

**Kingston Military Family Resource Centre  
Board of Directors Meeting Minutes  
October 1<sup>st</sup> 2025 1800**

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

1.	Welcome & Call to Order <i>Meeting called to order at 18:08</i>	C. MacLean
2.	Additions to Agenda/Approval of Agenda <i>Motion to approve agenda by Jennifer Mykolenko, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve agenda by Robert Hamilton, seconded by Roberta Dillon. Motion passed.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	Ex-Officio Reports	
	6.1 Executive Director - ED Report o Helping Professionals Network meet & greet	C. Fairholme

	<ul style="list-style-type: none"> <li>○ Received MVFSP funding allocation for 2026 (including COLA from last year)</li> <li>○ MVFSP volunteer funds are now being embedder into funding from MFS and downloaded directly</li> <li>○ 01 Dec 25 is the application deadline for MFS funding for FY 26/27</li> </ul>	
	<p>6.2 Base Commander Representative</p> <ul style="list-style-type: none"> <li>- NIL</li> </ul>	Maj. Renaud
6.	Committee Reports	
	<p>7.1 Executive Committee</p> <ul style="list-style-type: none"> <li>- Executive Positions and Committees for 2025/2026 <ul style="list-style-type: none"> <li>○ Robert Hamilton moved that Catherine MacLean be appointed as a Board Chair and President. Seconded by Caroline Poulin. Motion passed.</li> <li>○ Jen Mykolenko moved that Anna Downe be appointed as a Vice President. Seconded by Robert Hamilton. Motion passed.</li> <li>○ Jen Mykolenko moved that Anna Downe be appointed as a Secretary. Seconded by Robert Hamilton. Motion passed.</li> <li>○ Treasurer position vacant</li> <li>○ Governance Committee: Catherine MacLean, Colleen Fairholme, Roberta Dillon, Robert Hamilton (advisor)</li> <li>○ HR Committee: Catherine MacLean, Colleen Fairholme, Anna Downe, Caroline Poulin, Tanya Dion</li> <li>○ Finance Committee: Catherine MacLean, Colleen Fairholme, Anna Downe, Robert Dillon, Robert Hamilton (advisor)</li> <li>○ Fundraising Committee: Catherine MacLean, Colleen Fairholme, Jessy Marr, John Price (advisor), Robert Hamilton (advisor), Breanne Lambert</li> </ul> </li> <li>- Volunteer Hour Reporting (new form)</li> <li>- MFS Correspondence <ul style="list-style-type: none"> <li>○ Q3 and Q4 funding notification</li> </ul> </li> </ul>	C. MacLean

<ul style="list-style-type: none"> <li>○ Notification of change in MFS senior leadership</li> <li>- Board Training Opportunities (Learn Sphere &amp; United Way)</li> <li>- Upcoming Meeting Dates <ul style="list-style-type: none"> <li>○ 29 Oct 2025</li> <li>○ 26 Nov 2025</li> <li>○ 2026 BOD meetings will be moved to 18:15 on the last Wednesday of the month</li> <li>○ Save the date: 09 Sep 2026 KMFRC AGM</li> </ul> </li> </ul>	
<p>7.2 Human Resources/Personnel Committee (Catherine, Colleen, Anna Downe, Caroline, Tanya)</p> <ul style="list-style-type: none"> <li>- HR Committee and the BOD scrutinized the proposed changes to Org Char</li> </ul> <p><i>Anna Downe motioned to accept the changes to the KMFRC Org Chart. Robert Hamilton seconded. Motion passed.</i></p>	A. Downe
<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Colleen, Roberta, Robert)</p> <ul style="list-style-type: none"> <li>- Government Committee plans to recruit for vacant board positions</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>- Walk for Veterans</li> <li>- United Way Campaign</li> <li>- Upcoming Events/Update</li> <li>- ED provided an update on the current and projected fundraising amounts</li> </ul>	C. MacLean
<p>7.5 Finance Committee (Catherine, Colleen, Anna, Roberta, Robert)</p> <ul style="list-style-type: none"> <li>- August Financials were presented to the Board, no concerns were noted.</li> <li>- 10 Nov 25 1800 Committee meeting on investments with BMO</li> </ul>	Y. Mykolenko
<p>7.6 AGM Committee (Beth, Anna, Robert)</p>	C. MacLean

	<ul style="list-style-type: none"> <li>- Committee stood down for the year</li> <li>- After Action Report <ul style="list-style-type: none"> <li>o Staff is not eligible to make motions and vote unless they are a military family member</li> <li>o Service intros throughout the presentation were well received</li> </ul> </li> </ul>	
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- United Way funding application reviewed and submitted.</li> </ul> <p><i>E-vote approval 2024/2025 Audit Invoice motioned by Tanya Dion, seconded by Robert Hamilton. Motion approved 24 Sep 2025.</i></p>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- Strategic Planning</li> </ul>	C. MacLean
10.	<p>In Camera</p>	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- Date TBC</li> </ul>	
12.	<p>Adjournment</p> <p><i>Meeting adjourned at 20:57</i></p>	C. MacLean

*Catharine E. MacLean*  
Board President

*A. Dion*  
Board Vice President