

**Board of Directors Meeting Minutes
Kingston MFRC
Held at the CRIC at the KMFRC
30 May 2018**

| Name | Position | Attendance |
|-------------------------|--------------------|-------------------|
| JOANNE CRONK | President | Present |
| FAITH MOORE | Vice President | Present |
| CASSANDRA DE BARTOK | Secretary | Present |
| JANINE DE SAVIGNY | Treasurer | Present |
| JOHN SULLIVAN | Member | Present |
| MARIE-CLAUDE ROBITAILLE | Member | Regrets |
| JOAN DEBRIE | Member | Present |
| BETH MACLEAN | Member | Present |
| COLLEEN FAIRHOLME | Executive Director | Present |
| CAPT. VANESSA TURPIN | Base Commander Rep | Regrets |
| MAJ. ERICA LIDINGTON | Base Commander Rep | Present |
| MAJ. DENNIS NEWHOOK | Ex- Officio -Padre | Present |

| Item | Agenda | Action Taken |
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| I. | Welcome/ Call To Order | Meeting called to order at 1833. Introductions and Guest Speakers Guest Speakers: Mental Health and Wellness Team |
| II. | Additions to Agenda/ Approval of Agenda | Additions to agenda: No Motion to approve agenda. <ul style="list-style-type: none"> • <i>Made by J. de Savigny; seconded by J. Debrie</i> Motion carried |
| III. | Review/ Approval of Minutes | Amendment: Update spelling of S. Popovitch's name throughout minutes. Motion to approve April 28 th minutes. <ul style="list-style-type: none"> • <i>Made by J. de Savigny; seconded by J. Debrie</i> Motion carried |
| IV. | Executive Committee Reports | Ex-Officios Report Maj. Lidington <ol style="list-style-type: none"> i. There is a Canadian Armed Forces app which has replaced "Soldier Cards". The app is an excellent source of information and includes mental health resources and contact info ii. Official Change of Command will take place on 14 June. New Base Commander will be Col. Kurt Gallinger. |

Padre Newhook

- i. A new bilingual Chaplain (priest) has been hired and will be coming in July
- ii. The Padre reported that John Vanstone, civilian Chaplain, has been hired for a full-year (IPSC)
- iii. Shared information about the Parenting Support Program: Caring Dads

Executive Director Report

- i. IPSC Family Day will be held on Father's Day at the Cinema. The event will once again feature a sensory friendly screening environment (e.g., lights up, sound down). Feedback from first cinema day was overwhelmingly positive.
- ii. C. Fairholme reported that the bathroom/shower facilities at the KMFRFC are ready to support families during the planned water outage; a result of the broken water main in the PMQs
- iii. Col. Harris advised C. Fairholme that the CMPC has recommended that the Formalized Governance Model be presented to the Chief of Defense Staff. More details to be made available as they are received on this process.
- iv. It was reported that KMFRFC will be partnering with the City of Kingston and Kingston Community Health Centre to offer the new EarlyON Francophone parent-child interactive programming which will take place in 3 locations: Remi Gaulin, KMFRFC, west-end Church. The KMFRFC will provide staffing. C. Fairholme has offered staff for 1 day a week throughout the summer months with the intention to increase to 24 hours a week in September. This francophone programming falls within the KMFRFC mandate and is an excellent community partnership opportunity.
- v. The Board was invited to attend the Child and Youth Services Committee AGM on 8 June in Amherstview.
- vi. Megan Beauchamp (Employment Services Worker) and Martha McCann (Youth Development Worker) are working on a great new event, Lifebook Creators, which is a tool for military

- youth to compile a portfolio of their treasures, skills and accomplishments.
- vii. Dr. Andrea Hilborn, ND will be hosting an Infertility Support Brunch and Learn at the KMFRC. This session was developed out of a need identified within the community. Khatiza Bibi, Mental Health Team, has been invited to join to provide emotional support to those in attendance.

Board President

- i. J. Cronk informed the Board that the audit is occurring this week. Two new auditors, from the same company, are looking at the reports. Once the results are ready, J. Cronk recommended holding a special Board meeting (July) to discuss the outcomes.
- ii. F. Moore was selected to be the AGM Planning Committee Chair. The first meeting will be held in June.
- iii. The "Sharing our Successes" lunch will be held at the MFRC on 31 May to present staff with Years of Service awards. The lunch is also an opportunity for team to celebrate their successes.
- iv. J. Cronk is working on the acquisition of name tags for Board members
- v. Draft in progress for an online Board orientation
- vi. C. Fairholme circulated copies of the evolution of the MFSP programs for the Board to review

Board Committees

Fundraising

- i. April \$1059.34 – United Way donor funds
- ii. May \$3689.50 – Children's Thrift Sale
- iii. Wrestling Event will be held at Thompson Drill Hall. KMFRC will be the beneficiary of some funds from the event.

Governance

- i. Committee met 30 May; Next committee meeting 13 June
- ii. Board Survey Results
 - a. Three areas identified by Board Members as areas for improvement and action items
 - i. Directors are looking for more feedback regarding their contributions

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| | | <ul style="list-style-type: none"> ii. Directors are interested in acquiring more knowledge of the MFRC iii. Concern about Board composition and ongoing recruitment due to postings <ul style="list-style-type: none"> iii. Bylaw Review <ul style="list-style-type: none"> a. Board members were reminded that they should all have the bylaws on a USB. iv. No substantive changes noted by the committee; editing changes will be noted. <p>Nomination (Sub-committee)</p> <ul style="list-style-type: none"> i. Recruitment poster to be circulated ii. J. Cronk to circulate document requesting BOD member specific skillsets iii. Volunteer Board position description to be updated and posted <p>Finance</p> <ul style="list-style-type: none"> i. Auditors are at the KMFRFC for the week ii. Dashboards look fantastic iii. J. de Savigny is meeting weekly with M. Cormier <p>AGM Planning</p> <ul style="list-style-type: none"> i. F. Moore named as AGM Committee chair ii. Committee to hold first meeting in June | |
| V. | Old Business | <p>Online vote for the MFS Quarterly Report and Supplementary funding.</p> <ul style="list-style-type: none"> • <i>Made by J. de Savigny; seconded by C. de Bartok</i> | Motion carried. |
| VI. | New Business | No new business. | |
| VII. | Risks and Opportunities | No risks/opportunities. | |
| VIII. | Decisions Requested | Decision made In Camera for an HR payment. | |
| IX. | Round Table | | |
| X. | Next Board Meeting | <p>Wednesday 27 June 2018 at 1830.</p> <p>Upcoming Guest Speakers June: Child and Youth Development Team August: Veteran Family Program</p> | |
| V. | Meeting Adjourned | Meeting Adjourned at 2010. | |

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| V. | In Camera Session (if needed) | Session held. | |
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Signed,



Joanne Cronk
President
KMFR Board of Directors



Cassandra de Bartok,
Secretary
KMFR Board of Directors

