

**Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 November 2nd 2016, 6:30 pm**

IN ATTENDANCE

Members:

Martine Bouchard – President
Joan Debie – Vice-President
Janine de Savigny - Treasurer
Julie Kidson – Secretary
Joanne Cronk
George Holdron

Ex-Officios

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

Guests

T. Telford

Absent with Regrets:

Sylvain Gagné
Danielle Lacroix

Item	Subject
1	<u>Welcome/Call to Order.</u> Meeting called to order at 1826hrs by M. Bouchard.
2	<u>Amendments and Acceptance of Agenda.</u> J. Cronk motioned to approve the agenda. Motion seconded by J. Debie. Motion Passed.
3	<u>Acceptance of Minutes from August 31st 2016</u> J. Debie motioned to approve the minutes of August 31st 2016. G.Holdron seconded the motion. Motion Passed.
	Reports
4	<u>Ex-Officio:</u> Maj. Cathcart informed the Board that the Base is concentrating on the upcoming festivities and upcoming exercise taking place in January. Maj. Cathcart explained that this will be an extremely tight budget year for the military and many will feel the effects of that. Padre An spoke of an upcoming the upcoming KMFRC & the CFB Kingston Chapels Music Ministries Christmas concert.

Executive Director.

Priority 1: To Support enhanced awareness, access and use of physical and mental health services

ENDS: *We will nurture a healthy and resilient work environment for our staff and volunteers through professional development, respect, relationships and support.*

- KMFRC will be hosting Petawawa staff on Nov 17th & 18th to facilitate professional development for staff on the “Language of Appreciation”.
- As part of the Executive Director’s participation in the United Way/St Lawrence College “Not For Profit Leadership Program”, the Executive Director will be asked to participate in a 360 Review Process. The 360 Review Process is a tool that is used for the purpose of professional development; not performance review. St Lawrence College will be conducting the review and the results will be shared as part of the next learning segment of the program.

ENDS: *We will provide accessible and quality social wellness and mental health services.*

- The Self-care workshop for Deployed and IPSC families continues to grow in strength. The response to Chocolate Making was positive and the program needed to be offered in two sessions to best accommodate demand.

ENDS: *We will continue to collaborate with community resources to provide the highest level of support for military families.*

- The need for the Community Resource Connections long term counselling program continues to grow. We had anticipated 60 participants in 2016-2017 and we already have 70 community members (55 adult and 15 youth) enrolled in the program. A proposal has been sent to United Way asking for the \$9068.00, identified in the 2015-2016 audit as deferred revenue, to be rolled into this fiscal’s program funding.

ENDS: *We will seek the knowledge of our MFRC partners, share the knowledge of military lifestyle and promote the empowerment of military families in our community.*

- A LGBTQ Lunch and Learn Information Session is being offered to staff, volunteers and the Community. It will be facilitated by Pathways.
- A Prenatal Group Pilot Project is being developed in partnership with Queen’s University placement students, KFLA Public Health and a volunteer from 33 Health Services. The project will address issues expressed by our Community.

ENDS: *We will educate families and the surrounding community on the needs of military families and how, as a community, we can address the challenges.*

- Military 101 (7 participants) and Around the World (over 9 nationalities) are peer support groups that are successfully meeting their outcomes of connecting military spouses with each other and with community resources.

ENDS: *We will listen and understand the needs of the families of the ill, injured and fallen and offer tailored support services to address their unique needs.*

- The Peer Support group for IPSC families was cancelled due to lack of enrolment. However, the IPSC Family Days are proving to be very successful in connecting family members to each other, to other families and to the Community.

Priority 2: To Optimize the Military Family Services Program

ENDS: *Staff will be integral in developing and facilitating programs that meet the needs of the community in a meaningful and measurable manner.*

- S. Popovitch the Family Separation and Reunion Coordinator is actively working with the MFS “Working from Home” group in developing vibrant programming and resources around flexible employment. The 3rd session of “Working from the Home Office” will be offered on Nov 9th. The topic is exploring legitimate flexible jobs in Canada.
- H. Behiels, the Family Liaison Program Coordinator, is spearheading “Kids Remember” on November 10th. The theme is on ‘animals in war’. There will be 2 police horses there for the event.

ENDS: *We will provide programs which are inclusive, fluid and accessible to the extended military community*

- KMFRC West adjusted childcare hours to increase attendance opportunities. Approximately 10 families are regularly accessing childcare whilst attending the PSP gym or KMFRC programs. A promotional push has been placed in the Garrison and the KMFRC Website with the intent to help us better ascertain need and ongoing sustainability of the childcare opportunity.

Priority 3: To Communicate More Effectively with Families

ENDS: *We will ensure the entire Kingston community knows what the KMFRC does and has to offer*

- The KMFRC website is an ongoing task. A strategy has been put in place to address the challenge of keeping it accurate and relevant.
- The Marketing Coordinator and Information & Referral Facilitator recently attended a SCAN seminar to increase awareness of KMFRC services and programs.

Priority 4: To Strengthen existing partnerships, foster new ones, and more fully leverage these relationships

ENDS: *We will build and establish strong, vibrant, reciprocal relationships with clients, employees, volunteers and the community, and persistently nurture existing partnerships.*

- In recognizing a gap in representation on the Garrison Kid’s Christmas party, KMFRC approached LSS to provide a member to sit on the committee to assist with logistical requirements ie. Chair and table rentals, work party coordination etc. The unit kindly agreed to provide a rep to help.
- The Youth Leadership program has been extended to 12 weeks. It will be offered at KMFRC East in the newly prepared Youth space. The Youth space (which is awaiting a name) was developed in partnership with military youth and youth staff.
- Sophie Kiwala MPP will be joining the Special Needs Playgroup on November 15th to learn more about the unique needs of military families. The program has grown in attendance which resulted in recently requiring a change in program space – approx. 12 families with one to two children each are in attendance each week.
- KMFRC’s United Way campaign goal was surpassed by 31% raising a total of \$2,300.00.

ENDS: *We will seek the knowledge of our MFRC partners, share the knowledge of military lifestyle and promote the empowerment of military families in our community.*

- Bonnie Mundy from Davies and Associates, will work with the policies and develop a comprehensive Orientation program for both employees and volunteers. She would also be pleased to update and align the Board Orientation at the same time. She will prepare both a hard copy version for use, as well as, an electronic interactive tool.

Financials: When looking at the Budget versus the Actual, the following items must be considered:

- MFS core funding - Timing has a lot to do with it.
- Monies have been allocated, but projects have not been spent yet.
- LPA is still in a healthy and solid position.

T.Telford:

Fundraising Report: T. Telford presented his fundraising plan for the FY 16/17. He explained that the majority of the fundraising will occur in Q3 and Q4. As it stands \$10, 447.09 was raised in the past 2 quarters, leaving \$37,552.91 to be raised in the remaining quarters on fundraising goal of \$48,000.00 for the FY 2016/17. T. Telford is still optimistic that the goal can be reached.

T. Telford is to enlist the assistance of J. De Savigny, J. Cronk, and D. Lacroix, who are members of the Fundraising Committee.

Board President:

Cornwall Training: The Board President, Sylvain Gagne and the Executive Director attended the MFS training in Cornwall in the last week of October 2016. The training event provided a great deal of clarification on numerous topics. A number of exercises were performed and a focus on better communication.

MFS:


- MFS is putting a proposal forward regarding better inclusion for veterans.
- MFS is looking into the possibility of getting the MFRC's recognized on the official Military charitable organization list. Process is ongoing.

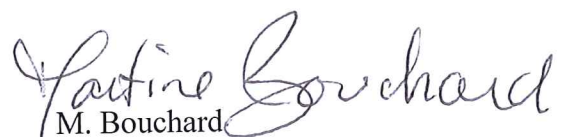
MFS Event: MFS put on an event at the War Museum in Ottawa commemorating its 25th year. The event included a number of exceptional speakers and videos. General J. Vance used the opportunity to express his personal gratitude in conjunction with that of the Armed Forces as a whole to the MFRC's. Using video teleconferencing, each MFRC's was presented in synchronicity, a memento commemorating the event by their own Base or Wing Commander.

Board Recruitment: One of the Board members has stepped down as they were unable to continue as a Board member but will continue on as a volunteer for the KMFRC when available. Board recruitment to take place.

Ministry of Education: The Ministry is making lots of changes that are affecting the programming at the KMFRC. The KMFRC is seeking an exemption clause much like that of the Boys and Girls Club so it can continue to offer quality, relevant, and needed programs to its community.

	<p><u>Executive Committee/HR Committee:</u> Board Recruitment: The Volunteer Coordinator has informed the executive committee of persons who are interested in joining the board. The HR committee will meet to coordinate interviews.</p> <p>ED Evaluation: HR Committee to plan a date and go over the details of the evaluation. More to follow.</p> <p><u>Board Development, Nominating, and Governance Committee:</u> Board Volunteer Hours: The Board was reminded to submit their volunteer hours at the end of each board meeting.</p>
5	<p><u>Old Business.</u> <i>BOD calendar and Matrix:</i> Important upcoming dates for KMFRC include: November 23rd United Way training opportunity and the December 3rd Garrison Kids Christmas Party.</p>
6	<p><u>New Business.</u> Dates for 2017 meetings: Jan 25th, Feb 22nd, Mar 29th, Apr 26th, May 31st, Jun 28th, Aug 30th, Sept 27th, Oct 25th, and Nov 29th.</p> <p>Meetings are to be held at 1830hrs, on the last Wednesday of each month.</p> <p>AGM 2017: Anticipated date of Sep 14th.</p>
7	<p><u>Risks and Opportunities.</u> Risk: The West End is proving to be costly and requires additional promotion.</p> <p>Opportunities: Maj Cathcart announced that Sir John A MacDonald is looking for a community Rep for school council.</p>
8	<p><u>Decisions Requested by ED from Board.</u></p>
9	<p><u>Round Table.</u> Nothing to report.</p>
10	<p><u>Next Regular Meeting.</u> The next Board meeting will be held on Wednesday November 30th, 2016 at 1830hrs at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 19:50hrs by M. Bouchard.</p>


J. Kidson
Secretary


M. Bouchard
President