

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
February 26 1800**

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

1.	Welcome & Call to Order Meeting called to order at 18:03	C. MacLean
2.	Additions to Agenda/Approval of Agenda - Waitlist Policy - Intact Insurance Invoice for Approval - Compliance and Assurance Review - Re-allocation of funds <i>Motion to approve agenda by Grace LaRose, seconded by Anna Downe. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Motion to approve December minutes by Anna Downe, seconded by Jessy Marr. Motion passed.</i>	C. MacLean

	<i>Motion to approve December minutes by Jennifer Mykolenko, seconded by Jessy Marr. Motion passed.</i>	
4.	Opportunity for Observers to Address the Board	
5.	Ex-Officio Reports	
	6.1 Executive Director <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> o Compliance and Assurance documents will be available for review at March BOD o Customer testimonial from a military spouse o HR policies are being reviewed to accurately reflect Volunteers and include recommendations made by Engaged HR. Proposed changes will be presented to the Board at future meetings. 	C. Fairholme
	6.2 Base Commander Representative <ul style="list-style-type: none"> - Kingston is expecting an influx of students and instructors over the next year due to SIP +10% - Pathway to OFP 	Maj. M Arnott
6.	Committee Reports	
	7.1 Executive Committee <ul style="list-style-type: none"> - Board Meeting Times <ul style="list-style-type: none"> o AGM confirmed for 10 Sep 2025 o Board meetings to take place on the second Wednesday of the month at 1800 going forward - MFS Advisory Council <ul style="list-style-type: none"> o KMFRC has joined the MSF Advisory Council 	C. MacLean
	7.2 Human Resources/Personnel Committee <ul style="list-style-type: none"> - NIL 	A. Downe

	<p>7.3 Board Development, Nominating, and Governance Committee</p> <ul style="list-style-type: none"> - NIL 	C. MacLean
	<p>7.4 Fundraising & Communications Committee</p> <ul style="list-style-type: none"> - Upcoming Events/Update 	C. MacLean
	<p>7.5 Finance Committee</p> <ul style="list-style-type: none"> - January Financial Review 	Y. Mykolenko
8.	<p>Old Business</p> <ul style="list-style-type: none"> - 2025/2026 MVFSP Funding Update <ul style="list-style-type: none"> o KMFRC received funding numbers for FY 25-26 Q1 o Potential changes to MVFSP funding in Q2 or Q3 o ED received quarterly distribution - MFS Compliance and Assurance Review <ul style="list-style-type: none"> o Results have been received - Waitlist Policy <p><i>Motion to approve amendments Summer Days Camp Waitlist Policy moved by Tania Dion, seconded by Jessy Marr. Anna Downe and Grace LaRose abstained. Motion passed.</i></p>	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> - Organizational Chart/Positions <p><i>Motion to approve 0.5 FTE 1-year contract for marketing support by Anna Downe, seconded by Jessy Marr. Motion passed.</i></p> <ul style="list-style-type: none"> - 2024/2025 Board Funds <ul style="list-style-type: none"> o Board President to send out the potential dates - Intact Insurance Invoice for \$16,090.92 for BOD approval <p><i>Motion to approve the Intact Insurance of \$16,090.92 moved by Anna Downe, seconded by Grace LaRose. Motion passed.</i></p> <ul style="list-style-type: none"> - Laptop replacement <p><i>Motion to approve the purchase of replacement laptops for up to \$10,000 by Anna Downe, seconded by Grace LaRose. Motion passed.</i></p>	C. MacLean
10.	In Camera	

11.	Upcoming Events – March 12, 2025 Board Meeting	
12.	Adjournment Meeting adjourned at 19:52.	C. MacLean

Catherine E. MacLean
Catherine E. MacLean
President, KMFRC Board

A. Downe
Anna Downe
Vice-President, KMFRC Board