

**Meeting Minutes**  
**COMOX MILITARY FAMILY RESOURCE CENTRE -**  
**BOARD of DIRECTORS' MEETING**  
 Conference Room  
 Wednesday 30 Sept 2020 @ 1830

**Chair:** Eve Nguyen  
**Vice-Chair:** Kristen Matthews  
**Secretary:** Keeley Young  
**Treasurer:** Nicole Ji

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

**Directors:**  
 Krystle Sloan  
 Melissa Farrell (excused)

**Guests:**  
 Alex Varga (ex-officio/non-voting)  
 Mathieu Kuhl

ITEM	ACTION	ACTION
<b>CALL TO ORDER</b>		
	Introductions were made and guests were welcomed. The Chair called the meeting to order at 1840 hrs and welcomed all members.	Chair
<b>DECLARATION OF QUORUM</b>		
	The Chair declared there was a quorum present for the meeting.	Chair
<b>CONSENT PREVIOUS MINUTES, AGENDA &amp; ED REPORT</b>		
	<p>Adoption of Agenda, Ratification of the Board Minutes of 26 August 2020, and Acceptance of Executive Director's Report.</p> <p><b><u>Motion:</u></b> A motion to accept the agenda with an amendment to add 'Secretary Vote' under New Business was brought forth by Kristen Matthews; seconded by Nicole Ji; all were in favour.</p> <p><b><u>Motion:</u></b> A motion to accept the Board Meeting Minutes for 26<sup>th</sup> August 2020 was brought forth by Kristen Matthews; seconded by Nicole Ji; all were in favour.</p> <p><b><u>Motion:</u></b> A motion to accept the ED's report was brought forth by Nicole Ji; seconded by Kristen Matthews; all were in favour.</p>	Chair

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<b>FINANCIAL REPORT</b>		
<b>a. Financial Reports Aug 2020</b>	<p>The Board discussed the ramifications of closing a gaming account that was opened several years ago, but that has been sitting unused. The Treasurer recommended that the account (currently sitting at \$1206.00) be closed and that the funds are reallocated to the operational funds account.</p> <p><b>Motion:</b> A motion to close the gaming account and move funds into the operational account was brought forth by Nicole Ji, seconded by Krystle Sloan; all were in favour.</p> <p><b>Motion:</b> A motion to accept the Aug 2020 Financial Reports were brought forth by Krystle Sloan, seconded by Kristen Matthews; all were in favour.</p>	Treasurer
<b>NEW BUSINESS</b>		
<b>a. Harassment Policy</b>	<p>The ED presented a draft of the Harassment Policy to the Board outlining that the Steering committee and all levels of staff have had a change to review the policy and provide feedback. The policy is text heavy but will be accompanied by an infograph to ensure staff and personnel can easily navigate to the appropriate section. It was suggested that some minor text and formatting be done before the final policy is released.</p> <p><b>Motion:</b> Motion for the approval of the Harassment Policy as seen on the 30<sup>th</sup> September 2020 brought forward by Kristen Matthews; seconded by Nicole Ji. All were in favour.</p>	

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<b>b. Pay Scale</b>	<p>The ED and Financial Administrator introduced a draft Pay Scale for the daycare to the Board. Discussion ensued about the MFRC's current pay scale and comparative daycares. Further discussion took place regarding the impact to the current and future budgets (post Covid). Some trepidation was conveyed amongst Directors that the proposed pay scale does not bring rates up enough to make the daycare competitive with other centres and agreed that if the pay scale was approved, that the Board would review this topic again in the spring of 2021. Board members requested that the topic of staff bonuses be added to a future board meeting.</p> <p><b><u>Motion:</u></b> Motion for the approval of the Pay Scale effective October 1, 2020 brought forward by Nicole Ji; seconded by Kristen Matthews. All were in favour.</p> <p><b><u>Action Item:</u></b> Staff bonuses to be added to the November agenda</p>	
<b>c. Election of New Secretary</b>	<p>Keeley Young excused herself from the room</p> <p>Kristen Simpson has been posted out and therefore has resigned from the Board and her role as Secretary. Keeley Young has volunteered to step into this position.</p> <p><b><u>Motion:</u></b> Nicole Ji motioned to nominate Keeley Young as the Secretary of the Board of Directors of the Comox MFRC, seconded by Kristen Matthews. All were in favour.</p> <p>Keeley Young rejoined the meeting</p>	Chair
<b>OLD BUSINESS</b>		

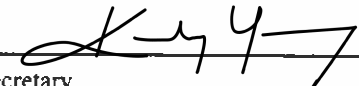
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<b>d. Review Board Timeline Calendar</b>	<b>Oct</b> 28	<b>Nov</b> Quarterly Report Review	25	Board Meeting
		Staff Bonuses		
	<b>Sept</b> Dec	<b>Oct</b> Jan Personnel Policy	27	ED Performance Review
	<b>Sept</b>	<b>Oct</b>		
<b>COMMITTEE REPORTS</b>				
<b>e. Bursary Committee</b>	Nothing new to report.			Chair
<b>f. Board Recruiting Committee</b>	<b>Action Item:</b> The ED to ensure a Board recruitment ad is posted online in an effort to recruit more Military spouses to the Board. Interviews and follow-up on applications submitted to date to be completed with the month of October.			Chair
<b>g. Employee Recognition Committee</b>	Nothing new to report.			Chair
<b>h. Board Development</b>	Nothing new to report.			Chair
<b>i. Policy Review Committee</b>	Nothing new to report.			Chair
<b>ANNOUNCEMENT/TRAINING</b>				

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	The Chair requested that all Board Members update their contact information to SamePage and that all Members tracked their volunteer time using the 'My Impact" app.	Chair
<b>NEXT MEETING</b>		
	The next Board Meeting will be on 28 <sup>th</sup> of October in the FCC Conference Room or via Virtual Meeting.	Chair
<b>Termination</b>		
	The meeting was terminated at 2047 hrs	Chair

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Secretary

