

**Meeting Minutes**  
 COMOX MILITARY FAMILY RESOURCE CENTRE –  
 BOARD of DIRECTORS' SPECIAL MEETING  
 Zoom Meeting  
 Monday April 19 2021 @ 1800

**Chair:** Eve Nguyen  
**Vice-Chair:** Kristen Matthews  
**Secretary:** Keeley Young  
**Treasurer:** Nicole Ji

**Ex-Officio:**  
 Wing Representative: Andrea Dawe (*regrets*)

**Directors:**  
 Krystle Sloan  
 Melissa Farrell  
 Mathieu Kuhl  
 Steven Smith  
 Katharina Schulte-Bisping (*regrets*)  
 Cynthia Irving (*absent*)  
 Michelle Auger

**Guests:**  
 Jon Pascoe  
 Wendy Secord

ITEM	ACTION	ACTION
<b>CALL TO ORDER</b>		
	The Chair called the meeting to order at 1800 hrs and thanked all members for ensuring they could attend the meeting which was scheduled on short notice and specifically for the purpose of meeting the recommended ED candidate: Wendy Secord.	Chair
<b>DECLARATION OF QUORUM</b>		
	The Chair declared there was a quorum present for the meeting.	Chair
<b>APPROVAL OF THE AGENDA</b>		
	The Chair requested a motion to approve the agenda.  <b><u>Motion:</u></b> A motion to accept the agenda was put forth by Krystle Sloan; seconded by Steven Smith; all were in favour.	Chair
<b>ED CANDIDATE – WENDY SECORD</b>		
	The Secretary invited Wendy Secord to join the meeting (18:05). Introductions were done and time was provided to Wendy to introduce herself and to provide the board a short summary of her skillsets and how they directly apply to the needs of the MFRC. Several additional questions were asked by the Committee Chair  At the end of the discussion, the Committee Chair thanks Ms. Secord for her time, and she excused herself from the meeting.	ERC Chair

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ERC COMMITTEE RECOMENDATIONS		
<b>a. Request for Decision</b>	<p>Board Members had an open and lengthy conversation pertaining to the shortlisted candidates and reviewed the committee’s process and recommendation.</p> <p>The Recruitment and Selection Committee recommends that Wendy Secord be appointed as the new Executive Director.</p> <p><b>Motion:</b> A motion to accept the Recruitment and Selection Committee’s recommendation was put forth by Krystle Sloan; seconded by Steve Smith; all were in favour.</p> <p>Kim Hetherington was excused from the meeting.</p>	ERC Chair
<b>d. Offer Letter</b>	<p>The Board reviewed the draft offer and discussed the parameters of negotiation for the committee/recruitment specialist. The document had been vetted by the Recruiting and selection committee and met the board approval.</p> <p><b>Motion:</b> A motion to accept the draft offer letter (as presented) was put forth by Nicole Ji; seconded by Krystle Sloan; all were in favour.</p>	ERC Chair
IN-CAMERA SESSION		
	No in-camera session was held	Chair
Conclusion		
	The meeting was concluded at 1922hrs	Chair

Chairperson 

Secretary 