

Minutes of KMFRC Board of Directors Meeting
Held at the KMFRC CRIC Room 2 November 30th 2016, 6:30 pm

IN ATTENDANCE

Members:

Martine Bouchard – President
 Joan Debrie – Vice-President
 Janine de Savigny - Treasurer
 Julie Kidson – Secretary
 Joanne Cronk
 Sylvain Gagné

Ex-Officios

Colleen Fairholme - Executive Director
 Capt. Pamela Cooper

Absent with Regrets:

Maj. Natalie Cathcart
 Stephen An, Padre

Item	Subject
1	<p><u>Welcome/Call to Order.</u> Meeting called to order at 1832hrs by M. Bouchard.</p>
2	<p><u>Amendments and Acceptance of Agenda.</u> S. Gagné motioned to approve the agenda with an addition of a debrief on the new advisory committee. Motion seconded by J. de Savigny. Motion Passed.</p>
3	<p><u>Acceptance of Minutes from September 28th 2016 & November 2nd 2016</u> J. de Savigny motioned to approve the minutes of September 28th 2016 . J. Cronk seconded the motion. Motion Passed. J. Debrie motioned to approve the minutes of November 2nd 2016. J. de Savigny seconded the motion. Motion Passed.</p>
4	<p>Reports</p> <p><u>Ex-Officio:</u></p> <p>Pamela Cooper had no additional news on the ongoing Exercise. Base planning is ongoing for the festivities ahead and everything is in progress.</p> <p><u>Executive Director:</u></p> <p>A detailed report was provided by the ED.</p> <p>Additional updates include: The KMFRC hosted a visit from the Petawawa MFRC which facilitated a great deal of</p>

collaboration in a “Language of Appreciation” Program which trained 40 staff members. The program will be available online for those who were unable to attend.

The wellness committee meeting resulted in the decision to move away from gift cards as gifts and move towards the notion of supervisors doing something more personal.

The submission of the United Way document is complete and has been submitted. The KMFRC can expect a visit in January from the review committee.

KMFRC had 4 coordinators go to Sir John A MacDonald to talk about military families & special needs families pursuant to an email regarding True Patriot Love and a potential funding opportunity aimed at aiding military families with special needs children. The proposed funding would be used to create a library of assistive devices that would get loaned out to special needs military children in 2 elementary schools known for their high military attendance, Saint Martha’s and Sir John A. MacDonald, as pilot projects. If the project is successful the KMFRC will look at branching out to other schools.

The City of Kingston gave Les Petits Amis a grant of approximately 20, 000\$.

The Garrison Children’s Christmas Party will be ready to provide gifts to just over 600 kids this year and it will be taking place December 3rd 2016.

Thursday December 8th will be the Christmas benefit concert and will require additional promotion to make it a success.

Fort Henry, who is hosting the Lumina Borealis experience, has invited the KMFRC to sell hot cider on opening night.

The Christmas festive team building for Board members and Staff will take place at 7pm, Jan 18th at the Merchant. The event will be art centred and will consist of a paint night.

Board President:

No additional news to report.

Executive Committee/HR Committee:

Board Recruitment: The Nominating Sub Committee of the Governance Committee plans to conduct interviews early-mid January.

ED Evaluation: HR Committee has met and accomplished a great deal towards the ED’s evaluation. More to follow.

Fundraising Committee


The fundraising committee is set to meet tomorrow December 1st 2016 and will include T.Telford.

Finance Committee

After having attended a United Way training opportunity, J. de Savigny noted that to the Board that the KMFRC is in good standing particularly in comparison to other charities or the like. The finance committee will be meeting January 13th and the intent will be to review the budget. On January 23rd the Finance committee and the ED will meet to discuss.

	<p><u>Board Development, Nominating, and Governance Committee:</u> Board Volunteer Hours: The Board was reminded to submit their volunteer hours at the end of each board meeting.</p>
5	<p><u>Old Business.</u> BOD calendar and Matrix: Important upcoming dates for KMFRC include: December 3rd Garrison Kids Christmas Party. December 8th Christmas benefit concert. January 18th Board and Staff Event.</p>
6	<p><u>New Business.</u> Advisory Committee: S. Gagné informed the Board that Marie-Claude Michaud, the Executive Director of Valcartier's MFRC, is taking the lead on the advisory committee. A letter has been drafted and sent out, but it is still in the beginning stages and requires some editing and additional content. The TOR for the advisory committee includes an elected executive, bi-annual in-person meetings, and ongoing online meetings/discussions.</p> <p>S. Gagné suggested the Board ought not to sign at this current stage, but rather, wait until the letter/document has been edited. The Board unanimously agreed.</p>
7	<p><u>Risks and Opportunities.</u> Risk: The Elevator is still non-operational; however, it should be fixed next week. The delay arose due to the need of a special type of oil to service the elevator which is only produced in Texas. The picture frames by reception are an additional risk as they have been falling down in the reception area. Staff and management are aware and are working on a solution.</p> <p>Opportunities: Frontier College is using the CRIC to run a tutoring program, which appears to have a huge waitlist. This is a new opportunity and looking to potentially expand on it.</p>
8	<p><u>Decisions Requested by ED from Board.</u> N/A</p>
9	<p><u>Round Table.</u> A brief discussion arose regarding the Christmas Board and Staff event scheduled for January 18th, 2017.</p>
10	<p><u>Next Regular Meeting.</u> The next Board meeting will be held on Wednesday January 25th, 2016 at 1830hrs at the CRIC.</p>
11	<p><u>Adjournment.</u> The meeting was adjourned at 20:15hrs by M. Bouchard.</p>

J. Kidson
Secretary


M. Bouchard
President

