

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
24 Oct 2019**

5850-4 (MFRC Chair)
Moose Jaw, SK
S6H 7Z8

01 Nov 2019

Dist. List

Present:

Tammy Barclay	Chairperson
Holly Jorstad	Vice Chairperson
Dani Basley	Past Chairperson
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Bert Olson	MFS WG Liaison
Brenna Kahvedjian	Member at Large
Jennifer Dunn	Member at Large
Caleigh Conway	3 CFFTS Portage Rep
Regan Gorski	MFRC Dir

Not Present:

Dave Lyons	Member at Large
Marlene Shillingford	WCWO/ Ex-Officio

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1. Call to order:

The meeting was called to order at 6:33 pm.

2. Adoption of agenda:

A motion to approve the agenda of 24 Oct 2019 was made by Holly Jorstad and seconded by Dani Basley.

No Discussion. All in favour. MOTION CARRIED.

3. Review and approval of previous minutes:

A motion to approve the previous minutes of 22 Aug 2019 was made by Bert Olson and seconded by Brenna Kahvedjian.

No Discussion. All in favour. MOTION CARRIED.

4. Communications:

NOTE: All communications are disseminated to the board prior to the board minutes.

5. Wing Representative's Report:

- RCAF Family Sponsor Program: Intake of students around December.

6. Chairperson's Report:

- Governance Update: Bert Olson presented an update from the governance forum.
Jenn, Bert and Regan will be involved in working groups for reviewing 10 of 20 action items.
The goal is to have a response ready in the next 6-7 months ideally.

7. Executive Director's Report:

- Nothing additional to report.

8. 3 CFFTS:

- Caleigh Conway was introduced as representative for the Portage military community.
 - Halloween party this weekend, planning Christmas party
 - Possible MFSC office move off base and into the legion in town

9. Committee Reports:

Finance: Q2 financials

A motion to approve the FY 19/20 Q2 financials as presented was made by Bert Olson and seconded by Brenna Kahvedjian.

Discussion:

Joanne Ubell (Finance chair) highlighted the increase in DND and MFS funding year over year as well as an increase in interest revenue. She stated that the decrease in wages is mainly due to decreased hours for ELC and a gap in the timing for hiring.

All in favour. MOTION CARRIED.

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9. Committee Reports (Continued):

Fundraising: Fellowship group will be donating \$10,000 in the next few months (revenue from car show last year).

Program/Evaluation: Program and event evaluations and statistics are available for review in the attached staff reports.

Personnel:

- Veteran Family Program Coordinator (VFPC) - Amy Carpenter
- Special Needs & Inclusion Coordinator – Delayed – funding pressures

Nominating:

- Resignation of Lisa Brake.

10. Old Business:

A. NON-PUBLIC FUNDS GOVERNANCE OPTION: Tabled - research ongoing with review by Dave Lyons, board member and retired Senior PSP Manager

11. New Business:

A. 2019-20 MFSP QUARTERLY FINANCIAL REPORT/ Q2

A motion to approve the MFSP Quarterly Financial report Q2 was made by Dani Basley and seconded by Holly Jorstad. No discussion. All in favour. MOTION CARRIED.

B. BUSINESS MASTERCARD RESOLUTION – ORG CREDIT INCREASE

A motion to harmonize the credit limit for the organization with the individual credit card limits of \$40,000 was made by Bert Olson and seconded by Dani Basley.

Discussion:

The individual credit cards have a \$40,000 limit but the organization has a \$20,000 limit. This was causing issues when organization limit was reached, causing staff to make MFRC purchases on personal credit cards with submission for reimbursement.

All in favour. MOTION CARRIED.

12. Board Training:

- STRATEGIC PLANNING SESSION: TBD
- COLIN MCALLISTER: PERSPECT MANAGEMENT CONSULTANT
- VIRTUAL PROCESS PRIOR TO ACTUAL STRAT PLANNING SESSION


13. Discussion:

14. Next board meeting: 23 Jan 2020

15. Adjournment: The motion to adjourn the meeting was made by Dani Basley. All in favour. MOTION CARRIED. The meeting was adjourned at 7:14 pm.

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Prepared by:

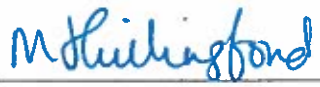


Jacquelyn (Jackie) Lacroix
Secretary
Moose Jaw MFRC Inc.

Jan 29, 2020
Date

Reviewed by:

Comments:

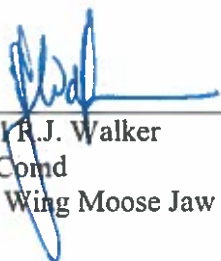


CWO M. Shillingford
WCWO
15 Wing Moose Jaw

24 Feb 20
Date

Reviewed by:

Comments:



Col R.J. Walker
WComd
15 Wing Moose Jaw

27 Feb 20
Date

Approved by:



Tammy Barclay
Chairperson
Moose Jaw MFRC Inc.

2 Mar 20
Date