

Meeting Minutes

COMOX MILITARY FAMILY RESOURCE CENTRE –
BOARD of DIRECTORS MEETING
Zoom Meeting
Thursday March 31 2021 @ 1800

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

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

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

Guests:

ITEM	ACTION	ACTION
CALL TO ORDER		
	The Chair called the meeting to order at 1809 hrs	Chair
DECLARATION OF QUORUM		
	The Chair declared there was a quorum present for the meeting.	Chair
CONSENT AGENDA		
	<p>The Board Secretary indicated that a consent agenda was used for tonight's meeting and is to assist on items that need to be approved but do not require discussion. The consent agenda for this meeting included approval of the agenda, acceptance of the Executive Director's Operating Plan and the February 24th Meeting minutes.</p> <p><u>Motion:</u> A motion to accept the consent agenda items was presented by Kristen Matthews; seconded by Michelle Auger. All were in favour.</p>	Chair
EXECUTIVE DIRECTOR'S UPDATE		

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<p>a. MFS Update</p>	<p>The ED updated the Board on the progress of the MFS Governance review. MFS is currently seeking approximately 5 Board members from across the country to assist with various phases of the program, including seeking and securing a governance professional and evaluation of the person(s) selected. The Ed indicated that she did not volunteer any Board members, but if anyone was interested, she would pass along their information.</p> <p>MFS has also halted their monthly sessions but is allowing access to recorded sessions online.</p> <p>Finally, the MFRC had a scheduled one-on-one call with MFS regarding governance. Feedback was positive and the ED was advised that MFS views Comox MFRC as a trailblazer with respect to governance.</p> <p>The Board queried the ED on the progress of hiring a new social worker. The position(s) have not been filled, but an interim agreement has been made with mainland BC to ensuring local families receive services as needed. The sessions are virtual, but the pandemic has caused many services to be provided virtually, so the impact to clients is minimal.</p> <p>MOTION: A motion to accept the ED’s report was presented by Krystle Sloan; seconded by Steven Smith; all were in favour.</p>	<p>ED</p>
<p>FINANCIAL REPORTS</p>		
<p>a. Treasurer’s Reports & Financials</p>	<p>In the Treasurer’s absence, the ED reviewed the financial documentation with the Board. The ED walked though small changes to the financials, but nothing significant was noted. No discussion ensued.</p> <p>MOTION: A motion to accept the financials as presented was proposed by Krystle Sloan; seconded by Mathieu Kuhn; all were in favour.</p>	<p>ED</p>

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<p>b. 2021/22 Budget</p>	<p>The 2021/22 budget for MFRC was presented. The ED indicated that summer camp was moved back under daycare so it could be considered a licensed program, thus allowing families to apply for program subsidy if/as needed.</p> <p>The budget also included salary raises averaging ~4%. Staff that are currently at the top end of the pay scale were given only a marginal salary increase while others were given a larger increase. It is recommended that the pay increase go into effect March 28th 2021, so that it aligns with the beginning of a pay period.</p> <p>The overall budget for MFRC includes a small surplus (~3% to allow for unforeseen expenses that may occur through the year. The ED indicated that she was extremely comfortable with this budget.</p> <p>Motion: A motion to accept the MFRC 2021/22 budget as presented was put forth by Krystle Sloan; seconded by Kristen Matthews; all were in favour.</p> <p>Motion: A motion to increase the MFRC pay scale as presented in the budget effective March 28th, 2021 was put forth by Katharina Schulte-Bisping; seconded by Steven Smith; all were in favour</p> <p>Motion: A motion to accept the KCC Daycare 2021/22 budget and increase pay scale effective March 28th, 2021 as presented was put forth by Michelle Auger; seconded by Katharina Schulte-Bisping; all were in favour.</p>	<p>ED</p>
COMMITTEE UPDATES		
<p>a. Governance Streeting Committee</p>	<p>An update was provided by the Committee Chair; meetings have decreased by biweekly to monthly to allow members to actively engage in the recruiting efforts of the ED. Policies being drafted (which will be reviewed by the committee mid-month) include the whistleblowers policy, plus others.</p> <p><u>Strategic Plan:</u> The strategic plan was presented and the Committee Chair advised the Board that the document (if approved) would be flagged for review in a</p>	<p>Chair</p>

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<p>b. Recruiting Committee</p>	<p>year once the new Executive Director is on board to ensure it still meets the needs of the organization.</p> <p>Motion: A motion to accept the Strategic Plan was put forth by Steven Smith; seconded by Mathieu Kuhn; all were in favour.</p> <p><u>Commitment to Organizational Excellence:</u> The document was presented as an aspirational document to help promote good governance and to act as a roadmap for the organization.</p> <p>Motion: A motion to accept the Commitment to Organizational Excellence was put forth by Krystle Sloan; seconded by Katharina Schulte-Bisping; all were in favour.</p> <p><u>Board/Executive Director Relationship</u> The document was presented as a good document to have for the incoming Executive Director.</p> <p>Motion: A motion to accept the Board/Executive Director Relationship was put forth by Katharina Schulte-Bisping; seconded by Mathieu Kuhn; all were in favour.</p> <p><u>Executive Director’s Position Description</u> The document was presented as the framework needed to outline the position for the incoming ED. Kim acknowledged that it was accurate description of her tasks.</p> <p>Motion: A motion to accept the Executive Director’s Position Description was put forth by Mathieu Kuhn; seconded by Steven Smith; all were in favour.</p> <p>The Recruiting Committee Chair provided an update on the ‘all staff’ meeting that occurred on March 17th. Staff provided valuable feedback that was compiled in a document and will be used by the recruiting committee.</p> <p>The Committee Chair also acknowledged that there were 5 short listed candidates to date. The committee will be meeting on April 7th to review and confirm interview questions; interviews will ideally begin the week of April 12th.</p>	
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IN-CAMERA		
	<p>A lengthy discussion ensued in-camera. At the close of the in-camera session (1930hrs) the following motion was made</p> <p>Motion: A motion to keep the current ED salary band as is, without any adjustments (80-100k annually) forth by Krystle Sloan; seconded by Steven Smith; 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>	Chair
NEXT MEETING		
	<p>The next meeting is scheduled for 28 April 2021</p> <p><u>Action Items:</u></p> <p>The Committee Chairs will ensure the upcoming Governance Committee meeting does not impact interviews that are scheduled that same week.</p> <p>Secretary to follow-up with Jon Pascoe on the outcome of meeting and approval of documentation.</p>	
Conclusion		
	The meeting was concluded at 1935hrs	Chair

Chairperson 

Secretary 