

**Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 28 October 2015, 6pm**

In attendance

Members:

Martine Bouchard – President
Julie Dacres – Secretary
David Wu
Heather Hook
Julie Kidson
Erin Brady

Ex-Officios

Colleen Fairholme - Acting Executive Director
Stephen An, Padre
Maj. Natalie Cathcart

Absent with Regrets:

Joan Debrie – Vice-President
Belinda Doyle
Sylvain Gagné
Corey Lamothe

Item	Subject
1	<u>Welcome/Call to Order.</u> Meeting called to order at 6:12 p.m. by M. Bouchard.
2	<u>Amendments and Acceptance of Agenda.</u> It was moved by H. Hook and seconded by J. Kidson that the current agenda be accepted without amendments. Motion passed.
3	<u>Acceptance of Minutes from 14 September 2015.</u> It was mentioned that the minutes still had some amendments to be done, and therefore could not be approved. The minutes will be approved at the next board meeting.
	Reports
4	<u>Ex-Officios.</u> - IBTS Training – Individual Task Battle Standards training will be taking place at CFB Kingston. - Remembrance Day ceremony - With the Christmas holidays coming soon, there will be events planned and advertisements with the KMFRC for events held.

Executive Director. Updates to written report previously submitted

Priority 1: To Become Accredited

- financial policies completed and submitted for approval.

Priority 2: To Manage and Administer Funding from a Program Perspective

- Q2 Report: MFS budget divided into three (3) areas. C. Fairholme presented the report that was submitted to MFS with a very minimal variance. This also shows that our Coordinators are managing their budgets very well and on point.
- Review of Financial Dashboard: C. Fairholme presented a detailed review of the budget looking at the cash on hand, expenses and income. Very solid financials of the KMFRC. There was a breakdown by each department, by income and expenditures, which all falls under the three (3) areas.

Priority 3: To Provide Family-Centered and Resilience Based Programs

- Special Needs Inclusion position posted: The position was posted on Monday, October 26, with a close date of Wednesday, November 4th. It will be a 4-month pilot position, funded by 1 Wing. The KMFRC is also looking to assist families with adults as well, not only for children, and could possibly expand.
- MFS has done an operational plan for 2014-2016 which we can align with ours. In preparation for the two-day meeting,
- C. Fairholme will share the Operating Plan to better prepare for the meeting
- Couples retreat in partnership with PSP Health Promotions was successful.

Priority 4: To Integrate Our Community into our Continuum of Service Delivery

- Random Act of Kindness: It was a huge event, with wonderful coverage. Approximately 40 participated. Media coverage
- Customer Service training on Saturday, October 24th, for the Staff with a facilitator from St. Lawrence College. It was looking at how we can become a much more customer service oriented organization. Workshops were done with the staff regarding engagement with clients, enrolment in programs. Some points were brought up to work on at the organization and great ideas such as the front desk area and website. Under the Community Development and Family Engagement dept. there is some CFB Money for special projects. This money is ideal to use it on the suggestions from that training and therefore better the service for our families.

General:

- Remembrance Day: As the KMFRC, we will be laying Wreath at McNaughton Gate. The centre will be closed on November 11, 2015, but the daycare will be open.
- There was a program planning meeting held earlier today with the KMFRC coordinators and C. Fairholme. Went over Q4 and the rest of Q3, and is creating an overview programming plan. Since the holidays are coming soon, they looked at dates for the Staff/Board Christmas Party. This year, the proposed date would be in January 8th 2016.
- Power outage was properly addressed. Criteria to look at in these situations: temperature, running water, flushing. All criteria were looked at and monitored continuously. Sometime during the day, the Infant room dropped below required temperature. All of the parents were contacted and came to the centre to pick up their kids. Unfortunately, due to the low temperature at the KMFRC, all kids had to be sent home, and all programs were cancelled for the night. We received positive comments from parents. For future contingencies, it was brought up by the board to look into a Generator for the centre.

- Military Police Office in CRIC room: Cpl. Pete Gallagher is very excited to be the new Community Military Police. There will be more involvement with his background in crisis support and continuous involvement in the centre. He will be at the centre at least once a week.
- Meeting with RBC and SISIP for partnership – to offer financial workshops to our families commencing in January. Introducing a workshop that is being run in Trenton right now and has been very well received by the families.
- Board business cards: Are in the works to be completed. They were presented to the board and all were satisfied with the sample presented. They will be produced in cardstock so that we can each write on the card.

KMFRC West:

- Starting November 1st, we will have our new hours. We are really trying to make it as consistent as possible. Mondays, Tuesdays, Wednesdays and Fridays, the KMFRC West will be open from 9am – 1pm and Thursdays from 9am – 7pm. The evening time period is very important due to the Deployment coffees going on as well as counselling sessions. If a second night a week is required, we expand hours to accommodate.
- The outdoor signage at the door of the KMFRC is in process, with a design already completed.
- Reception position closed yesterday and many applicants were received. The hiring process will begin shortly.

Board chair:

- M. Bouchard sent the financial policies, to the board for general review. A one-week deadline was set for any comments to be received by M. Bouchard.
- Board Policies: M. Bouchard presented to the Board the status of the board policies, with many resources available to us. Bonnie has taken all of our policies and has put them all in the same format. They are now very easily readable and accessible.
- Accreditation: M. Bouchard and C. Fairholme shared with the Board that we have an extension for the accreditation until March 31st, 2016. Some of our organizational outcomes are being incorporated in other centres as well.
- Strategic Plan: The Board previously met and set a one-year strategic plan. A new meeting date with the Board, the Coordinators and Bonnie near the end of November will be set to continue to work further on the strategic plan, and use the Community Needs Assessment to incorporate and create a 3 to 5 year plan.
- Board evaluation and self-assessment tools will be done in the near future.

Sub-Committees.

Human Resources: We have one pending request from the community to join our board. The committee has responded to the applicant. ED Hiring: Interviews are scheduled.

Governance Committee: A detailed report was sent from D. Wu to help out with the strategic Plan. S. Gagne is working on the Accreditation.

Financial Committee: Financial policies were sent and very happy with how the quarter is looking

Communications Committee: Pleased with events that are going on and the communications going out to the military community.

Fundraising: APF - Clarification about budgeting for attending conferences and seminars.

Opportunity from Women Mean Business where H. Hook and J. Price will meet to further discuss.


5

Old Business.

- Action Plan review: Update and review where we stand right now on our action plan.

	- An ongoing legal issue was reviewed with the Board.
6	<p><u>New Business.</u></p> <ul style="list-style-type: none"> - Participation and return to AGM September 25 2015: Very successful and good participants. Improvements: Better presentation of why we are here and introduction. - West End Event: Lots of people and more and more people in community are recognizing who we are and what we do. - Cornwall training: A training where some members of the board worked with Executive Directors and other board members. The KMFRC stands in a good place.
7	<p><u>Risks and Opportunities.</u></p> <p>- Risk Management: C. Fairholme and her team will sit down and go through services and programs. Governance Committee are reviewing risk management plan..</p>
8	<p><u>Decisions Requested by ED from Board.</u></p> <p>1. HR Group Proposal: Compensation and performance review will be compared with all other Military Family Resource Centre and looks at the specific demographics. A few days will be given to Board to review and any concerns will be discussed with Colleen prior to her firming up with HR Group.</p> <p>2. Family Support Worker Position: Funding is available. More help and support is needed in the Family Separation and Deployment side. It was moved by J. Dacres and seconded by H. Hook to have the part-time job posted. Motion passed.</p>
9	<p><u>Round Table.</u></p> <p>- N. Cathcart: Things are still being discussed. Refugees will be accepted and dispersed across Ontario, and support will be needed from the KMFRC.</p>
10	<p><u>Next Regular Meeting.</u></p> <p>The next regular board meeting will be held Wednesday December 2nd, 2015 at 6pm at the CRIC.</p>
11	<p><u>Adjournment.</u></p> <p>The meeting was adjourned at 7:35 p.m. by H. Hook and seconded by D. Wu.</p>


 J. Dacres
 Recording Secretary


 M. Bouchard
 President