

**Minutes of KMFRC Board of Directors Meeting  
Held at the KMFRC CRIC Room 2 December 2015, 6pm**

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**IN ATTENDANCE**

**Members:**

Martine Bouchard – President  
 Joan Debrie – Vice-President  
 Julie Dacres – Secretary  
 David Wu  
 Julie Kidson  
 Erin Brady  
 Belinda Doyle  
 Sylvain Gagne

**Ex-Officios**

Colleen Fairholme – Executive Director  
 Maj. Natalie Cathcart

**Absent with Regrets:**

Heather Hook  
 Corey Lamothe  
 Stephen An, Padre

Item	Subject
1.	<u>Welcome/Call to Order.</u> Meeting called to order at 6:05 p.m. by M. Bouchard.
2.	<u>Amendments and Acceptance of Agenda.</u> It was moved by S. Gagne and seconded by D. Wu that the current agenda be accepted without amendments. <b>Motion passed.</b>
3.	<u>Acceptance of Minutes from 14 September 2015.</u> It was moved by B. Doyle and seconded by J. Debrie that the minutes from September 14, 2015 be accepted without amendments. <b>Motion passed.</b> It was moved by E. Brady and seconded by J. Kidson that the minutes from October 28, 2015 be accepted without amendments. <b>Motion passed.</b>
<b>Reports</b>	
4.	<u>Ex-Officios.</u> - The Kingston Base is very busy on planning and preparing for the incoming refugees. Food and shelter preparations are in place and ready.

Executive Director.

Priority 1: To Become Accredited

The Accreditation process has been extended, and a risk management plan is in the works. Very good ideas are being put in place by all of the people involved in the accreditation.

Priority 2: To Manage and Administer Funding from a Program Perspective

The KMFRC is in very good standing, financially. An update was provided about the playground renovations. An agency has been chosen to perform the work on the playground.

We are receiving \$10,000 to be used for programming to help veterans and their families transition two year pre-medical release. Such as: transition program for families, guest speakers to work with the families.

Priority 3: To Provide Family-Centered and Resilience Based Programs

Lego team won Youth Mentor Award.

Special Needs playgroup: Very positive comments regarding the special needs inclusion worker. Approximately 130 members are away – using the family network program, a lot of family reps are putting together some Christmas celebration.

New Family support worker, part-time. The chosen incumbent will start in January of 2016 and work in conjunction with the Community Development Worker and the Family Separation and Reunion Coordinator.

Special Needs Inclusion Worker – things are going very well, she has been meeting with lots of families and different support groups.

Priority 4: To Integrate Our Community into our Continuum of Service Delivery

La Route du Savoir and ACFOMI: 8-week self-esteem workshop series that will be run here at the KMFRC for the military community.

Research Project with a Geography PhD Student: Accessibility and services for francophone population. MFS was thrilled to support the research. MFS will sponsor that student on behalf of the KMFRC.

United Way workplace campaign, exceeded amount. We have been involved with Syrian refugees. We are communicating the information to the community. Working with Public Affairs officer to look at a welcome package.

Children's Christmas Party, 680 children will be present. Had a date cut-off, which worked out very well, instead of having a children number maximum cut-off.

We have implemented a new 'Base Camp' Management System to keep better track of where the project is, who has done what, and the deliverable.

Board President:

M. Bouchard attended the Kingston Frontenac's Remembrance Day Hockey Game for the KMFRC. It was a good turnout for the military community.

The Board Members, Executive Director, and staff Coordinators attended a second strategic planning session on November 27<sup>th</sup>, and 28<sup>th</sup>, 2015. It was very productive. Bonnie provided us with a draft copy of our board policies with style of governance and change in the committees.


Terms of Reference and Responsibilities of subcommittees change. The wording of the values described were revised to be approved at the next meeting.

A motion has been moved by M. Bouchard and seconded by J. Debrie to have Belinda Doyle as Treasurer. **Motion passed.**

	<p>Dates have been set for 2016 board meetings as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday, January 27, 2016;</li> <li>• Wednesday, March 2, 2016;</li> <li>• Wednesday, March 30, 2016;</li> <li>• Wednesday, April 27, 2016;</li> <li>• Wednesday, June 1, 2016;</li> <li>• Wednesday, June 22, 2016</li> <li>• Wednesday, August 31, 2016 ;</li> <li>• Wednesday, September 28, 2016;</li> <li>• Wednesday, November 2, 2016; and</li> <li>• Wednesday, November 30, 2016.</li> </ul> <p><u>Sub-Committees.</u></p> <p>Human Resources: A new potential member has inquired about joining the board, and will be contacted shortly for an interview.</p> <p>Governance Committee: We are part of the pilot in becoming accredited. Three of the four centres asked for extensions for the accreditation. Strategic risk and policies (i.e. loss of financial support of MFS or CFB Kingston, or sudden departure of Executive Director), then we can have policies in place to prepare for these types of situations, and making sure we think of all the potential risks. Risks and Opportunities are monitored by adding this item in the consent agenda at every monthly meeting, and are monitored on a monthly basis.</p>
5.	<p><u>Old Business.</u></p> <p>Action Plan Review: An annual critical path has been put in place, and the Board will follow that structure for the next year.</p> <p>Board Evaluation: The process has been postponed to February of 2016.</p>
6.	<p><u>New Business.</u></p> <p>Board to review new policies for January meeting.</p>
7.	<p><u>Risks and Opportunities.</u></p> <p>Thanks to the hard work of the staff at the KMFRC, the board members received their business cards with contact information.</p>
8.	<p><u>Decisions Requested by ED from Board.</u></p> <p>1. Mental Health Team: In the last two quarter, the KMFRC provided almost 300 counselling sessions to the military community. As a result, C. Fairholme proposes a fourth Mental Health Professional. Contingency Funding request to be submitted for position. This is to be a bilingual position, due to an increased need in the community. School boards have a contract with the Trenton MFRC to provide these services in schools. The new position may be able to take on the Kingston portion of the contract. It was moved by J. Dacres and seconded by M. Bouchard to submit the contingency funding in order to hire for a fourth mental health, bilingual position. <b>Motion passed.</b></p> <p>2. Traditionally, the KMFRC usually closes at noon on December 24<sup>th</sup>, 2015, and at noon on January 31<sup>st</sup>, 2015. It was moved by M. Bouchard and seconded by B. Doyle to have the centre close for the above mentioned times in order to allow for workers to be with their families during</p>

	<p>the holidays. <b>Motion passed.</b></p> <p>3. Update on Professional Development Session – Raxx Bar and Grill, January 8<sup>th</sup>, 2016 at 6pm. All Staff and Board Members are invited and recommended to participate. The cost of the party was presented to the Board Members. It was moved by M. Bouchard and seconded by D. Wu to use the Internally Restricted Fund up to \$2000.00 towards the Professional Development of the staff and board members. <b>Motion passed.</b></p>
9.	<p><u>Round Table.</u> A conflict resolution online course offered through University of Montreal was offered to any board members who might be interested as additional training.</p>
10.	<p><u>Next Regular Meeting.</u> The next regular board meeting will be held January 27<sup>th</sup>, 2016 at 6pm at the CRIC.</p>
11.	<p><u>Adjournment.</u> The meeting was adjourned at 7:51 p.m. by J. Dacres and seconded by D. Wu. <b>Motion passed.</b></p>

J. Dacres  
Recording Secretary

  
M. Bouchard  
President