

**Meeting Minutes**  
 COMOX MILITARY FAMILY RESOURCE CENTRE –  
 BOARD of DIRECTORS' SPECIAL MEETING  
 Zoom Meeting  
 Thursday March 11 2021 @ 1800

**Chair:** Eve Nguyen  
**Vice-Chair:** Kristen Matthews *(left @ 7)*  
**Secretary:** Keeley Young  
**Treasurer:** Nicole Ji

**Ex-Officio:**  
 Wing Representative: Andrea Dawe *(regrets)*

**Directors:**  
 Krystle Sloan  
 Melissa Farrell  
 Mathieu Kuhl  
 Steven Smith *(left @ 6:45)*  
 Katharina Schulte-Bisping  
 Cynthia Irving *(absent)*  
 Michelle Auger

**Guests:**  
 Jon Pascoe

ITEM	ACTION	ACTION
<b>CALL TO ORDER</b>		
	The Chair called the meeting to order at 1803 hrs and thanked all members for ensuring they could attend the meeting which was scheduled on short notice and specifically for the purpose of addressing the recent resignation of Comox MFRC's Executive Director, Kim Hetherington.	Chair
<b>DECLARATION OF QUORUM</b>		
	The Chair declared there was a quorum present for the meeting.	Chair
<b>ACCEPTANCE OF RESIGNATION</b>		
	<p>A copy of Kim's letter of resignation had been circuited in advance of the meeting. The letter dated March 3<sup>rd</sup> but received by the Board Officers via email on March 4<sup>th</sup> indicated that Kim was offered a promotion within MFS and that she would assist the Board in a smooth transition. The Chair requested a motion so that the resignation be formally accepted by the full board.</p> <p><b><u>Motion:</u></b> A motion to accept the Letter of Resignation received via email March 4th from Kim Hetherington was brought forth by Krystle Sloan; seconded by Nicole Ji; all were in favour.</p>	Chair

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RECRUITMENT OF AN EXECUTIVE DIRECTOR		
<b>a. Responsibilities of the Board</b>	Jon Pascoe presented several slides outlining common mistakes Board make while recruiting top level executives. He acknowledged that while materials had been drafted for a specific ED Recruiting Committee, the board as a whole would have the final decision on Kim successor. He outlined that many Board do not have a back -up plan on candidates which could cost time and money. He also outlined the costs attributed to a negligent hire which could include severance pay, loss of staff, recruiting costs, etc.	Jon Pascoe
<b>b. Declaration of Conflict of Interest</b>	No Board Members present declared a conflict of interest.  <b><u>NOTE TO DRAFT:</u></b> Andrea Dawe has declared a potential Conflict of Interest. She agrees with the recommendation to have a representative from 19 Wing on the recruiting committee and has provided a recommendation. The Board Secretary will follow-up directly with this contact.	Chair
<b>c. Recruiting &amp; Selection Process</b>	Board Members reviewed the proposed recruiting and selection process. No concerns were raised.	
<b>d. Job Posting</b>	There was some trepidation raised that the draft posting may be outlining too many requirements. It was discussed that applications would be reviewed and that candidates would be ranked based on skillset and experience for further consideration. It was also noted that a secure email address would be used in case internal applicants apply and to avoid potential conflicts of interest.  <b><u>Motion:</u></b> A motion to accept the job posting for immediate dissemination was put forth by Katharina Schulte-Bisping; seconded by Krystle Sloan; all were in favour.	Treasurer
<b>e. i. Terms of Reference</b>	The Terms of Reference for the <i>ad hoc</i> Recruiting Committee for the ED, was reviewed. No questions or concerns were raised.  <b><u>Motion:</u></b> A motion to accept the proposed Terms of Reference for the ED Recruiting Committee was put forth by Krystle Sloan; seconded by Nicole Ji; all were in favour.	

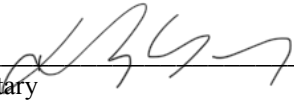
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<p><b>ii. Committee Members</b></p>	<p>The Chair acknowledged that Board Officers had met (March 8<sup>th</sup>) to discuss which officer could allocate time towards the recruitment process. It was recommended that Keeley Young (Board Secretary) act as Chair for the committee. It was also noted that Kim Hetherington has confirmed she was willing to sit on the recruiting committee as an ex-officio member</p> <p>Other committee members were asked if they could assist with the recruiting process. The following people were noted as volunteering towards this process.</p> <p>Keeley Young (Committee Chair)          Steven Smith          Mathieu Kuhl          Katharina Schulte-Bisping          Melissa Farrell          Kristen Matthews          Krystle Sloan          Kim Hetherington (Ex-officio)          19 Wing Representative (TBC)</p>	
<b>IN-CAMERA SESSION</b>		
	<p>A lengthy in camera session ensued pertaining to the budget and use of a recruitment specialist during the process.</p> <p>At the close of the in-camera session the following motion was made</p> <p><b>Motion:</b> A motion to accept the proposal from Jon Pascoe to as a Recruiting Specialist was put forth by Katharina Schulte-Bisping; seconded by Michelle Auger; all were in favour.</p> <p>The Board requested that it be noted that the process needs to be led by the Board not the recruiting specialist and that they position act as an advisor to the Board.</p>	<p>Chair</p>

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<b>NEXT STEPS</b>		
	<p>Committee Chair to email Recruiting Committee with information pertaining to the scheduled March 17<sup>th</sup> MFRC Staff and supervisor meeting.</p> <p>Committee Chair to email out proposed dates for the Recruiting committee to meet for an orientation meeting.</p> <p>Secretary to follow-up with Jon Pascoe on the outcome of meeting and approval of documentation.</p>	Chair
<b>Conclusion</b>		
	The meeting was concluded at 1924hrs	Chair

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Secretary