

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC August 31st 2016, 6:30 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Joan Debie – Vice-President
 Julie Kidson – Secretary
 Sylvain Gagné
 George Holdron
 Danielle Lacroix

Ex-Officios

Stephanie Popovitch
 Maj. Natalie Cathcart
 Stephen An, Padre

Absent with Regrets:

Colleen Fairholme - Executive Director
 Janine de Savigny - Treasurer
 Mahoua Ouattara
 Darlene Smith

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 1832hrs by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> S. Gagné motioned to approve the agenda. Motion seconded by G. Holdron. Motion Passed.</p>
3	<p><u>Acceptance of Minutes from June 1st 2016 & Jun 22nd 2016</u> S.Gagné motioned to approve the minutes of June 1st 2016. D. Lacroix seconded the motion. G.Holdron motioned to approve the minutes of June 22nd, 2016. S.Gagné seconded the motion. Motions Passed.</p>
	<p>Reports</p>
4	<p><u>Ex-Officio:</u></p> <p>Maj. Cathcart informed the Board that our Base Commander will be deploying for a year, as a result, Colonel Jayne will be his replacement. The Change of Command will take place October 6th 2016.</p> <p>Padre An has seen an influx of new families due to posting season. Padre An has informed the Board that the Base Chaplain Team is having a BBQ and has kindly invited the Social Workers from KMFRC to join. The BBQ is scheduled to take place Sept 8th 2016.</p>

Executive Director.

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

- Warm welcome calls have proven to be an effective way of encouraging Kingston new comers to come into the KMFRC.
- Up coming events include: She is Fierce slated for October 25th 2016, and an Evening with Monica Bobbit on November 10th.

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

- The KMFRC Social and Wellness Committee held its first event this past week, an ice cream social. This was an opportunity that allowed staff to gather and socialize in a dynamic and fun way while also acknowledging those who shared birthdays in the month of August.

Priority 2: To Optimize the Military Family Services Program

ENDS: *We will provide programs which focus on consistency across MFRC communities, while not reducing quality to the local military community.*

- KMFRC will showcase MFS's 25th anniversary at the Open House.

Priority 3: To Communicate More Effectively with Families

ENDS: *We will ensure the military community is connected to relevant partners and resources.*

- KMFRC's first welcome bus tour was a success. The tours were offered from both locations highlighting areas of interest in the city of Kingston
- Starting September 11th the Community Needs Assessment will be available online and will be launched at the GFFF. Responses will be collated by MFS/PSP in Ottawa and results disseminated to the MFRC's once available. The closing date is September 23rd 2016.

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

- The KMFRC's open house and AGM will be taking place September 15th, 2016.

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.*

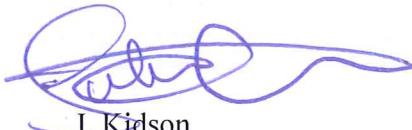
- Bonnie from Davies and Associates provided effective team building with LPA staff and also has helped with the LPA handbook including program statement.
- KMFRC has taken on the Children's Thrift sale, allowing it to operate as a special Community Development/Fundraising Committee under KMFRC's umbrella.
- The Legal Counselling Service will be extending to the West End location starting in September
- KEYS will now be offering free employment services at the West end location.


Board President:

Annual General Meeting: The executive committee met over the summer to discuss the AGM to ensure planning and preparations are on track. ED has confirmed all is in place. The food, activities for kids, the booking of a master of ceremony, speeches and awards are all

	<p>organized and on track.</p> <p>Accreditation: The accreditation of KMFRC was a huge success. KMFRC has passed 100%. Our next accreditation review will be in 3 years time. The president suggested we take this year to review our bylaws so that changes can be made prior to the summer and ready for the next AGM.</p> <p>KMFRC BBQ: The KMFRC in conjunction with the Military Police hosted a BBQ on the 11th of July 2016. Many community members attended.</p> <p><u>Executive Committee/HR Committee:</u></p> <p>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 confirms, this is in progress.</p> <p><u>Treasurer/Finance Committee:</u></p> <p>Deanna Davis presented the financials and explained the role of the auditors. The auditors report confirms that the organization is to ensure our presentation of financials is aligned with our funders and that the KMFRC is following the proper accounting principles. The overall feedback received from the auditors was that the organization (KMFRC) is financially secure. An area that was unclear to the auditors was regarding the wording in the purchasing policy, which has since been revised.</p> <p>BOARD Dashboard for this Quarter: Deanna presented the Financial Dashboard, pointing out a few points: LPA was in a surplus, MFS funding was received, and that there were no areas of concern at this point.</p> <p><u>Governance Committee:</u> S.Gagné briefed the board on the Risk Workshop which took place. The workshops objective is for each department to hopefully be able to foresee and anticipate potential risks within their purview. A second workshop is scheduled for September 7th at 0900hrs.</p> <p><u>Strategic Planning of LPA:</u> Bonnie from Davies and Associates spoke briefly on her involvement with LPA and her role in helping getting LPA ready for Accreditation. Areas worked on were team building, trust building, and communication. All of which included the staff at the staff meeting.</p>
5	<p><u>Old Business.</u></p> <p><i>BOD calendar and Matrix:</i></p> <p>Important upcoming dates for KMFRC include: September 10th which will be the GFFF concert, September 11th The GFFF, and September 15th will be the AGM. Another important date is September 9th which is the United Way Breakfast kicking off their yearly campaign.</p>
6	<p><u>New Business.</u></p> <p>Sensory Room: S. Popovitch kindly took the Board on a tour of the Sensory Room. S. Popovich credited M. Gillan who spent countless hours getting the room prepped.</p> <p>AGM September 15:</p>

	MFS will likely attend the AGM, as will the accreditors.
7	<p><u>Risks and Opportunities.</u> General discussion ensued around the KMFRC website. All agreed that it needs it be kept up to date and organized as information is hard to find.</p> <p>Another discussion arose regarding branding the KMFRC logo. Why we have not branded the KMFRC logo. More to follow.</p>
8	<p><u>Decisions Requested by ED from Board.</u> Lead Coordinator, S. Popovitch, requested approval of the financial statements and policies. M. Bouchard suggested we motion for the entire Consent Agenda be approved. G. Holdron motioned we approve the Consent Agenda including the Financial Statements and policies. S. Gagné seconded the motion. Motion Passed.</p>
9	<p><u>Round Table.</u> Discussion ensued around the CPIC's and whether or not the volunteer coordinator needs the original or whether a certified true copy is sufficient. More to follow.</p>
10	<p><u>Next Regular Meeting.</u> The next meeting will be at the AGM September 15th, 2016 at 1830hrs with the BBQ starting at 1630hrs. The next regular Board meeting will be held on Wednesday September 28th, 2016 at 1830hrs at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 20:06hrs by M. Bouchard.</p>


J. Kidson
Secretary


M. Bouchard
President