

**Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC March 29th 2017, 6:30 pm**

IN ATTENDANCE

Members:

Martine Bouchard – President
 Janine de Savigny - Treasurer
 Joanne Cronk
 Danielle Lacroix
 George Holdron *
 Levani Aingkaran
 Cassandra de Bartok

Ex-Officios

Colleen Fairholme - Executive Director
 Capt. Pamela Cooper

Absent with Regrets:

Joan Debrie – Vice-President
 Sylvain Gagné
 * early emergency departure

Item	Subject
1	<u>Welcome/Call to Order.</u> Meeting called to order at 1837hrs by M. Bouchard.
2	<u>Amendments and Acceptance of Agenda.</u> No addition to the agenda. Motion to approve the agenda J. de Savigny. Motion seconded by G. Holdron, Motion Passed.
3	<u>Acceptance of Minutes from November 30th 2016 and January 25th 2017.</u> Motion to approve the minutes J. Cronk, seconded by D. Lacroix, Motion Passed.
Reports	
4	<u>Ex-Officio:</u> Capt. P. Cooper has informed us that many upcoming posting messages have been delayed du to cut backs season. <u>Executive Director.</u> A detailed report was provided by the ED. <i>Additional updates include:</i> New position modification, du to new fiscal changes. Nancy Maupu who was community Development Coordinator will now be Welcome Integration Coordinator. Heather Kotelniski will now be Volunteer and Family Network Engagement facilitator and will be working under the supervision of Stephanie Popovitch. This modification will enhance our community outreach, the

online registration and improvement of programs according to the ministry's demands.
Karen Norman will continue as LPA and Child and Youth Coordinator.

La Petite Seduction will be coming to Kingston and Olympian diver Alexandre Despatie. Many activities to connect with the French community are in process including one to one invitation with Nancy Maupu to help with resources and direct our clientele. During International Women's week a new approach was taken, more liaison with city services, many small discussion groups etc. The format worked well at the KMFRC with self-care activities, mother and child Zumba. Pam Forte spoke about being bold for change. Pop-up museum was interesting and gathered many objects and peaces brought from around the world. This brought in many people and it was impressive to see the many travels that our military community has done. The advertising to improve in the future with collaboration with small units.

New Programs:

Adult living with chronic pain and illness, many attended. Collaboration with the special needs worker to start and improve the program.

Home business April 29 showcasing new entrepreneurs.

Little artist fully booked

Strategic plan:

Provide feedback before April. Approval of strategic plan and budget next month.

Quarterly Report and Financial updates:

The budget is looking good, solid numbers and everything adding up. Financial reports and quarterly reports for next month are being reviewed by Davis associates. Suggestion to obtain quarterly financial snap shots of expenses vs budget.

Funding:

We are in line with our predictions for the moment. Additional money from Veteran affairs announced this week (147 millions over 6 years for all military family resources centers) will certainly have an effect on programs and services required. More on this in the future.

Board President:

- Welcome to two new members: Cassandra de Bartok and Laveni Aingkaran.
- Board recruitment will continue to be a priority.
- New secretary to be appointed, looking for interested members to come forward
- New members encouraged to select a sub-committee and review the TOR for each committee
- Discussion about the importance of meeting participation and maintaining our calendar schedule
- Small review on United Way training on Board Roles and responsibility that took place in early March. Some activities recommended will be done at our next meeting.
- Mai meeting we will have a BOD training and refresher presentation.
- Quorum as per Roberts rule and our bylaws
- Update of additional money from veteran affairs over the next year as discussed with EDMilitary Family Resource Centres will be receiving funding for the extension of the Veteran Family Program across all MFRCs. This expansion will provide access to medically releasing and released members and their families to the Military Family Services Program to support their transition to civilian life.

	<p><u>Executive Committee</u> We are sad to inform the board that our secretary has stepped down and will be posted. We wish her the best in her endeavours. She will be missed and we are grateful for her devotion and time.</p> <p><u>HR Committee:</u> The annual Employee assessment that was presented to our ED in late January has been reviewed and signed by both party.</p> <p><u>The Nominating Sub Committee of the Governance Committee</u> The nomination sub committee will be actively recruiting.</p> <p><u>Fundraising Committee</u> The Fundraising Committee has sent the letter to Real Estate Brokers (donations hopefully will be coming in). The committee will now communicate with Lawyers Mortgage brokers and Vet Clinics soon. They also had a meeting with Petrie Ford to spruce up a collaboration. A KMFRC window decal to help visibility and encourage donations has been selected and will be available soon. Other Ideas are still percolating for Facebook ads, KMFRC website and gym advertising.</p> <p>We will not join the association of Fundraising. We do not meet the 4 criteria for the non profit definition and are choosing not to join at the full membership rate.</p> <p>A new campaign with QSP selling plants and flowers is starting this week. The fundraising committee hopes to see 40% of all sales go to fundraising..</p> <p><u>Finance Committee</u> The Finance Committee has presented to the BOD and recommended a compensation review that was specifically written for KMFRC staff by Sharon Days. All employees will be aligned with the salary bans appropriate for their positions by April 1st 2017.</p>
5	<p><u>Old Business.</u> We have the approval from the Ministry of Education for the playground. Base approval to start work on playground and reception.</p>
6	<p><u>New Business.</u> Need to nominate a new BOD secretary. C. de Bartok is interested in the position, Motion to approve J. de Savigny, seconded by L. Aingkaran, Motion Passed Concern about French BOD members numbers and participation in the perspective that 3 bilingual members are planed to be posted this year laving only a few speaking French at the BOD table.</p>
7	<p><u>Risks and Opportunities.</u> Risk: 2 projects could be ongoing a the same time LPA playground and reception renovation. Creating a little confusion and chaos. The normal front main entrance might not be always available. Reasons of concern about cost and timeline -Base painters only work during normal week hours -Health concern du to paint allergies of a staff and clients Solution: Block painting on time schedule to avoid inconveniences to families and safe Day Care entry and</p>

	<p>exit. Exploring other entrances and permitting usage of elevator to facilitate circulation in the building</p> <p>Opportunity: In partnership with True Patriot Love and Margaret (Virtual Program Coordinator), KMFRC will be part of a special pilot of virtual programs in the area of transition and mental health. Details to come.</p>
8	<p><u>Decisions Requested by ED from Board.</u> C. Fairholme requested board approval</p> <p>1-Motion to start the work planed for the Playground, as reviewed: Motion J. de Savigny seconded by D. Lacroix, Motion Passed. 2-Motion to Begin the revamping work for the reception, as reviewed: Motion J. Cronk seconded by J. de Savigny, Motion Passed. 3- Installation of modular units for professional workspace to replace old Corcan office units as presented: Motion J. de Savigny seconded by C. de Bartoks, Motion Passed 4- Motion Policy 3.2.3 for Approval – In keeping with City of Kingston and Ministry of Education compliance, CPIC with vulnerable sector renewal is now required every three years not two. Motion J. de Savigny seconded by D. Lacroix, Motion Passed</p>
9	<p><u>Round Table.</u> D. Lacroix is voicing her concern about the participation of French speaking members (possibly 30% of our community clients) to the activities of the BOD. A language barrier is certainly deterring to some good candidates that could help our cause. A discussion about having parts of the meetings in French or a special question period is suggested. We are hopeful that our openness will encourage future members to step forward with their expertise. We have a good connection with Rosetta Stone and Limestone’s learning programs to help our new unilingual clients to integrate the community ad the workplace. N. Maupu sits on many committees and is aware of the situation and helping promote the importance to encourage French speaking members to join as volunteers and hopefully as BOD members.</p>
10	<p><u>Next Regular Meeting.</u> The next Board meeting will be held on Wednesday April 26th 2017, at 1830hrs at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 20:40hrs by M. Bouchard.</p>

Secretary

M. Bouchard
President