been delivered and staff are looking forward to completing the different training available.

New Business N/A**Risks and Opportunities**

1. Non-medical masks are now to be worn even when 2m spacing is able to be accommodated. All other COVID response measures have remained in steady-state.
2. Two LPA serious incidents were submitted to the Ministry of Education and were forwarded to the Enforcement Team. LPA were served with a compliance letter. The compliance letter ordered that the MFRC confirm that they will ensure all children will be supervised at all times.
3. PMed inspection was successful.

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| Decisions requested by the ED from Board N/A |
| Round Table |
| Next Board Meeting 27 Jan 21. |
| Motion by to adjourn by Anna Downe. Seconded by Brittany Brown. Meeting adjourned at 2023 pm. |
| In Camera Session. |

Signed,

Catherine E. MacLean

Catherine MacLean
President
KMFRC Board of Directors

Meg Kilbride

Megan Kilbride
Secretary
KMFRC Board of Directors