

Meeting Minutes
COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS' MEETING
Held in the Conference Room of the Fitness and Community Centre
Wednesday 29 January 2020 @ 600 pm

Chair: Genevieve Landry (excused)
Vice-Chair: Michelle Boutilier
Secretary: Kristen Simpson
Treasurer: Ryan Kelly

Ex-Officio:
Executive Director: Kim Hetherington
Wing Representative: LCol Dawe (excused)

Directors:
James Novakowski
Lorri Romain (excused)
Alex Boutilier
Ryan Kelly
Kristen Matthews
Lindsay Wolfe
Eve Nguyen

Guests:

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Vice-Chair, called the meeting to order at 18:03 hrs and welcomed all members.	VC
DECLARATION OF QUORUM		
	The Vice-Chair declared there was a quorum present for the meeting.	VC
INTRODUCTION OF BOARD MEMBERS AND GUESTS		
	Round table introductions for all members and community members present.	VC
CONSENT PREVIOUS MINUTES, AGENDA & ED REPORT		
	Adoption of Agenda; Ratification of the Board Minutes of <i>November 27, 2019</i> , and Acceptance of Executive Director's Report. <u>Motion:</u> A motion to accept the agenda was brought forth by Lindsay Wolfe; seconded by Alex Boutilier; all were in favor.	VC
CORRESPONDENCE		
	Nothing new to discuss.	VC
FINANCIAL REPORT		
a. Financial Reports Nov - Dec 2019	<u>Motion:</u> A motion to accept the November and December financial reports was brought forth by Lindsay Wolfe; seconded by Kristen Matthews; all were in favor. <u>Motion:</u> Motion was brought forth to accept the MFSP Quarterly Financial Report by James Novakowski; seconded by Lindsay Wolfe; all were in favour.	ED

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	<u>Motion:</u> Motion brought forth to accept the MFSP Baseline Funding Distribution by Alex Boutilier; seconded by Kristen Matthews; all were in favour.	
NEW BUSINESS		
b. Board Member Recruitment	Eve Nguyen was interviewed by the Board Member Recruitment Committee and has been recommended to be appointed to the BoD and will officially be voted in the AGM. <u>Motion:</u> Motion brought forth for Eve Nguyen to be appointed to the BoD by Kristen Matthews; seconded by Lindsay Wolfe; all were in favor.	VC
c. Vacation Leave Policy	Vacation leave policy drafted by ED and reviewed by BoD. <u>Motion:</u> Motion brought forth to accept the new Vacation Leave Policy by James Novakowski; seconded by Alex Boutilier; all were in favour.	ED
d. Conflict and Dispute Resolution Policy	Conflict and Dispute Resolution policy drafted by ED and reviewed by BoD. <u>Motion:</u> Motion brought forth to accept the new Conflict and Dispute Resolution policy by Lindsay Wolfe; seconded by Kristen Matthews; all were in favour.	ED
e. Employee Resignation Policy	Employee Resignation policy drafted by ED and reviewed by BoD. <u>Motion:</u> Motion brought forth to accept the new Employee Resignation policy by James Novakowski; seconded by Kristen Simpson; all were in favour.	ED
f. Business Interruptions/ Inclement Weather Policy	Business Interruptions/ Inclement Weather Policy drafted and reviewed by the BoD. ED presented concerns from D/WComd regarding closures of MFRC offices/services during inclement weather, specifically when the School District closes. BoD discussed and determined for the safety all staff and community members, the MFRC would remain closed with Emergency contact numbers posted on social media. <u>Motion:</u> Motion brought forth to accept the new Business Interruptions/ Inclement Weather Policy by Lindsay Wolfe; seconded by James Novakowski; all were in favour. Lindsay and James	ED
g. Exit Interviews Policy	Exit Interviews policy drafted by ED and reviewed by BoD. <u>Motion:</u> Motion brought forth to accept the new Exit Interviews policy by Kristen Matthews; seconded by Kristen Simpson; all were in favour.	ED

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h. Job Descriptions Policy	<p>Job Descriptions policy drafted by ED and reviewed by BoD.</p> <p>Motion: Motion brought forth to accept the new Job Descriptions policy by Lindsay Wolfe; seconded by Eve Nguyen; all were in favour.</p>	ED
i. Layoffs Policy	<p>Layoffs policy drafted by ED and reviewed by BoD.</p> <p>Motion: Motion brought forth to accept the new Layoffs policy by Kristen Simpson; seconded by Alex Boutilier; all were in favour.</p>	ED
j. Strategic Planning	<p>Strategic Planning session held to discuss Comox MFRC Vision and Mission Statements. Comox MFRC Values to be developed by Sep 2020.</p> <p>Motion: Motion to accept Comox MRFC Vision: Military Families will Thrive and Comox MFRC Mission: To support the unique lifestyle of the modern military family brought forth by James Novakowski; seconded byu Eve Nguyen; all were in favour.</p>	ED
k. ED Report	<p>ED Report highlights include:</p> <ul style="list-style-type: none"> • the hiring of a new HR Assistant to be an advisor on HR issues or when clarity is required on policies; • ECE bursary process has been developed; • Gender Based Violence Funding – organization coming on 27 February to do training; and • Joint Health and Safety Committee developed to address concerns, conduct inspections and investigate incidents. <p>Motion: Motion to accept ED’s Report brought forth by Lindsay Wolfe; seconded by Kristen Matthews; all were in favour.</p>	ED
l. ED Professional Development	<p>ED requested approval for up to a maximum of \$4000 for Professional Development in North Bay for National ED’s Conference in May 2020.</p> <p>Motion: Motion to approve funding for ED Professional Development brought forth by Alex Boutilier; seconded by Lindsay Wolfe; all were in favour.</p>	VC
m. Board Member Resignation	<p>Alex Boutilier will away for an extended period and has submitted his resignation to the Board of Director.</p> <p>Motion: Motion brought forward to accept the resignation of Alex Boutilier by Kristen Simpson; seconded by Lindsay Wolfe. All in favour.</p>	VC

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OLD BUSINESS			
n. Review Board Timeline Calendar	Feb		Mar
	4	CEO of CFMWS Visit, MFS Veteran Family Team Visit	25
	7	Open Minds Visit	
	26	Board Meeting	
	27	Gender Based Violence Awareness Training	
	Apr		May
	28	Director of MFS Visit	27
	29	Board Meeting	
COMMITTEE REPORTS			
o. Bursary Committee	Packages are being made up for applicants and advertising will start with a deadline of 30 Mar 20 for applications.		VC
p. Board Recruiting Committee	Nothing new to report.		VC
q. Employee Recognition Committee	Nothing new to report.		VC
r. Board Development	Board Function to be planned prior to 31 Mar 20. Comox MFRC Values Brainstorming session planned in Sep 20.		VC
s. Policy Review Committee	First six policies have been passed and six more expected in the next few months. Kristen Matthews to join the committee.		VC
NEXT MEETING			
Announcements/Training	Chair reminded BoD members to log their volunteer hours. The next Board Meeting will be February 26, 2020 in the FCC Conference Room.		VC
ADJOURNMENT			
	Motion: To adjourn the meeting at 736 pm was brought forth by Ryan Kelly; seconded by Lindsay Wolfe; all were in favor.		VC



Chairperson
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Secretary