

**Kingston Military Family Resource Centre**  
**Board of Directors Meeting Minutes**  
**May 14<sup>th</sup> 2025 1800**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
CATHERINE (BETH) MACLEAN	President	PRESENT
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Board Member	ABSENT
TANYA DION	Board Member	PRESENT
CAROLINE POULIN	Board Member	REGRETS
JENNIFER MYKOLENKO	Secretary / Treasurer	PRESENT
ROBERT HAMILTON	Board Member	PRESENT
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 18:05	C. MacLean
2.	Additions to Agenda/Approval of Agenda  <i>Motion to approve agenda by Robert Hamilton, seconded by Jennifer Mykolenko. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting  <i>April minutes to be approved via an e-vote.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board	
4.	Guest Presentation – LPA Managers Jennifer McKinnon and Laurie Powis  <ul style="list-style-type: none"> <li>- LPA capacity</li> <li>- Closure of day care centres in the vicinity puts pressure on LPA – only casual option available for support</li> <li>- Waitlist structure considerations for long-term sustainability</li> </ul>	

	<ul style="list-style-type: none"> <li>- City of Kingston survey</li> <li>- User fees delivery options</li> </ul>	
5.	Ex-Officio Reports	
	6.1 Executive Director <ul style="list-style-type: none"> <li>- ED Report             <ul style="list-style-type: none"> <li>o Risk registry recommendations</li> <li>o New auto insurance</li> <li>o QuickBooks Online purchase</li> <li>o LPA funding update</li> <li>o Service Delivery Reports to be delivered quarterly to BOD</li> <li>o VFP changes with regards to TC – MTEP briefing</li> <li>o Staff movement</li> <li>o 50/50 draw raised \$3510, with winner receiving \$1755</li> <li>o A donation in kind (front bed flowers)</li> </ul> </li> </ul>	C. Fairholme
	6.2 Base Commander Representative <ul style="list-style-type: none"> <li>- BCR is posted out end of June</li> <li>- Replacement TBC</li> </ul>	Maj. M Arnott
6.	Committee Reports	
	7.1 Executive Committee <ul style="list-style-type: none"> <li>- CFMWS Quarterly Board Chair Meeting             <ul style="list-style-type: none"> <li>o Lack of attendance</li> <li>o May reduce the meeting frequency due to the attendance constraints</li> <li>o Treasury Board Minute update discussion</li> <li>o An implementation guide for MOU</li> </ul> </li> </ul>	C. MacLean

	<ul style="list-style-type: none"> <li>○ Access to Information update – Privacy Guide for staff</li> <li>○ Official Languages Act</li> </ul>	
	<p>7.2 Human Resources/Personnel Committee (Anna, Caroline, Tanya, Beth, Colleen)</p> <ul style="list-style-type: none"> <li>- COLA Discussion</li> </ul> <p><i>Motion to provide all non-ECE LPA staff 2.4% COLA salary increase backdated to 01 Jan 2025 by Anna Downe, seconded by Robert Hamilton. Motion passed.</i></p>	A. Downe
	<p>7.3 Board Development, Nominating, and Governance Committee (Beth, Robert, Colleen)</p> <ul style="list-style-type: none"> <li>- Recruitment</li> <li>- Strategic planning meeting</li> <li>- Compliance assurance response was submitted</li> </ul>	C. MacLean
	<p>7.4 Fundraising &amp; Communications Committee (Jen, Jessy, John, Robert, Beth, Colleen, Breanne)</p> <ul style="list-style-type: none"> <li>- Upcoming Events/Update</li> <li>- Connect-A-Thon and LPA Open House 07 June 2025</li> <li>- 50/50 draw raised \$3510, with winner receiving \$1755</li> </ul>	C. MacLean
	<p>7.5 Finance Committee (Jen, Anna, Robert, Beth, Colleen)</p> <ul style="list-style-type: none"> <li>- March Financials</li> <li>- Investments <ul style="list-style-type: none"> <li>○ The appetite for investing has been indicated</li> <li>○ A very conservative approach was recommended</li> <li>○ Financial data to be assessed, and strategy to be developed for a risk-free investment with capital protection as a priority</li> </ul> </li> </ul>	Y. Mykolenko
8.	<p>Old Business</p> <ul style="list-style-type: none"> <li>- E-vote MVFSP Q4 Report</li> </ul> <p><i>E-vote to approve MVSP Q4 Report motioned by Robert Hamilton, seconded by Tanya Dion. Motion passed on 09 May 2025.</i></p> <ul style="list-style-type: none"> <li>- LPA Waiting List</li> </ul>	C. MacLean

	<i>Motion to approve the changes to LPA Waitlist Policy by Robert Hamilton, seconded by Anna Downe. Motion passed. Jennifer Mykolenko abstained.</i>	
9.	<p>New Business</p> <ul style="list-style-type: none"> <li>- FY25/26 Budget Summary</li> </ul> <p><i>Motion to approve FY25/25 budget by Robert Hamilton, seconded by Anna Downe. Motion passed.</i></p> <ul style="list-style-type: none"> <li>- Risk Register 6 Month Review</li> </ul> <p><i>Motion to approve Risk Register 6 month review by Anna Downe, seconded by Robert Hamilton. Motion passed.</i></p>	C. MacLean
10.	In Camera	
11.	<p>Upcoming Events</p> <ul style="list-style-type: none"> <li>- June 7<sup>th</sup> Connect-A-Thon</li> <li>- June 11<sup>th</sup> at 6 pm Board Meeting</li> </ul>	
12.	<p>Adjournment</p> <p>Meeting adjourned at 20:28</p>	C. MacLean

*Catherine E. MacLean*  
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KMFRC Board President

*Jennifer Mykolenko*  
Jennifer Mykolenko  
KMFRC Secretary