

**Kingston Military Family Resource Centre
Board of Directors Meeting Minutes
January 29 1800**

Name	Position	Attendance
CATHERINE (BETH) MACLEAN	President	PRESENT
ANNA DOWNE	Vice President	PRESENT
GRACE LAROSE	Board Member	PRESENT
TANYA DION	Board Member	REGRETS
CAROLINE POULIN	Board Member	PRESENT
JENNIFER MYKOLENKO	Secretary	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 18:03	C. MacLean
2.	Additions to Agenda/Approval of Agenda <ul style="list-style-type: none"> - Unclear transactions for Board approval - HR Policies: Recruitment; Vacation; and Discipline - In Camera req'ed <i>Motion to approve agenda by Grace Larose, seconded by Robert Hamilton. Motion passed.</i>	C. MacLean
3.	Review & Approval of Minutes from Previous Meeting <i>Minutes to be approved via an email vote.</i>	C. MacLean
4.	Opportunity for Observers to Address the Board	
5.	Staff Presentation	

	<ul style="list-style-type: none"> - Breanne & Sonja re: New KMFRC Newsletter <ul style="list-style-type: none"> o Newsletter was identified as a necessary channel to reach more members of KMFRC community o Newsletter launched in January 2025 o Currently has 542 subscribers 	
6.	Ex-Officio Reports	
	6.1 Executive Director <ul style="list-style-type: none"> - ED Report <ul style="list-style-type: none"> o Padre Van Stone & Sara McIntyre presented Military Dads program at CIMVHR lunch and learn, and had an overwhelmingly positive response. Trenton & Kingston MFRCs are Looking to rollout the program across the country o Impact Stories provide feedback on KMFRC's impact on its clients 	C. Fairholme
	6.2 Base Commander Representative <ul style="list-style-type: none"> - Working on end of fiscal planning with ED 	Maj. M. Arnault
7.	Committee Reports	
	7.1 Executive Committee <ul style="list-style-type: none"> - Treasurer <ul style="list-style-type: none"> o <i>Motion to appoint Jennifer Mykolenko as a Treasurer by Grace Larose, seconded by Jessy Marr. Motion passed.</i> - MFS Advisory Council <ul style="list-style-type: none"> o BoD discussed and agreed to participate in MFS Advisory Council. Board President will attend. - MFS Quarterly Board Chair Meeting <ul style="list-style-type: none"> o Expected delays to MFS funding 	C. MacLean

	<ul style="list-style-type: none"> ○ MFS requested economic increase for FY 25/26 ○ MFRC are to build contingency plans for a potential cut to funding ○ MOU was under review for 7+ years, and it is now with CMP ○ Empower Your Board course by Learn Sphere is available for free ○ Learn Sphere provides 3-min videos on board-related matters to provide accessible education to board members ○ Next national board chair meeting is in April 2025 - Board Resignation <ul style="list-style-type: none"> ○ Received a written resignation from Denise Dubois - Extranet <ul style="list-style-type: none"> ○ Extranet is now available to all BoD members through the ED 	
	7.2 Human Resources/Personnel Committee	A. Downe
	- NIL	
	7.3 Board Development, Nominating, and Governance Committee	C. MacLean
	- NIL	
	7.4 Fundraising & Communications Committee	C. MacLean
	<ul style="list-style-type: none"> - Upcoming Events/Update <ul style="list-style-type: none"> ○ February Chuck-A-Pep ○ 50/50 for the Month of Military Child will launch 26 March 2025 	
	7.5 Finance Committee	
	<ul style="list-style-type: none"> - December Financial Review - Finance Committee to design a policy on gratuity reimbursement 	

8.	<p>Old Business</p> <ul style="list-style-type: none"> - NIL 	C. MacLean
9.	<p>New Business</p> <ul style="list-style-type: none"> - MFS Q3 Reports <i>Motion to approve MFS Q3 Report by Robert Hamilton, seconded by Anna Downe. Motion passed.</i> - MFS Compliance Items <ul style="list-style-type: none"> o Surprise checks of front desk float o Expectation to issue an RFP for auditing services every 3 years and contract a new auditor after no more than 7 years o Contracted services tendering process o Investigate uncleared transactions over 90 days - HR Policy: Recruitment <i>Motion to approve an updated HR Policy 1.2 Recruitment by Robert Hamilton, seconded by Anna Downe. Motion passed.</i> - HR Policy 5.1: Discipline/Coaching <i>Motion to approve an updated HR Policy 5.1 Discipline/Coaching by Anna Downe, seconded by Caroline Poulin. Motion passed. Robert Hamilton abstained.</i> - HR Policy 4.0 Vacation <i>Motion to approve an updated HR Policy 4.0 Vacation by Robert Hamilton, seconded by Caroline Poulin. Motion passed.</i> - Expenditure Approval Delegation of Authority - Contract Approval Delegation of Authority - Uncleared transactions <i>Motion to approve correction of \$1,870.00 of double-recorded transactions by Robert Hamilton, seconded by Anna Downe. Motion passed.</i> 	C. MacLean
10.	In Camera	

11.	Upcoming Events <ul style="list-style-type: none"> – February 22nd, 2025 Chuck-A-Pep – February 26th, 2025 6pm Board Meeting 	
12.	Adjournment Meeting adjourned at 20:16	C. MacLean

Catherine E. MacLean
 KMFRC Board President

A. Dunn
 KMFRC Vice President