

KMFRC Minutes  
**31 January 2011**  
**1800 hrs**  
KMFRC Board Room

**In Attendance:** Malcolm Johannesen  
Joan Puddister  
Donna Perrin  
Maj. Anik Lefebvre (CFB Kingston)  
Jasmine Krlin  
Jennifer Medves  
Jen Vickruck  
Tammy Kingston  
Dana Pardy  
Capt. Godin (CFSCCE)  
Capt. Pitblado (JSR)

**Absent:** Sonia Dussault  
Jim Campbell

1. **Tour of Medical Centre:** Donna escorted Board members through the Medical Centre and discussed suggestions for the use of the vacant space.

2. **Call to Order:** Meeting called to order at 18: 25

3. **Introductions:** Roundtable introductions.

4. **Prospective New Board Members:** Due to time constraints, in January, the application process for a prospective new Board member could not be completed and will be deferred to February.

5. **Additions to Agenda and Motion to Approve the Agenda:** One change to the Agenda was received. Item 6(e) – Volunteer Policies Approval will be removed.

**Motion: To approve the Agenda as amended.**

Motion proposed by Jennifer, seconded by Tammy and approved.

6. **Consent Agenda:**

- a) Minutes of 29 November 2010 Board meeting
- b) ED Report
- c) Executive Report
- d) Account Signature Approval

**Motion: To approve the Consent Agenda as presented.**

Motion proposed by Jennifer, seconded by Tammy and approved.

**7. Board Reports:**

a) **Treasurer:**

- i) **Financial Information:** In Jim's absence, Donna provided the Board with current financial information.

b) **HR Committee:**

- i) **Board Recruitment:** One applicant is to be interviewed in February.

**Action: Jennifer to follow through with interview.**

d) **Ex officios: G1**

- i) KMFRC will be the beneficiary of proceeds from the coffee break celebrating the 43<sup>rd</sup> anniversary of the Logistics unit.  
ii) Kingston will shortly be hosting the last serial training for Afghanistan.  
iii) Blaser's are finalizing their settlement. The closure date of the clinic remains at March 31<sup>st</sup>.

**8. Report from Family Support Manager:**

- a) **Program Guide:** With the discontinuation of the Garrison newspaper, the program guide has been sent to families by CD, supplemented by posters. Dana and Justin are looking at other options to providing this information to families.  
b) **KWS Military Supplement:** The supplement for publication in the mid-month Kingston Whig Standard is approximately 90% complete.  
c) **Program Participation:** Participation numbers continue to be good. Two new initiatives "Wings of Discovery" and "Raising Your Spirited Child" have been very successful.

**9. Unfinished Business:**

- a) **Social Work PD and Oversight:** Donna contacted the College of Social Workers regarding levels of oversight. The College advised Donna that members are required to self-govern and to follow the regulations of the College. Oversight is not required, though useful. Donna advised the Board that Trenton has a clinician that provides oversight to social workers in Trenton on a part-time basis.

**Action: Donna will obtain costs of part-time services of the Trenton clinician for oversight for our social workers.**

**10. New Business:**

- a) **National Working Group Report and Response:** Malcolm asked the Board the level of involvement that they could see with the National Working Group. Following discussion, the Board agreed that they would be interested in participating

on specific issues – medical, standardization of Board training, lessons learned from various initiatives, spousal certification and national fundraising.

**Action: Malcolm will follow-up with the National Working group based on the Interests presented.**

10. **Executive Meeting:** The next Executive Meeting is scheduled for 22 February 2011 at 16:30 (TBC).

11. **Board Meeting:** The next Board Meeting is scheduled for 28 February 2011 at 18:00.

12. **Motion for Adjournment:**

**Motion: To adjourn the Meeting:**

Motion proposed by Jasmine, seconded by Jennifer and approved.