

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
October 29<sup>th</sup> 2025 1815**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Catherine (Beth) MacLean	President	Present
Anna Downe	Vice-President/Secretary	Present
Jennifer Mykolenko	Board Member	Leave
Caroline Poulin	Board Member	Present
Tanya Dion	Board Member	Present
Jessy Marr	Board Member	Absent
Roberta Dillon	Board Member	Regrets
Heather Pay	Board Member	Present
Colleen Fairholme	Executive Director	Regrets
Maj Stefanie Renaud	Base Commander Rep	Present
Louisane Langlois	Director of Services	Present

1.	Welcome & Call to Order <i>Meeting called to order at 18:26</i>	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Heather Pay, seconded by Anna Downe. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve agenda by Caroline Poulin, seconded by Heather Pay. Motion passed.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board - No Observers Present.	
5.	Ex-Officio Reports	
	6.1 Executive Director - ED Report	L. Langlois on behalf of C. Fairholme

	<ul style="list-style-type: none"> <li>○ Board members are reminded to submit their volunteer hours.</li> <li>○ Health &amp; Safety and Human Resources Policies will be coming to the board for review and approval at upcoming meetings.</li> <li>○ Discussion of KMFRC water fountains. Base will be providing Culligan water.</li> </ul>	
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- Update on filing cabinet replacements, KMFRC to confirm cabinet requirements.</li> </ul>	Maj. Renaud
6.	Committee Reports	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Awaiting new date for the next National Military Family Services and MFRC Board Chair/President meeting.</li> <li>- Due to an ongoing technology issue the board meeting calendar invitations did not go through to all emails. Beth will resend the invitations.</li> </ul>	C. MacLean
	<p>7.2 Human Resources/Personnel Committee (Catherine, Colleen, Anna Downe, Caroline, Tanya)</p> <ul style="list-style-type: none"> <li>- HR Committee presented the proposed changes to the salary ranges. Some positions have been reweighted based on position duties.</li> </ul> <p><i>Heather Pay motioned to accept the changes to the KMFRC Salary Ranges effective Nov.3, 2025, motion seconded by Tanya Dion. Motion passed.</i></p> <ul style="list-style-type: none"> <li>- HR Committee presented the proposed changes to the KMFRC Organizational Chart. Given current and anticipated demand for services one vacant part-time Military Family Navigator position was removed, a full-time Family Counsellor position was reinstated and will be hired for.</li> </ul>	A. Downe

	<p><i>Caroline Poulin motioned to accept the changes to the KMFRC Organizational Chart, motion seconded by Tanya Dion. Motion passed.</i></p>	
	<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Colleen, Roberta, Robert)</p> <ul style="list-style-type: none"> <li>- Will be planning a meeting to discuss recruitment. Ask that members keep an ear out for potentially interested community members.</li> </ul>	C. MacLean
	<p>7.4 Fundraising &amp; Communications Committee (Catherine, Colleen, Jessy, John, Robert, Breanne)</p> <ul style="list-style-type: none"> <li>- An update was given on current fundraising status. Two upcoming fundraisers were discussed, the Nov. 14<sup>th</sup> Kingston Frontenacs Game, and the Purdy's Chocolate Campaign.</li> </ul>	C. MacLean
	<p>7.5 Finance Committee (Catherine, Colleen, Anna, Roberta, Robert)</p> <ul style="list-style-type: none"> <li>- September Financials were presented to the Board, no concerns were noted.</li> <li>- The Military Family Services Q2 Funding Report was reviewed.</li> </ul> <p><i>Tanya Dion motioned to approve the MFS Q2 Funding Report, motion seconded by Caroline Poulin. Motion passed.</i></p>	Y. Mykolenko
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- KMFRC 2025-2028 Strategic Plan was reviewed at the previous meetings and by email.</li> </ul> <p><i>E-vote approval 2025-2028 KMFRC Strategic Plan motioned by Caroline Poulin, seconded by Tanya Dion. Motion approved 10 October 2025.</i></p>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- No new Business was presented.</li> </ul>	C. MacLean
10.	In Camera	

11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- Nov. 14<sup>th</sup> Kingston Frontenacs Game</li> <li>- Nov. 26<sup>th</sup> Board Meeting</li> <li>- Nov. 29<sup>th</sup> Garrison Kids Holiday Party</li> </ul>	
12.	<p>Adjournment</p> <p><i>Meeting adjourned at 19:02</i></p>	C. MacLean

*Catherine E. MacLean*  
Board President

*A. [Signature]*  
Board Vice President