

**Board of Directors Meeting Minutes
Kingston MFRC
Room 230
February 27, 2019**

Name	Position	Attendance
JOANNE CRONK	President	Present
BETH MACLEAN	Vice President	Regrets
MALLORY WALKER	Secretary	Present
JOAN DEBRIE	Treasurer (Interim)	Present
COLLEEN FAIRHOLME	Executive Director	Present
RICHA REHAN	Member	Present
SHANNON HILL	Member	Present
SOPHIE LAVIGNE	Member	Present
BRITTANY BROWN	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Present
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Regrets

Item	Agenda	Action Taken
	<p>Welcome/ Call To Order</p>	<p>Call to order at 18:31</p> <p>Guest speakers – Camp Maple Leaf Experiences Presented by: Tamara and Martha</p> <p>New Board member Richa is our newest Board member effective January 19, 2019</p>
II.	<p>Additions to Agenda/ Approval of Agenda</p>	<p>No changes or corrections to agenda</p> <p>Motion made by Sophie Lavigne seconded, by Brittany Brown</p> <p>Motion carried</p>
III.	<p>Review/ Approval of Minutes</p>	<p>Motion to accept January 30, 2019 minutes by Shannon Hill, seconded by Joan Debie.</p> <p>Marie-Claude has resigned from the BOD effective February 27, 2019. We now have 8 of 12 members</p> <p>Motion carried</p>

IV.	In Camera Session (if needed)	No in camera session was held.	
X.	Decisions Requested	<p>Decisions Requested by ED from Board</p> <p>Modifications of strategic priorities, 2 were amended and 1 new one created. ED requesting approval to adopt the amendment and new strategic priority. Motion to accept by Joan Debie, seconded by Sophie Lavigne</p> <p>Motion to pay invoice for strategic planning training by Joan Debie, seconded by Sophie Lavigne</p> <p>Motion to accept the latest version of the amended HR policy, including the following changes/clarifications:</p> <ul style="list-style-type: none"> • Clarify that there is no conflict of interest for volunteers and employees who are Entrepreneurs or Independent Consultants, to leave business information in the CRIC • Clarify that terminations require ED authorization • Vaping and use of cannabis to be prohibited on property <p>Approved by Richa Rehan, seconded by Brittany Brown.</p>	<p>Motion carried</p> <p>Motion carried</p> <p>Motion carried</p>
	Executive Committee Reports	<p>Reports</p> <p>Ex-Officios</p> <p>Base Chief will be leaving on deployment. The G3 MWO will be acting Base Chief Warrant Offer until a new appointment is assigned.</p> <p>Executive Director (ED)</p> <p>As per ED report dated 27 Feb 2019.</p> <p>Les Petites Amis is running a march break camp – advertised internally, looking to maximize capacity therefore being promoted.</p>	

	<p>Employment service coordinator is having a cover letter workshop.</p> <p>No parent left behind is a support group for parents experiencing post-partum challenges needing support. Due to other organizations having a similar program the KMFRC has modified the format to be more like speaker series; every month will have a different theme.</p> <p>March 8, 2019 is International Woman’s Day. There will be a Women and Innovation session which will be open to all.</p> <p>Multiple job postings have opened up and more to open and become advertised in coming weeks.</p> <p>Board President</p> <p>BP reminded board members that she will email members to check in mid-month</p> <p>Submitted letter to confirm changes implemented following MFS Compliance Review (Fall 2018), have received no additional response.</p> <p>As posting season begins and members are posted let us know in the event to we need to find a replacement for you.</p> <p>Reminder to log all volunteer hours</p> <p>Board Committees – review members and chairpersons, committee updates</p> <p>Finance</p> <p>Joan Brittany Richa</p> <p>Has not met; nothing to report</p> <p>HR</p> <p>Beth (Chair) Joan Sophie</p> <p>HR committee met February 2, 2019 to discuss revised salary ranges for FLO/PSI positions.</p> <p>Met to discuss ED evaluation</p> <p>Governance</p>	
--	--	--

		<p>Sophie (Chair) Beth Richa</p> <p>Has not yet met, nothing to report</p> <p>Fundraising</p> <p>Shannon (Chair) Mallory Brittany</p> <p>As per meeting minutes dated 25 Feb 2019.</p> <p>In the process of having donor wall created – Terry will be exploring possible design ideas – money to be spent in March</p> <p>Working on partnerships with RBC and McDonald’s</p> <p>AGM Committee established</p> <p>Mallory (Chair) Shannon Richa Sophie</p>	
IV.	Old Business	No old business reported.	
V.	New Business	No new business reported	
VI.	Risks and Opportunities	<p>Heating issues on main level, there are two heating systems; they are not working together; one side too hot the other too cold. Daycare is required to maintain temperature of 20 degrees Celsius. Heating company has come to take a look and have come up with ways to fix and modify heating system. The Ministry of Education has to approve modifications and provide guidance. There will be some disruptions to the daycare centre.</p> <p>The base is responsible for costs associated with the heating system. Depending on chosen resolution the board will be updated.</p>	
VIII.	Round Table	Nothing discussed during round table.	

IX.	Next Board Meeting	Next BOD meeting will take place March 27, 2018 in the CRIC.	
X.	Meeting Adjourned	Meeting adjourned at 19:42	

Signed,



Joanne Cronk
President
KMFRC Board of Directors



Mallory Walker
Secretary
KMFRC Board of Directors

