

**Minutes of KMFRC Board of Directors Meeting  
Held at the KMFRC CRIC Room 27 January 2016, 6pm**

---

**IN ATTENDANCE**

**Members:**

Martine Bouchard – President  
Joan Debie – Vice-President  
Julie Dacres – Secretary  
Belinda Doyle - Treasurer  
Sylvain Gagné  
David Wu  
Heather Hook  
Julie Kidson

**Ex-Officios**

Colleen Fairholme - Executive Director  
Maj. Natalie Cathcart

**Absent with Regrets:**

Stephen An, Padre  
Corey Lamothe  
Erin Brady

**Guests :**

Bonnie Mundy, Davies & Associates

<b>Item</b>	<b>Subject</b>
1	<u>Welcome/Call to Order.</u> Meeting called to order at 6:10 p.m. by M. Bouchard.
2	<u>Amendments and Acceptance of Agenda.</u> An item was added to the agenda to discuss the program/activity that takes place before the board of directors meeting at the CRIC. It was decided that the Board meetings would start at 6:15pm to accommodate the tutoring program. It was moved by S. Gagne and seconded by B. Doyle that the current agenda be accepted with the above mentioned amendment. Motion passed.
3	<u>Acceptance of Minutes from 02 December 2015.</u> It was moved by J. Kidson and seconded by J. Debie to have the minutes approved, with amendments. Motion passed.
	<b>Reports</b>
4	<u>Ex-Officios.</u> It was explained by Maj. N. Cathcart that the refugees will potentially be coming to Kingston between the 6 <sup>th</sup> and 10 <sup>th</sup> of February. If there are no refugees by the end of February, the Kingston Base will return to normal functions.

Executive Director.

Priority 1: To Become Accredited

It was explained by C. Fairholme that the accreditation is an ongoing process. The accreditation end date is March 31<sup>st</sup>, 2016. The KMFRC is also working in collaboration with other MFRC's as part of the pilot project.

Priority 2: To Manage and Administer Funding from a Program Perspective

Coordinators of the KMFRC have been working on budgets for the next fiscal.

A detailed dashboard of January was explained by the Executive Director, as well as, the balance sheet for the KMFRC.

Priority 3: To Provide Family-Centered and Resilience Based Programs

Coordinators have submitted their Q3 reports which will be available and distributed at the next board meeting.

Priority 4: To Integrate Our Community into our Continuum of Service Delivery

A pair of Queen's Occupational Therapy Master's Students have taken on the project of restructuring the front reception to ensure that it more welcoming and meets the AODA requirements, with funding from CFB.

The Base organized a Meet and greet for different agencies in Kingston (ie.. Red Cross, Immigration of Services, City of Kingston) regarding the potential arrival of Syrian refugees. KMFRC is looking at holding an information evening for military families.

General:

Children Christmas Party: It was a great success, with an approximate attendance of 1300 participants (including approximately 700 children). The KMFRC received very positive feedback from the community.

KMFRC West:

A Book Club started in the West End and was well attended. It was a successful event and encouraged the creation of a French book club..

Board chair:

M. Bouchard, on behalf of the KMFRC, signed and sent thank you letters to all of our donors, to thank them for their time and financial donations.

Regarding the next Annual General Meeting, the Board is currently looking at dates for September of 2016.

Sub-Committees.

Human Resources: An email was sent to potential board member asking for current resume.

Governance Committee: New timing for accreditation. Drafted risk management policy for review by board members. Will be discussed more in depth..

Financial Committee: Treasure to meet with Financial Advisor for an overview of KMFRC budget.

Fundraising Committee: Work in process.

5

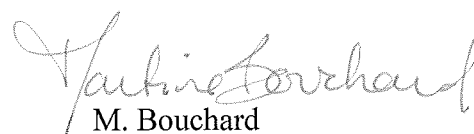
Old Business.

Cop Shop – Police Force teaming up with the Cataraqui Centre to help deserving families through gift cards. We presented 2 candidates for this opportunity.

Action Plan Review: Julie K to review and update

	<p>Board Policies: Bonnie acted as Board Governance consultant. She reviewed the KMFRC governance model and the results of the staff and Board strategic planning sessions of November 2015. The Values were reviewed once more by the Board. It was moved by B. Doyle and seconded by S. Gagne to accept the revised values. Motion passed. The end statements were reviewed and revised by the Board. It was moved by S. Gagne and seconded by J. Debie to approve the end statements as amended. Motion passed.</p> <p>Board Policy Manual: Board committees:</p> <ol style="list-style-type: none"> <li>1. <u>Executive</u> : M. Bouchard, J. Debie, B.Doyle and J.Dacres</li> <li>2. <u>Finance</u>: B. Doyle, C.Lemothe</li> <li>3. <u>Human Resources</u>: J. Debie volunteered to be chair of the Human Resource Committee, and B. Doyle and J. Kidson joined the committee as well.</li> <li>4. <u>Board Development, Nominating and Governance Committee</u>: J. Kidson, S. Gagne, B. Doyle and D. Wu joined the Committee.</li> <li>5. <u>Fundraising and Communications</u>: H. Hook volunteered to be chair of the Fundraising and Communications Committee. Discussion on challenges regarding communication between the staff and committee members. Interest in to addressing and signing the Thank You notes to donors.</li> </ol> <p>It moved by J. Debie and seconded by J. Kidson to accept the Board Policy Manual that was presented at the last meeting. Motion passed.</p> <p>Bonnie suggested that we postpone the Board evaluation and Ends monitoring to the next meeting. HR policies for review by Board, were presented for approval at next Board meeting.</p>
6	<p><u>New Business.</u> Review AGM/possible dates: September of 2016. Board evaluations for past year: Will be done in March</p>
7	<p><u>Risks and Opportunities.</u> N/A</p>
8	<p><u>Decisions Requested by ED from Board.</u> 1. As previously discussed, a supplemental fund request to MFS for a 4<sup>th</sup> mental health professional requires approval. It was moved by S. Gagne and seconded by J. Kidson to approve funding for the new mental health position. Motion passed.</p>
9	<p><u>Round Table.</u> N/A</p>
10	<p><u>Next Regular Meeting.</u> The next regular board meeting will be held Wednesday March 2<sup>nd</sup>, 2015 at 6:15 pm at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 8:26 p.m. by H. Hook and seconded by D. Wu.</p>

J. Dacres  
Secretary

  
M. Bouchard  
President