

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
18:15 November 26<sup>th</sup>, 2025**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Catherine (Beth) MacLean	President	Present
Anna Downe	Vice-President/ Secretary	Present
Jennifer Mykolenko	Treasurer	On leave
Roberta Dillon	Board Candidate	Present
Caroline Poulin	Board Member	Regrets
Tanya Dion	Board Member	Present
Heather Pay	Board Member	Present
Jessy Marr	Board Member	Absent
Colleen Fairholme	Executive Director	Present
Maj Stefanie Renaud	Base Commander Rep	Present
Adam and Tana	External Auditors	Present
Andrea and Jane	Veteran Family Program	Present

1.	Welcome & Call to Order at 18:26	A. Downe
2.	Additions to Agenda/Approval of Agenda. Motion to approve Tanya Dion, seconded by Roberta Dillon.	A. Downe
3.	Staff Presentation: Level 1 Information Services Team- Breanne Lambert	
4.	Review & Approval of Minutes from Previous Meeting. Motion by Roberta Dillon, seconded by Heather Pay.	A. Downe
4.	Opportunity for Observers to Address the Board	
5.	Ex-Officio Reports	
	6.1 Executive Director - ED Report: have started working with Trenton MFRC with Military moms.	C. Fairholme

	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- KMFRC has been contacted about the lock changes. Procurement for the dasco cabinets has begun, little cabinets.</li> <li>-Base is providing funding for ergonomic assessments.</li> </ul>	Maj. Renaud
6.	Committee Reports	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Correspondence: Board Chairs MFS meeting has been scheduled virtually on January 16<sup>th</sup>, 2026.</li> </ul>	C. MacLean
	<p>7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)</p>	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Robert, Colleen)</p>	B. MacLean
	<p>7.4 Fundraising &amp; Communications Committee (Jen, Jessy, John, Robert, Beth, Colleen, Breanne)</p>	B. MacLean
	<p>7.5 Finance Committee (Jen, Anna, Robert, Beth, Colleen)</p> <ul style="list-style-type: none"> <li>- October Monthly Finance Reports</li> </ul>	B. MacLean
8.	Old Business	A. Downe
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- MVFSP FY 26/27 Funding Application: Motioned by Roberta Dillion, and seconded by Heather Pay.</li> <li>- Health and Safety Policy: Control of Hazards: Motioned by Heather Pay, seconded by Roberta Dillon.</li> </ul>	A. Downe

	<ul style="list-style-type: none"> <li>- Health and Safety Policy: Workplace Harassment &amp; Violence Prevention. Motioned by Roberta Dillon, seconded by Beth MacLean</li> <li>- Military Dads Invoices: Motion to approve Trenton MFRC invoice for Military Family Dads Training in the amount of \$14,152.62. Motioned by Heather Pay, seconded by Roberta Dillon.</li> <li>- Motioned to approve Trenton MFRC Invoice for Military Family Dads Training in the amount of \$13,192.72. Motioned by Heather Pay and seconded by Roberta Dillon,</li> <li>- Motioned to approve Trenton MFRC Invoice for Military Family Dads Training in the amount of \$20,749.48 by Heather Pay and seconded by Roberta Dillon.</li> <li>- Leftover funds can be used for next conference in Q1 of next FY.</li> <li>- Child Care: Enhanced child care CMP and MFS funding. Application for specialized fixed assets. assistive technology, furnishing, adaptive devices etc. Retroactive funding is possible. Respite care, emergency child care, babysitter courses.</li> <li>- Board is interested in exploring these funding opportunities.</li> </ul>	
10.	In Camera- Held	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- November 29<sup>th</sup> Garrison Kids Holiday Party</li> <li>- January 10<sup>th</sup> Staff &amp; BOD Holiday Party</li> <li>- January 28<sup>th</sup> 6:15pm Board Meeting</li> </ul>	
12.	Adjournment at 20:07, motioned by Heather Pay and seconded by Roberta Dillon.	A. Downe

*Catherine E. MacLean*  
Board President

*A. Downe*  
Board Vice President