

**KMFRC Board of Directors Meeting**  
**Date: Wednesday, September 28, 2016**  
**Time: 18:30 (6:30 pm)**  
**KMFRC CRIC**

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**IN ATTENDANCE**

**Members:**

Martine Bouchard – President  
Janine de Savigny – Treasurer  
Joanne Cronk  
George Holdron  
Danielle Lacroix  
Sylvain Gagne  
Christi Garneau

**Ex-Officios**

Colleen Fairholme- Executive Director

**Absent with Regrets**

Julie Kidson – Secretary  
Maj. Natalie Cathcart  
Stephen An, Padre  
Joan Debie – Vice- President

Item	Subject
1.	<p>Welcome/ Call to Order and Introductions</p> <p>Call to order 1835</p> <p>Martine extended a special welcome to all new members. Christi agreed to serve as recording secretary as Julie was not able to attend.</p>
2.	<p>Additions to Agenda/ Approval of Agenda (Motion)</p> <p>Moved by Janine, seconded by George, that the agenda of September 28, 2016 be adopted. Carried.</p> <p>It was agreed that risk management would be considered under New Business.</p>
3.	<p>Review/Approval of Minutes from August minutes 2016 (Motion)</p> <p>As the Secretary was unable to attend, it was agreed that the adoption of the minutes would be postponed to the next meeting.</p>

<p>4.</p>	<p>Reports - Ex-Officios</p> <p>None present.</p> <p>- Executive Director</p> <p>Colleen offered highlights from her written report including recent self-care activities the Centre hosted for military families, upcoming opportunities to build connections between the Board and Centre staff, and the recent Annual General Meeting that was attended by over 80 members of the CFB Kingston community. She noted recent meetings with Base Command and that updated policies have been circulated.</p> <p>Colleen spoke to the National Community Needs Assessment survey that is currently being conducted. The Board discussed the survey, recognizing that not all questions apply to all members and their families and that respondent demographics should be considered when interpreting the results, so as not to bias the conclusions drawn.</p> <p>As part of the Executive Director's report, the Board agreed that a petition encouraging the federal government to recognize military families in forthcoming legislative changes should be posted to the Centre's website. Ms. Sophie Kiwala, Member of Provincial Parliament, has also written the federal Minister of National Defence in support of military families.</p> <p>The Centre's financial report was circulated. It was noted that Les Petit Amis is posting a surplus due to full enrolment at summer camps. The Board asked that future financial reports show how expenditures track to the approved budget and provide comparative data to help illustrate the Centre's financial position on a quarterly basis.</p> <p>- Board President</p> <p>Martine welcomed the new members to the Board. She offered a report from the recent Annual General Meeting and indicated that information about upcoming United Way training sessions would be circulated via email. She provided an overview of the Board committee mandates, upcoming policy matrix review, and changes to the budget approval timeline that are required to meet United Way funding application deadlines.</p> <p>Martine reminded the Board that the Annual Report has been published along with the financial statements.</p> <p>- Board Development, Nominating, and Governance Committee – Board Hrs Submission</p> <p>A sheet was circulated for members to log their volunteer hours.</p> <p>- Committees reports</p> <p>As Chair of the HR Committee, Joan will be preparing the Executive Director's evaluation shortly.</p>
<p>5.</p>	<p>Old Business</p>

BOD calendar and Matrix

The Board discussed the Mental Health Ends statements. Members observed that these are aspirational, yet the Centre has already made progress towards many of them. It was suggested that a preamble statement acknowledging this be added to the document to reflect existing efforts and the Centre’s commitment to continuous improvement in this regard.

New committees selections

The Board reviewed Committee mandates and identified membership appointments. Martine will speak with those absent to confirm their preferred appointment(s).

Executive	HR	Governance	Finance	Fundraising
Martine	Joan	Sylvain	Janine	Janine
Janine	Christi	Joan	Joanne	Joanne
Joan	Julie	Christi	George	Darlene
Julie		Julie		
		George		

- 6. New Business
 

Martine will speak with all Board members to confirm their ability to make the commitments required by the Board’s By-Laws. She noted that those not able to serve on the Board may be able to volunteer for committees.

Sylvain asked that the risk matrix be circulated via email so that members of the Governance Committee could discuss it in advance of the next meeting.
- 7. Risks and Opportunities
 

It was agreed that these would be discussed at the next meeting.
- 8. Decisions Requested by ED from Board
 

At the Executive Director’s request, the Board agreed to provide Centre staff with 28-29 December 2016 as time off during the holiday season. Recognizing that the operational needs of Les Petits Amis are different, the daycare will remain open to provide services to those families that require them when the rest of the Centre is closed. Military Family Services anticipates that Military Family Resource Centres will be closed over the holidays and will ensure that the Family Information Line is available to those who may require support during this time.

At the Executive Director’s request, the Board approved the awarding of a contract to services to a military spouse who will create a promotional video for the Centre. The expense is accounted for within the existing communications budget. The Board stressed the importance of ensuring the video is bilingual and suggested it be circulated to all units on the Base once available.
- 9. Round Table

	The Board was reminded that those requiring childcare to attend meetings should speak with Nancy Maupu.
10.	Next Board Meeting – Wednesday November 2nd, 2016
11.	Meeting Adjournment  The meeting adjourned at 2016.
12.	In-Camera Session if needed  Not required.

*Fantine Gouchard*

*[Signature]*