

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
August 27th 2025 1800**

Name	Position	Attendance
Catherine (Beth) MacLean	President	Regrets
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
Colleen Fairholme	Executive Director	Present
Maj Stefanie Renaud	Base Commander Rep	Present
Roberta Dillon	Board Candidate	Present
Adam and Tana	External Auditors	Present
Andrea and Jane	Veteran Family Program	Present

1.	Welcome & Call to Order at 18:01	A. Downe
2.	Additions to Agenda/Approval of Agenda. Motion to approve by R. Hamilton, seconded by J. Mykolenko. Motion approved.	A. Downe
3.	Review & Approval of Minutes from Previous Meeting. Motion to approved by R. Hamilton, seconded by C. Poulin. Motion approved.	A. Downe
4.	Opportunity for Observers to Address the Board	
4.	Guest Presentation –Veteran Family Program Update with Andrea Pritchard and Jane Hotner (KMFRC VFP Coordinators)	
5.	Guest Presentation – 2024/2025 Audit from Doane Grant Thornton Adam and Tania	
5.	Ex-Officio Reports	
	6.1 Executive Director - ED Report	C. Fairholme

	6.2 Base Commander Representative	Maj. Renaud
6.	Committee Reports	
	7.1 Executive Committee <ul style="list-style-type: none"> - October Board Meeting Date (Oct.1st) - Executive Positions and Committees for 2025/2026 - Volunteer Hour Reporting (new form): successfully used at this meeting and returned to Colleen. - KMFRC Community Forums: we will be waiting for these to be completed and feedback compiled to assist with the strategic planning session taking place Oct 1. 	A. Downe
	7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)	A. Downe
	7.3 Board Development, Nominating, and Governance Committee (Beth, Robert, Colleen) <ul style="list-style-type: none"> - Strategic Planning (Oct.1st) - Board Candidates for presentation at AGM 	A. Downe
	7.4 Fundraising & Communications Committee (Jen, Jessy, John, Robert, Beth, Colleen, Breanne) <ul style="list-style-type: none"> - Upcoming Events/Update - Donation from Starbucks 	A. Downe
	7.5 Finance Committee (Jen, Anna, Robert, Beth, Colleen) <ul style="list-style-type: none"> - June and July Financials - Audit RFP - Motion to accept the audited financial statements as presented by R. Hamilton, seconded by J. Mykolenko. Motion approved. 	Y. Mykolenko

	<p>7.6 AGM Committee (Beth, Anna, Robert)</p> <ul style="list-style-type: none"> - 2025 AGM Timing and Format update (6:30 start, 6:00 doors open, food update) - AGM Registration now open, remember to register. - Intro blurb for at AGM (2-3 sentences) - Virtual AGM run through Mon. Sept. 8th, invitation to follow. - AGM Draft Agenda 	A. Downe
8.	<p>Old Business</p> <ul style="list-style-type: none"> - E-vote approval MFSP Q1 Report motioned by R. Hamilton, seconded by A. Downe, motion approved July 30, 2025. - E-vote to approve changes to KMFRC Org Chart changing one of the three LPA Permanent Part time positions to a Permanent Full time position, motioned by R. Hamilton, seconded by T. Dion, motion approved August 2, 2025. - E-vote Kids Inclusive Invoice 5,000.00 Designated funds to I-Can Bike from Legion. Motion by T. Dion, seconded by R. Hamilton. Motion approved July 21, 2025. - E-vote to approve After the Arch invoice \$6, 600.00. Motion by R. Hamilton, seconded by J. Marr. Motion approved July 30, 2025. 	A. Downe
9.	<p>New Business</p> <ul style="list-style-type: none"> - Motion for a 2025 Gift of Time for KMFRC employees on the 29, 30 and 31 of December 2025. Motioned by J. Mykolenko, seconded by Caroline. Motion approved. - Approval of the Doane Grant Thornton Audit Invoice (interim billing) 18,475.50. Motioned by R. Hamilton, seconded by J. Mykolenko. Motion approved. - MFSP Q2 Notification (for awareness) - VFP & GBV Payment Notification (for awareness) 	A. Downe
10.	In Camera- Held	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> - Sept. 8th at 6 pm Virtual Run Through - Sept 9th e-vote required for UW funding submission 	

	<ul style="list-style-type: none">- Sept. 10th 6pm Doors Open AGM- Sept. 20th 12-4pm Canadian Walk for Veterans- Oct. 1st 6pm KMFRC Board Meeting (Strategic Planning)	
12.	Adjournment at 20:18. Motioned by R. Hamilton, seconded by C. Poulin. Motion approved.	A. Downe

Catherine E. MacLean
Board President

A. Downe
Board Vice President