

Meeting Minutes
 COMOX MILITARY FAMILY RESOURCE CENTRE –
 BOARD of DIRECTORS' MEETING
 Zoom Meeting
 Wednesday 28 Oct 2020 @ 1800

Chair: Eve Nguyen
Vice-Chair: Kristen Matthews (excused)
Secretary: Keeley Young
Treasurer: Nicole Ji

Ex-Officio:
 Executive Director: Kim Hetherington
 Wing Representative: Andrea Dawe

Directors:
 Krystle Sloan (excused)
 Melissa Farrell

Guests:
 Alex Varga (ex-officio/non-voting)
 Mathieu Kuhl
 Steven Smith
 Katharina Schulte-Bisping
 Cynthia Irving
 Michelle Auger

ITEM	ACTION	ACTION
CALL TO ORDER		
	Introductions were made and guests were welcomed. The Chair called the meeting to order at 1804 hrs and welcomed all members.	Chair
DECLARATION OF QUORUM		
	The Chair declared there was a quorum present for the meeting.	Chair
CONSENT PREVIOUS MINUTES, AGENDA & ED REPORT		
	Adoption of Agenda, Ratification of the Board Minutes of 30 September 2020, and Acceptance of Executive Director's Report. <u>Motion:</u> A motion to accept the agenda was brought forth by Nicole Ji; seconded by Melissa Farrell all were in favour. <u>Motion:</u> A motion to accept the Board Meeting Minutes for 30 th September 2020 was brought forth by Nicole Ji; seconded by Melissa Farrell; all were in favour. <u>Motion:</u> A motion to accept the ED's report was brought forth by Nicole Ji; seconded by Melissa Farrell; all were in favour.	Chair
FINANCIAL REPORTS		
a. Financial Report September 2020	The treasurer walked through the Balance Sheet explaining several deposits that hadn't quite cleared (fee reductions, playground equipment that was purchased and a payment for HR policies that was	Treasurer

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	<p>paid out). The gaming account was closed, but funds will be moved into the operational account.</p> <p>ACTION: Kim Herrington to follow-up with Belinda to ensure the funds from the gaming account have been moved into operational funds</p> <p>Motion: A motion to accept the Financial Reports September 2020 were brought forth by Michelle Farrell, seconded by Nicole Ji; all were in favour.</p>	
<p>b. MFS Q2 Financials</p>	<p>The ED walked through the report that was presented to the Board in which MFRC reports their spending within set sectors and explains variances. With Covid-19, many of the funds have not been spent to date.</p> <p>Motion: A motion to accept the MFS Q2 Financial Reports were brought forth by Keeley Young, seconded by Nicole Ji; all were in favour.</p>	<p>ED</p>
NEW BUSINESS		
<p>a. Appointment of New Directors</p>	<p>The Director-Elects (guests) were asked to join a break-out room on Zoom, allowing the board freedom to openly discuss the recruiting committee's recommendations.</p> <p>The recruiting committee introduced each of the five candidates and brought forward the following motions.</p> <p>Motion: Motion to appoint Steven Smith (military member) as a Director of the Comox MFRC brought forward by Keeley Young; seconded by Nicole Ji. All were in favour.</p> <p>Motion: Motion to appoint Katharina Schulte-Bisping (military spouse) as a Director of the Comox MFRC brought forward by Keeley Young; seconded by Melissa Farrell. All were in favour.</p> <p>Motion: Motion to appoint Mathieu Kuhn (military member) as a Director of the Comox MFRC brought forward by Keeley Young; seconded by Nicole Ji. All were in favour.</p>	

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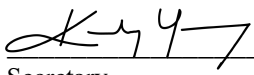
	<p><u>Motion:</u> Motion to appoint Cynthia Irving (military spouse) as a Director of the Comox MFRC brought forward by Keeley Young; seconded by Nicole Ji. All were in favour.</p> <p><u>Motion:</u> Motion to appoint Michelle Auger (military spouse) as a Director of the Comox MFRC brought forward by Keeley Young; seconded by Melissa Farrell. All were in favour.</p> <p>The guests rejoined the meeting and the Chair welcomed them as Directors. She advised them that emails MFRC emails would be provided and that they would then gain access to SamePage to access all Board documentation.</p> <p>Directors were appointed by the Board and will be have full voting rights, however they will still need to be formally elected by the Members at the next Members meeting (not yet scheduled).</p>	
<p>b. Marketing Logo Redesign Contest</p>	<p>The Board had passed a motion to move forward with a new logo contest for MFRC. The ED met with staff to flush out contest rules and criteria for the logo. She further explained that the MFRC logo seems rather outdated and represents the more traditional family. The board agreed that a logo revamp would be welcomed.</p> <p>Contest will start on November 2nd and submissions will be accepted, in either digital or handwritten form. The ED also acknowledged that submissions will be considered inspirational, meaning that the concept could be kept, but small changes could be made if/as required.</p>	<p>ED</p>
<p>c. Steering Committee Update</p>	<p>Policy review is in place by an independent consultant (John Pasco) and is working directly with staff. The steering committee is reviewing draft policies and ensuring they are relevant, practical and written in clear language. 104 policies needed redrafting. 61 have been done to date.</p> <p>Draft manual should be done in end of November.</p>	<p>ED</p>

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OLD BUSINESS					
d. Review Board Timeline Calendar	Oct			Nov	
	28	Quarterly Report Review		25	Board Meeting
					Staff Bonuses
					MFS Request for Funds 2021
	Dec			Jan	
		No Meeting Scheduled		27	ED Performance Review
					Personnel Policy Review
					Subcommittee review and composition
COMMITTEE REPORTS					
e. Bursary Committee	Nothing new to report.				Chair
f. Board Recruiting Committee	Report done earlier under new business. Recruiting committee will now step back, until the need arises again for recruitment.				Chair
g. Employee Recognition Committee	The Board opted to remove this committee going forward.				Chair
h. Board Development	Nothing new to report.				Chair
IN-CAMERA SESSION					
	No in-camera session was held				Chair
NEXT MEETING					
	The next Board Meeting will be on 25 th of November either virtually or in person. It is yet to be determined and will be based on Covid -19 guidelines. ACTION: Chair to forward new Director's email to ED				Chair
Termination					
	The meeting was terminated at 1910 hrs				Chair



 Chairperson
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 Secretary