

Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
April 9th 2025 1800

| Name | Position | Attendance |
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| CATHERINE (BETH) MACLEAN | President | PRESENT |
| ANNA DOWNE | Vice President | PRESENT |
| GRACE LAROSE | Board Member | PRESENT |
| TANYA DION | Board Member | REGRETS |
| CAROLINE POULIN | Board Member | PRESENT |
| JENNIFER MYKOLENKO | Secretary / Treasurer | PRESENT |
| ROBERT HAMILTON | Board Member | PRESENT |
| JESSY MARR | Board Member | ABSENT |
| COLLEEN FAIRHOLME | Executive Director | PRESENT |
| MAJ MIKE ARNOTT | Base Commander Representative (Ex-Officio) | PRESENT |


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| 1. | Welcome & Call to Order Meeting called to order at 18:06 | C. MacLean |
| 2. | Additions to Agenda/Approval of Agenda <ul style="list-style-type: none"> - Discussion of financial pressure points for future planning - In Camera <i>Motion to approve agenda by Robert Hamilton, seconded by Grace LaRose. Motion passed.</i> | C. MacLean |
| 3. | Review & Approval of Minutes from Previous Meeting <i>Motion to approve March minutes by Grace LaRose, seconded by Robert Hamilton. Motion passed.</i> | C. MacLean |
| 4. | Opportunity for Observers to Address the Board | |
| 5. | Ex-Officio Reports | |


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| | <p>6.1 Executive Director</p> <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> ○ LPA to provide a presentation on their services at the next BOD meeting ○ Compliance and assurance due May 12th 2025 ○ MVFSP Q4 Report is due May 10th 2025 ○ Awaiting on number for budget from the City of Kingston ○ 3 new hires, 1 resignation (casual), 2 postings ○ LPA is now a Tear 2 daycare as per the Ministry <ul style="list-style-type: none"> ▪ Staff appreciation event at Garrison Lanes | C. Fairholme |
| | <p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> - Base Commander Rep is posted this APS, the replacement TBC | Maj. M Arnott |
| 6. | Committee Reports | |
| | <p>7.1 Executive Committee</p> <ul style="list-style-type: none"> - Awaiting on the date for the first advisory council meeting - The board chairs quarterly meeting to take place on 29th Apr 25 - Committee meetings to be scheduled <ul style="list-style-type: none"> ○ Review TOR | C. MacLean |
| | <p>7.2 Human Resources/Personnel Committee</p> <ul style="list-style-type: none"> - Staff Appreciation (covered in ED Report) - Military Dad's Developer position | A. Downe |
| | 7.3 Board Development, Nominating, and Governance Committee | C. MacLean |

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| | <ul style="list-style-type: none"> - NIL | |
| | <p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update <ul style="list-style-type: none"> o Month of the Military Child 50/50 is running till May 7th 2025 o Children's Thrift Sale on 26th Apr 2025 o Cogeco TV interview | C. MacLean |
| | <p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - February Financials - ED to create a list of pressure points for the presentation of the new budget, BOD to conduct strategic analysis of pressure points with a discussion of potential solutions through fundraising and re-allocation of funds within the organization | Y. Mykolenko |
| 8. | <p>Old Business</p> <ul style="list-style-type: none"> - E-votes <ul style="list-style-type: none"> o The request for proposals for audit for FY 24/26 <p><i>Motion to approve the draft RFP to distribute to auditing firms for auditing services starting FY25-26 by Tanya Dion, seconded by Caroline Poulin. Motion passed on Apr 2nd 2025.</i></p> <ul style="list-style-type: none"> o HR downloads up \$6k <p><i>Noting that quotes for the alternative solutions were compared and critically evaluated, the board moves to approve the annual renewal of HR Downloads for FY25-26 not to exceed \$6,000. Motion by Robert Hamilton, seconded by Grace LaRose. Motion passed on Apr 2nd 2025.</i></p> | C. MacLean |
| 9. | <p>New Business</p> <ul style="list-style-type: none"> - Volunteer Recognition Funding submission - 30th Apr 25 Col J. Scott will present on the pressures faced by MFRCs - LPA Internally Restricted Funds | C. MacLean |

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| | <p><i>Motion to move LPA Internally Restricted Funds not to exceed \$14,000 to LPA operating fund. Motioned by Anna Downe, seconded by Robert Hamilton. Motion passed.</i></p> <ul style="list-style-type: none"> - Cost-of-Living Adjustment <p><i>Noting that MFS approved a general cost of living increase of 2.4%, the Board moves to extended the adjustment to the ED position. Motioned by Robert Hamilton, seconded by Caroline Poulin. Motion passed.</i></p> <ul style="list-style-type: none"> - Strategic Planning - Military Dad's Developer Position <p><i>The board noted that funding is in place to support the following motion. Motion to extend the Military Dad's Developer position contract until 31 Mar 2026. Motioned by Robert Hamilton, seconded by Anna Downe. Motion passed.</i></p> <ul style="list-style-type: none"> - One-time end of the year staff bonus <p><i>Motion to approve a 1% end of year appreciation bonus for all currently active staff who received a T4 for 2024 KMFRC employment, excluding the ED. Motioned by Caroline Poulin, seconded by Jennifer Mykolenko. Motion passed.</i></p> <p><i>Motion to move LPA Internally Restricted Funds not to exceed \$11,000 to LPA operating fund for the 1% appreciation bonus. Motion by Anna Downe, seconded by Robert Hamilton. Motion passed.</i></p> | |
| 10. | In Camera – requested | |
| 11. | <p>Upcoming Events</p> <ul style="list-style-type: none"> – April 17th at 4 pm Let's Celebrate special Month of the Military Child family event – April 29th at 5:30pm Volunteer Recognition Event – May 14th at 6 pm Board Meeting | |
| 12. | Adjournment | C. MacLean |

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| | Meeting adjourned at 20:28 | |
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Catherine MacLean
President, KMFRC BOD


Anna Downe
Vice-President, KMFRC BOD