

Board of Directors' Meeting Minutes
Kingston MFRC
August 26, 2020
Time: 18:00

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
BRITTANY BROWN	Treasurer	Regrets
RICHA REHAN	Member	Regrets
TEAISHA WHITTINGHAM	Member	Present
RILEY CASSIDY	Member	Regrets
ANNA DOWNE	Member	Present
COLLEEN FAIRHOLME	Executive Director	Present
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Regrets
CAPT. DANY PERREAULT	Padre, Holy Family Catholic Church	Present
MEGAN KILBRIDE	Guest	Present
STACEY HODGKISSON	Guest	Present
TYLER RIDER AND TERRY ZARICHNY	Auditors, Secker, Ross and Perry	Present

Welcome/ Call To Order Meeting called to order at 6:02 pm.

Tyler Rider from Secker, Ross and Perry presented the audit for 2019- 2020 to the board. Financial statements are in order. Some amendments to be made. An e-vote will be carried out as soon as these are made. Motion by J. Debie to move \$40,352 into the LPA restricted fund. Seconded by A. Downe. Carried.

Additions and Approval of Agenda

Items added to the agenda: Business Resumption plan.

Item to be deleted from the agenda: HR Downloads request.

Motion by A. Downe to approve the amended agenda. Seconded by T. Whittingham. Carried.

Review/Approval of Minutes from June 24 and supplemental meeting held July 22, 2020.

Correction to item under new business should read: Staff will begin working with a representative from KEYS to develop a Workplace Inclusion Charter.

Motion by T. Whittingham to approve the minutes as amended from June 24, 2020. Seconded by A. Downe. Carried.

Motion by T. Whittingham to approve the working group minutes from July 22, 2020. Seconded by A. Downe. Carried.

Reports

Ex-Officios

D. Perreault

1. Positive Space Training will be held on September 16 and 17, 2020. The ED expressed interest in having up to three employees attend.
2. Support is available to all employees and Board members during these challenging times.

Executive Director (See also attached ED report)

1. The Mental Health Team has updated a number of handouts and videos and is currently rewriting much of the information for CAF connections.
2. United Way funding has continued for Q1 and Q2. A new funding application process has been developed for 2021.
3. Funding has been gratefully received from 1 Wing to support LPA Childcare Centre.
4. All daycares are experiencing high operating costs but low revenue from users.
5. CEWS was accessed to help pay for LPA salaries.
6. The new Base Commander paid a visit to the KMFRRC and met with staff. Shelters to be provided at entrance to LPA for cover in bad weather. He would like to recognize staff for their efforts during the Covid-19 pandemic.

Board President

1. Documents from MFS can be found on Google Drive
2. CAF connections is allowing MFRC's to share virtual programming.
3. Board members are reminded to log hours on Better Impact.
4. The HRTO lawyer has changed but the law firm remains the same.
5. Liability clearances and renewals have been delayed due to Covid 19.
6. Engaged HR has begun developing a dispute resolution process including a third-party contact for complaints. MFS is also reviewing the dispute resolution procedure in the Health and Safety policy under Complaints/Harassment Section.
7. A forensic audit will be carried out by the base IT team.

Finance Committee

1. Motion by J. Debrie to accept the Q1 Report. Seconded by T. Whittingham. Carried.
2. The MFS funding for Q3 and Q4 has been confirmed.

Board Governance

1. Two board candidates have been interviewed and are waiting on final paper work to be completed. Nominations will be made at the AGM.
2. There will be nine board members at the time of the AGM.

HR Committee

1. No report

Fundraising Committee

1. No report

AGM Committee

1. A three-line personal introduction blurb needs to be sent to the President.
2. Board members are asked to register for the AGM at kmfrc.com/agm
3. Practice AGM will be held on September 21, 2020 at 6 pm.

Old Business

1. Workplace Inclusion Charter – refer to ED report. We are waiting on KEYS to gather the tools for an initial assessment.
2. The Social Media policy still needs work. Board members are asked to send comments to the board President by September 3, 2020.

New Business

1. A number of suggestions for staff and board sensitivity and awareness training have been made. Trainings will begin in the fall.

Risks and Opportunities

1. Repairs to the brickwork have been delayed by the contractor. The Base Commander will enquire.
2. One ground hog has been trapped and relocated. A second is still on the loose.
3. There is no upper ceiling temperature recommended by Public Health or the Ministry of Education. Heating and cooling continues to be an issue.
4. The interim bookkeeper is doing a great job and may be asked to fill in as needed.
5. On September 1, 2020 businesses may increase the number of people in the building. The ED recommends that an small increase of staff and visitors be made at that time.

Decisions requested by the ED from Board

1. E-vote on July 29, 2020. Motion by B. Brown to approve interim bookkeeping services from Good Omen Office Services. Seconded by A. Downe. Carried.

Round Table N/A**Next Board Meeting**

1. September 21, 2020 AGM run through at 18:00 via Zoom.
2. September 23, 2020 AGM at 18:00 via Zoom.

Motion by A. Downe to adjourn. Seconded by J. Debric

Meeting adjourned at 8:21 pm.

In Camera Session. N/A

Signed,





Catherine MacLean
President
KMFRC Board of Directors

Joan Debie
Vice President
KMFRC Board of Directors