

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
4 December 2024**

Name	Position	Attendance
Catherine (Beth) MacLean	President	Present
Anna Downe	Vice President	Present
Grace LaRose	Treasurer	Regrets
Denise Dubois	Board Member	Leave of Absence
Tanya Dion	Board Member	Regrets
Caroline Poulin	Board Member	Present
Jennifer Mykolenko	Secretary	Regrets
Robert Hamilton	Board Member	Present
Jessy Marr	Board Member	Regrets
Colleen Fairholme	Executive Director (Ex-Officio)	Present
Maj. Michael Arnott	Base Commander Representative (Ex-Officio)	Present

1.	Welcome & Call to Order - Meeting was called to order at 1807.	C. MacLean
2.	Additions to Agenda/Approval of Agenda - Motioned to approve agenda as presented by C. Poulin, seconded by R. Hamilton. Motion passed.	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting - Motion to approve November 2024 minutes by C. Poulin, seconded by R. Hamilton. Motion passed.	C. MacLean
4.	Opportunity for Observers to Address the Board - No observers present.	
5.	Ex-Officio Reports	

	<ul style="list-style-type: none"> - No Ex-Officio reports requested due to meeting purpose being specific to policies. 	
6.	<p>Committee Reports</p> <ul style="list-style-type: none"> - No Committee Reports 	
7.	Old Business	C. MacLean
8.	<p>New Business</p> <ul style="list-style-type: none"> - The KMFRC Financial Policy Manual was reviewed. Board members would like to revisit the policy manual in the future to separate it out. <p>Motion by R. Hamilton – whereas the Financial Policies have been reviewed, that they be approved subject to edits noted during the meeting. Seconded by C. Poulin. Motion passed.</p>	C. MacLean
9.	In Camera	
10.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - Next Board Meeting January 29th at 6 pm 	
11.	Adjournment at 19:26	C. MacLean

Catherine E. MacLean
KMFRC Board President

A. Down
KMFRC Vice President