

**Board of Directors Meeting Minutes
Kingston MFRC
Held in the CRIC
October 24, 2018**

Name	Position	Attendance
JOANNE CRONK	President	Present
BETH MACLEAN	Vice President	Present
MALLORY WALKER	Secretary	Present
JOAN DEBRIE	Treasurer (Interim)	Present
COLLEEN FAIRHOLME	Executive Director	Present
MARIE-CLAUDE ROBITAILLE	Member	Present
SHANNON HILL	Member	Present
SOPHIE LAVIGNE	Member	Present
CASSANDRA DE BARTOK	Member	Present
MAJ. ERICA LIDINGTON	Base Commander Rep	Regrets
MAJ. DENNIS NEWHOOK	Ex- Officio -Padre	Regrets

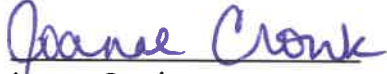
	Welcome/ Call To Order	Meeting called to order at 1835. No guest speakers.	
II.	Additions to Agenda/ Approval of Agenda	No additions to agenda. Motion made to approve agenda by Joan Debie, motion seconded by Shannon Hill.	Motion carried
III.	Review/ Approval of Minutes	Motion made to approve minutes from the September 19, 2018 BOD meeting by Marie-Claude Robitaille, seconded by Sophie Lavigne.	Motion carried
IV.	Executive Committee Reports	<p>Ex-Officios Report:</p> <ul style="list-style-type: none"> - Nothing to report <p>Executive Director Report:</p> <ul style="list-style-type: none"> - Shannon Hill and Colleen Fairholme met with researchers that will conduct research with MFRC through Queen's University and CIMVHR. The research will have a focus on a smartphone app being developed with a focus on mental health services. The app is to help guide individuals in crisis and provide resources. Participants will be asked feedback on the app ex: language used. - John Baatz is a compliance auditor who is completing an audit at the MFRC to ensure we are following MFS policies. An update of the findings will be provided in 	

		<p>November.</p> <ul style="list-style-type: none"> - Dishwasher in the daycare is experiencing issues. Currently waiting on a part to come in to repair the dishwasher. If the part does not provide a resolution, there may be a need for a new dishwasher. - Washing machine is experiencing some issues. Technician has concluded there is no immediate risk and will therefore wait to see if problems persist before replacing. - November 23, 2018 is the due date for the United Way funding submission request for the long term counselling program, Community Resource Connection. A proposed budget for the next fiscal will be included. However, the budget will not be finalized by that date as we are awaiting funding confirmation. The funding request will be reviewed by Joanne Cronk prior to submission. - Quarterly outcome report will be available by November BOD meeting. - The Corvette Club of Eastern Ontario has made a monetary donation. An error in judgement on the location of where the picture for donation was made has been responded to by the Executive Director and Base Commander with a public statement. - November 1, 2018 the MFRC will have a MIFI for an as needed basis. <p>Board President Report:</p> <ul style="list-style-type: none"> - 2019 meeting dates have been determined. These are subject to change. - 2019 AGM will tentatively take place on September 18, 2019. - Reminder to BOD members to respond to all emails within 24-48 hours, even if it is just to acknowledge the email has been read. - Reminder to BOD members to update hours in Better Impact. - Board training will be taking place January or February. Date to be determined. <p>Board Committee Reports</p> <p>Finance Committee:</p> <ul style="list-style-type: none"> - Committee meeting date TBD. - Treasurer needed – Joan Debrie will be the Treasurer in the interim. <p>Fundraising Committee:</p>	
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		<ul style="list-style-type: none"> - Committee to meet on November 14, 2018. Shannon Hill will be the chair of the Fundraising committee. <p>Governance Committee: Committee met on October 24, 2018 and discussed recruiting and completing a policy review of Board policies. Cassandra DeBartok will be the chair of the Governance Committee.</p> <p>Human Resources Committee:</p> <ul style="list-style-type: none"> - Committee will meet on October 30, 2018. Beth MacLean will be the chair of the HR Committee. 	
IV.	Old Business	No old business reported.	
V.	New Business	Health and Safety policy to be approved at next BOD meeting.	
VI.	Risks and Opportunities	<p>Quarterly budget reviewed</p> <ul style="list-style-type: none"> - Unspent funds will be redirected accordingly. - Budget is showing we are currently under budget, yet does not reflect invoices expected to come in the near future. - Under budget as there is vacant staff positions - The welcome and information position has just been filled and therefore is currently sitting under budget. 	
VII.	Decisions Requested	<p>Motion made to approve the MFRC Quarterly Financial report by Joan Debrie, seconded by Sophie Lavigne.</p> <p>Proposal to give staff a “gift of time” through paid non-holiday days off and having the MFRC, including Les Petits Amis Childcare Centre, closed from December 24 – 29, 2018 inclusive. Motion carried by Cassandra DeBartok, seconded by Beth Maclean.</p>	<p>Motion carried</p> <p>Motion carried</p>
VIII.	Round Table	Nothing discussed during round table.	
IX.	Next Board Meeting	Next BOD meeting to take place November 28, 2018, 6:30 PM in the CRIC.	
X.	Meeting Adjourned	Meeting adjourned at 20:13.	
XI.	In Camera Session (if	An in-camera session was held.	

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Signed,



Joanne Cronk
President
KMFR Board of Directors



Mallory Walker
Secretary
KMFR Board of Directors