

Board of Directors Meeting

Minutes

Kingston MFRC

Held in the CRIC

September 19, 2018

Name	Position	Attendance
JOANNE CRONK	President	Present
FAITH MOORE	Vice President	Present
CASSANDRA DE BARTOK	Secretary	Regrets
JANINE DE SAVIGNY	Treasurer	Present
COLLEEN FAIRHOLME	Executive Director	Present
MARIE-CLAUDE ROBITAILLE	Member	Present
JOAN DEBRIE	Member	Present
BETH MACLEAN	Member	Present
SHANNON HILL	Member	Present
SOPHIE LAVIGNE	Member	Present
MALLORY WALKER	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Present
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Present

I.	Welcome/ Call To Order	Meeting called to order at 19:58. J. Cronk welcomed everyone to the meeting and congratulated them on a great AGM, especially F. Moore for a job well done.	
II.	Additions to Agenda/ Approval of Agenda	<i>Motion to approve the agenda made by J. De Savigny, seconded by M-C. Robitaille.</i>	Motion carried

<p>II I.</p>	<p>Review/ Approval of Minutes</p>	<p><i>Motion to approve September 5, 2018 minutes made by J. Debrie, seconded by M. Walker.</i></p>	<p>Motion carried</p>
<p>I V.</p>	<p>Executive Committee Reports</p>	<p>Ex-Officios Report:</p> <ul style="list-style-type: none"> - Nothing to report from the Base Commander - Padre Dennis let the board know about the upcoming “Making of a Mask” program. A professional artist is hired to assist in running the program. The program will seek to help start conversations through the mask making process. They will be looking for children to participate in a session to make a superhero mask and discuss the values of what a superhero is. In the future, the program will be used to reach out and help people discuss difficulties in their lives. <p>Executive Director Report.</p> <ul style="list-style-type: none"> - The KMFRC now has the support of two Padres. Padre Sylvia is now doing the “pause with the padre” which allows staff to take a moment to talk to her. Padre Perreault attended coffee connections and will now be at the Centre at least one day a week for families. This has also added additional Francophone support. - Centre policies were reformatted by Wilkens Health & Safety Solutions. Policies needed tweaks due to legislation changes. The policies have been made user-friendly. They will be coming to the BOD for approval; this will require an electronic motion. - The board policies have been put forward for review. Getting a quote from Wilkens Health & Safety Solutions. <p>Board President</p> <ul style="list-style-type: none"> - J. Cronk thanked the AGM committee and F. Moore for a well-done AGM. - She reminded board members to check your emails for Board correspondence on Wednesday and Sundays. If you have a personal email to be contacted at please forward it along as we sometimes need responses when you may be away from work. - The Board Committees need to be restood up, and the policies regarding them need to be reviewed. According to policy board packages need to be available seven days prior to a meeting and minutes must be distributed within ten days, we will endeavour to meet this. - J. Cronk led a board discussion of the policy regarding board member dismissal [Board of Directors Board Policy 2.2.7.5] it was decided to put forward a change of wording to three consecutive meetings missed. In addition, the board year will be clarified as being from AGM to AGM. - J. Cronk led the board members in reforming the board committees for the coming AGM year. 	

		<p>Executive committee – J. Cronk (President), F. Moore (tentatively VP), J. DeSavigny (Treasurer), M. Walker (Secretary)</p> <p>HR committee – F. Moore (tentatively chair), J. Debrie, M-C. Robitaille, S. Lavigne</p> <p>Governance – C. De Bartok, S. Lavigne, B. MacLean</p> <p>Fundraising – S. Hill, M. Walker, J. DeSavigny</p> <p>Finance – J. DeSavigny (Chair), M-C. Robitaille, B. MacLean</p> <ul style="list-style-type: none"> - Discussion around VP to be on agenda at next meeting. - Chairs of the governance and fundraising committees will be decided for next board meeting. - Idea was brought forward to schedule committee meetings before board meetings and have L. Langlois send out the schedule for meetings to the board. <p>Board Committee Reports</p> <p>Fundraising Committee</p> <ul style="list-style-type: none"> - Nothing to report <p>Finance Committee</p> <ul style="list-style-type: none"> - Nothing to report <p>Governance Committee</p> <ul style="list-style-type: none"> - Nothing to report <p>HR Committee</p> <ul style="list-style-type: none"> - Nothing to report 	
IV.	Old Business	- None	
V.	New Business	- None	
VI.	Risks and Opportunities	- None to report	
VII.	Decisions Requested	- No decisions requested	
VIII.	Round Table	- We went around the table to share any news	
IX.	Next Board	Wednesday October 24, 2018 at 18:30	

	Meeting		
X.	Meeting Adjourned	Meeting Adjourned at 20:42	
XI.	In Camera Session (if needed)	No in camera session was held.	

Signed,



J. Cronk

President

KMFRC Board of Directors



C. B. MacLean

Acting Secretary

KMFRC Board of Directors