

**Board of Directors Meeting Minutes**  
**Kingston MFRC**  
**(Wednesday, March 31, 2021)**  
**Time: 18:00**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
CATHERINE (BETH) MACLEAN	President	Present
JOAN DEBRIE	Vice President	Present
BRITTANY BROWN	Treasurer	Regrets
ANNA DOWNE	Secretary	Present
RICHA REHAN	Member	Absent
TEAISHA WHITTINGHAM	Member	Regrets
RILEY CASSIDY	Member	On Leave
MEGAN KILBRIDE	Member	Regrets
TANYA DION	Member	Present
STACEY HODGKISSON	Board Candidate	Regrets
MAJ. PATRICK TSAO-DAVID	Base Commander Rep	Present
JOHN VANSTONE	Padre Base Rep	Regrets
COLLEEN FAIRHOLME	Executive Director	Present

**Welcome/ Call To Order** Meeting called to order at 6:03 pm.

**Additions and Approval of Agenda**

Motion to approve the agenda by A. Downe Seconded by T. Dion

**Review/Approval of Minutes from February 2021.**

Motion to approve the minutes by J. Debie Seconded by T. Dion

**Reports**

**Ex-Officios:**

**Base Commander Rep-**

- There will be a vaccination clinic on base 20-23 April 2021 for COVID-19 vaccinations. Open to every military member on base, no spouse involvement at this time. OUTCAN spouse will receive a call out for vaccinations.
- There have been two positive cases of COVID-19 on base. The cases were contained, one was a contractor and one was a member of JSR, no further action on these.
- Will clarify if the \$7,000 is still being sent to KMFRC from unspent base funds or if it has been allocated elsewhere due to budget constraints.

**Executive Director (See also attached ED report):**

- Strongest Families are coming out with a program for adults, look forward to implementing this when it is available.

- Letter regarding compensation has gone out to staff; new contracts have been signed and are ready to go for 01 April 2021.
- Insurance renewal has been completed, but waiting for health and benefits, held up by MFS, still in negotiations. Is holding up finalizing the budget.
- There is a new casual receptionist starting next week, the current casual receptionist is leaving due to a posting.
- Clinical supervisors have been brought in by MFS, Ruth is saying farewell. The support she has given over the years is much appreciated.
- Checked with Kingston Diversity Advisory Group to see if there was a land acknowledgement and there is currently nothing. The KMFRC has reached out to the Indigenous Langue Nest Group to receive guidance in completing a land acknowledgement.
- Kassondra Walters is leaving 23 April 2021 for Ottawa and an employment opportunity. Recruitment for her position will start next week and she will participate in the selection process. She has worked hard in her position and will be missed.
- Sent MFS the results of the compensation review and salary ranges.

**Board President:**

- MFS Governance Review Update: based on feedback from participants they will no longer have monthly meeting sessions. Instead materials will be up on website and a survey tool will be distributed. This will be complimented by one on one sessions with MFRCS.
- MFS Pre-Meeting Survey & Stats: board training done in the past 24 months, poll was conducted. Need to provide information to MFS.
- April 25pm, 5pm 2021 is the date for the MFS one-on-one meeting regarding Governance Review: they have been informed that many board members work and may not be in attendance. Need to fill out pre-session feedback form prior to the meeting, will have the next week to fill out the document.
- MOU: MFS has extended the MOU to 01 April 2022. They are in the process of creating a new one with the governance review but it is not ready yet.
- Strategic Plan: the current plan timeline is up. Recommended to vote to extended strategic plan so that we can create a new plan once the governance review is completed. Strategic priorities are the base of the KMFRC business model, are fairly general and relevant.  
**Motion to extend the strategic plan by J. Debrie Seconded by A. Downe**
- Resignations: accepted resignations for the following Board Members:
  - T. Whittingham effective 20 February 2021
  - M. Kilbride effective 08 March 2021, posted out.
  - B. Brown has resigned her role of Treasurer effective 31 March 2021.
- **Motion for T. Dion to be Treasurer, motioned by J. Debrie seconded by A. Downe**

- Beth to send out Board recruitment message to the Base Commander Rep so that they can distribute the message base wide.

**Finance Committee:**

- March 2021 financial dashboard:
- LPA is over budget, mainly due to increased staff levels required by COVID protocols. However, there may be an opportunity to recoup some funds from the City of Kingston depending on funding.
- Under budget in other departments due to lower staffing and lower programing costs due to the switch to virtual programing. Short two staff members in mental health department

**Board Governance:**

- The KMFRC Executive Director has been given her performance review for the year.
- Motion to change the Governance Committee Terms of Reference to remove succession planning as a responsibility, it is already a responsibility under the HR committee terms of reference. Motion to approve J. Debie Seconded by A. Downe

**HR. Committee**

- Motion to change the date of the staff compensation review from December to March and to change the date of the Annual Work plan from June to March. Motion to approve J. Debie Seconded by A. Downe

**Fundraising Committee: N/A**

**Old Business**

- Workplace Inclusion Charter: meeting coming up to implement measures.
- Staff/Board Training: ACFOMI Inclusion and Diversity Training for the Board. The next session is 14 April 2021, staff had their first session 26 March 2021.

**New Business**

- COVID-19: anticipating announcement tomorrow from the province regarding lockdown and the April break. The center has a plan in place and can implement quickly. Anticipating that LPA will continue to run but without before and after school care. Can get the messaging out quickly. There is a direct impact on staff, particularly day care staff. While waiting for a COVID test other family members need to isolate as well. There is a Public health nurse assigned to LPA, constant communication. Following public health guidelines.

**Risks and Opportunities**

- Heating and Ventilation: the center is waiting on heat pumps, no further updates at this time.

**Decisions requested by the ED from Board**

-E-Vote passed 22 March 2021 regarding staff compensation

**HR Policies Updates:**

- Motion to approve the revised Vacation Policy by A. Downe Seconded T. Dion.
- Motion to approve the revised Travel Allowance Policy by T. Dion Seconded by A. Downe.
- Motion to approve the revised Sick, Wellness, Bereavement Leave Policy by A. Downe Seconded by T. Dion.
- Motioned to approve the Public Holidays Policy by T. Dion Seconded by J. Debrie
- Motion to approve the Planned and Unplanned Closure Policy by T. Dion Seconded by J. Debrie.
- Motion to approve the revised Employee Appreciation Policy motioned by T. Dion Seconded by A. Downe.
- Audit regarding general operating grant and wage enhancement grant provided by the City of Kingston. Motion to accept LPA audit by T. Dion Seconded by A. Downe.
- Motion to accept the revised Staff Compensation Philosophy made T. Dion Seconded by J. Debrie

**Round Table**

**Next Board Meeting:**

28 April 2021 at 6 pm via Zoom.

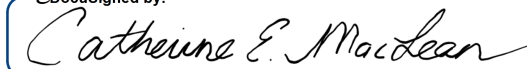
Motion to adjourn by T. Dion Seconded by A. Downe

Meeting adjourned at 8:09 pm.

**In Camera Session.**

Signed

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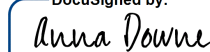


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President

KMFRC Board of Directors

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Secretary

KMFRC Board of Directors