

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

**IN ATTENDANCE**

**Members:**

Martine Bouchard – President	Maj. Nakul Nayyar
Joanne Cronk	Sgt. John Sullivan
Laveni Aingkarán	Faith Moore
Sylvain Gagné	Marie- Claude, Robitaille
George Holdron	

**Ex-Officios :**

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

**Visitors:**

Bonnie Mundy –Davies and Associates (Consultant)  
Heather Kotleniski – Family Network and Volunteer Facilitator  
Stephanie Popovitch – Family Separation, Reunion and Employment Services Coordinator

**Absent with Regrets:**

Joan Debrie – Vice-President  
Janine De Savigny- Treasurer  
Danielle La Croix  
Cassandra de Bartok

Item	Subject
1	<u>Welcome/Call to Order:</u> Meeting called to order at 1835hrs by M. Bouchard Introduced and welcomed new members BOD training and refresher course was presented by Bonnie to new and old BOD members.
2	<u>Amendments and Acceptance of Agenda</u> Motioned to approve the agenda by S. Gagnon. Motion seconded by J. Cronk. <b>Motion Passed.</b>
3	<u>Acceptance of Minutes from April 26th 2017</u>

	<p>No addition to the agenda. Motion to approve the agenda J. Cronk. Motion seconded by S. Gagnon, <b>Motion Passed.</b></p>
	<p><b>REPORTS</b></p>
<p>4</p>	<p><u>Ex-Officios:</u>  Maj N. Cathcart informed the board that efforts are in place to control the flooding and water levels that may continue to rise till mid June.</p> <p>Posting and training season has started at the base. We may see increased security measures over the weeks to come.</p> <p><u>Executive Director:</u>  A detailed report was provided by the ED.</p> <p>Additional updates include:</p> <ul style="list-style-type: none"> <li>• Heather Kotleniski and the Family Networks organized a successful yard sale car seat clinic. Joanne participated and 32 cars were inspected</li> <li>• The MET spouse program is growing. During the Business Fair, tools were offered in related to employment for spouses. The response to the MET spouse program is increasing.</li> <li>• On Literacy Day, the Base Commander and Base Chief Warrant Officer visited KMFRC and read a book for the children.</li> </ul> <p><b><i>Financial updates:</i></b></p> <ul style="list-style-type: none"> <li>• Discussed the new Ontario minimum wages and the changes that will impact this and next year's planned budget. The discussion will continue in upcoming meetings.</li> </ul> <p><u>Board President:</u>  The Board have hired new members. J. Cronk and M. Bouchard have more potential members in a list that are ready to be interviewed if needed in near future.</p> <p>M. Bouchard highlighted the need to commit to one or two Board committees to the new members. She also emphasized that BOD members should volunteer at at least one event in a year.</p> <p>L. Aingaran and M. Bouchard recently volunteered at the Community Garden. There is a garden box allotted for BOD and anyone in the BOD can benefit from it.</p> <p>Discussed the recruitment process and suggestions on how to better promote in future for BOD positions.</p> <p><u>Board Development, Nominating, and Governance Committee – Board Hrs. Submission</u></p> <p><b><i>Board Recruitment:</i></b> New members will decide on which committee that they are interested to join and will confirm their selection at our upcoming meeting.</p>

	<p>Joan Debie- Vice President confirmed that she has stepped down from the Vice President position. The Vice President position was opened up and J. Cronk expressed interest in the position.</p> <p><b>Board Volunteer Hours:</b> The Board was reminded to submit their volunteer hours online</p> <p><u>Fundraising Committee:</u> Met the auditor and the Audit report will be presented at the June meeting.</p> <p>J. Cronk informed the BOD that \$43.50 was raised by doing BBQ/ yard sale at the Car Seat Clinic. Next Fundraising Committee date to be determined.</p>
5	<p><u>Old Business</u> No old business</p>
6	<p><u>New Business</u></p> <ul style="list-style-type: none"> <li>• West end- hours have changed effective July in response to program evaluation. <ul style="list-style-type: none"> <li>- Change of hours: Tuesday 9:00-1:00 and Thursday 1:00-6:00pm, effective July 1<sup>st</sup></li> <li>- Focusing on increase parent and child interactive programs</li> <li>- Exploring different approaches to increase the clientele group</li> </ul> </li> <li>• Vice president (VP)– J. Cronk was selected. L. Aingaran motioned for VP. Motion seconded by S. Gagne. Motion passed. Favored by all.</li> </ul>
7	<p><u>Risks and Opportunities</u></p> <p><b>Risk and an Opportunity:</b> Proposed minimum wages for Ontario may be increased and it will impact salaries and budget (casual workers/ day care workers). Details still need to be discussed.</p> <p><b>Opportunity:</b></p> <ul style="list-style-type: none"> <li>- MFS has asked us to act as a pilot for a Virtual Outreach Program</li> <li>- French-focus School Board opportunity- N. Maupu visited local french schools and made a link with school faculty, a Parents council and the School Board. She successfully increased connections with the French schools.</li> </ul>
8	<p><u>Decisions Requested by ED from Board</u></p> <p>No Decisions requested.</p>
9	<p><u>Roundtable</u></p> <p>N. Nayyar expressed an interest in the Fundraising Committee</p> <p>L. Aingaran suggested that using the KMFRC banner or similar when volunteering at community events would be beneficial for the public to promote the KMFRC.</p>

10	<p><u>Next Regular Meeting</u> The next board meeting will be held on Wednesday June 28th, at 1830hrs at CRIC.</p> <ul style="list-style-type: none"><li>• Wednesday, August 30<sup>th</sup></li><li>• AGM meeting , September 13<sup>th</sup> – 51% of the BOD members must be present</li><li>• Garrison Family Fun Fest, September 9<sup>th</sup> and 10th.</li></ul>
11	<p>Adjournment The meeting was adjourned at 2031 by M. Bouchard</p>

L.Aingaran  
Secretary

M. Bouchard  
President