

**Board of Directors Meeting Minutes  
Kingston MFRC  
Room 230  
January 30, 2019**

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

1. I	<b>Welcome/ Call To Order</b>	<p>Meeting called to order at 18:35.</p> <p>No guest speakers.</p> <p>Introduction of new board members. Brittany Brown was motioned to the Board on 25 Jan 19.</p> <p>Board applicant Richa Rehan in attendance.</p>	
2. II.	<b>Additions to Agenda/ Approval of Agenda</b>	<p>No additions to agenda.</p> <p>Motion to approve 30 Jan 19 agenda by Sophie Lavigne, carried by Beth MacLean</p>	<b>Motion Carried</b>
3. III.	<b>Review/ Approval of Minutes</b>	<p>Motion to approve November minutes by Shannon Hill, motion seconded by Sophie Lavigne.</p>	<b>Motion Carried</b>

4. .	<b>Executive Committee Reports</b>	<p><b>Executive Director Report:</b></p> <ul style="list-style-type: none"> <li>- ED report presented</li> <li>- The Family Crisis team will be participating in gender based violence prevention</li> <li>- Due to short turn around to apply for funding for new ideas for Gender Based Violence training/programs; a request for \$1500 has been requested to complete a gender based violence workshop for Canadian Forces members, spouses and community members.</li> <li>- CIMVHR is seeking input on language used for an app they are developing for mental health services.</li> <li>- New self-branding workshop is being offered through Employment Services Worker</li> </ul> <p><b>Board President Report:</b></p> <ul style="list-style-type: none"> <li>- Please respond to all emails to ensure you are receiving</li> <li>- Record all volunteer time in Better Impact</li> <li>- Board members will be participating in strategic planning and board training on February 1 and 2, 2019</li> <li>- Cassandra DeBartok has resigned from the Board effective 30 Jan 19 but will remain as a KMFRC volunteer</li> </ul> <p><b>Board Committee Reports</b></p> <p><b>Human Resources Committee:</b></p> <ul style="list-style-type: none"> <li>- Committee will be meeting the week of February 3, 2019</li> </ul> <p><b>Fundraising Committee:</b></p>	

		<ul style="list-style-type: none"> <li>- Investigating a potential fundraiser with Mabel's Labels, to be discussed by the committee and then presented back to the Board at a later date</li> <li>- Financial update of funds received 01 Apr 18 – 14 Jan 19 is approximately \$20k</li> </ul> <p><b>Finance Committee:</b></p> <ul style="list-style-type: none"> <li>- Committee meeting in February</li> <li>- Accruals will be spend, accruals are due to staff vacancies</li> </ul> <p><b>Governance Committee:</b></p> <ul style="list-style-type: none"> <li>- nothing to report</li> </ul>	
5. IV.	<b>Old Business</b>	No old business reported.	
6. V.	<b>New Business</b>	<p>Quarterly report presented – Motion to move quarterly report by Joan Debie, seconded by Shannon Hill.</p> <p>MFSP Quarter 3 Report presented – Motion to move MFSP Quarter 3 report by Joan Debie, seconded by Sophie Lavigne.</p> <p>Motion to approve the request for \$1500 for all day Gender Based Violence workshop by Mallory Walker, seconded by Beth MacLean.</p> <p>MFS 2019/2020 Funding – To take baseline plus 5% equalling \$1 279 462 – Motion to approve by Beth MacLean, seconded by Shannon Hill.</p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>
7. VI.	<b>Risks and Opportunities</b>	The Human Resources policy has been reformatted to match Health and Safety policy ensuring there is no room	

		<p>for interpretation. Will be brought to BOD in February for approval.</p> <p>The heat is broken in the gym</p> <p>There was a compromised credit card, all issues have been resolved.</p>	
8.	<b>Decisions Requested</b>	<p>Motion to approve Health and Safety policy by Shannon Hill, seconded by Beth MacLean.</p> <p>Motion to accept LPA priority wait list policy by Mallory Walker, seconded by Sophie Lavigne.</p> <p>Motion to accept Smart Board purchase in the amount of \$10 673 plus any additional taxes by Joan Debie, seconded by Shannon Hill.</p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>
9. IV.	<b>In Camera Session (if needed)</b>	An in-camera session was held.	
10. VIII.	<b>Round Table</b>	Nothing discussed during round table.	
11. IX.	<b>Next Board Meeting</b>	The next board meeting will take place February 27, 2019 at 18:30 PM at the KMFRC in the CRIC.	
12. X.	<b>Meeting Adjourned</b>	Meeting adjourned at 20:13	

Signed,



Joanne Cronk  
President  
KMFRC Board of Directors



Mallory Walker  
Secretary  
KMFRC Board of Directors

