

KMFRC Minutes  
29 November 2010  
1800 hrs  
KMFRC Board Room

**In Attendance:** Malcolm Johannesen  
Joan Puddister  
Donna Perrin  
G1 - Anik Lefebvre  
Jasmine Krlin  
Jennifer Medves  
Sonia Dussault  
Jim Campbell  
Jen Vickruck  
Tammy Kingston  
Colleen Fairholme

1. **Call to Order:** Meeting called to order at 18:07
2. **Introductions:** Roundtable introductions.
3. **Presentation:** The Manager of Children & Youth Services, Colleen Fairholme, provided an update to the Board on children and youth programming. Colleen noted the increase in co-facilitating of programming with other organizations.
4. **Prospective Board Members:** Tammy Kingston was presented for membership on the Board of Directors by Jennifer.

**Motion: To approve Tammy Kingston for membership on the Board of Directors of the Kingston Military Family Resource Centre.**

Motion proposed by Jennifer, seconded by Sonia and approved.

5. **Additions to Agenda and Motion to Approve the Agenda:** One addition to the Agenda was received. Item 3 will now become Presentation.

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

Motion proposed by Sonia, seconded by Jim and approved.

6. **Consent Agenda:**

- a) Minutes of 25 October 2010 presented.
- b) ED Report presented.

**Motion: To approve the Minutes of the Board meeting held on 25 October 2010.**

Motion raised by Jim and seconded by Jennifer. Motion carried.

**7. Board Reports:**

**a) Executive:**

- i) **DMFS Teleconference:** Malcolm took part in a teleconference in mid November with other Board Chairs and DMFS staff. Discussions included the 20<sup>th</sup> Anniversary of DMFS in 2011 and DMFS' 31 enhancements to programming (approved in principle). Enhancements include the official launch of the familyforce.ca website, the family information line, distribution of the Resiliency Toolkit nationwide and the expansion of DMFS' mandate to include reservists and families of the fallen. Other discussion items of note, included this year's participation survey (not available electronically for this year but possibly in the following year) and the engaging of the new Governor-General as the "Champion of Military Families".
- ii) **Victoria Conference of MFRC's:** The emphasis of the conference was governance. There was also a half day discussion on the proposed national association of MFRC's. A working group will compile the results of these discussions for distribution by March. Key discussions centred on a national fundraising program for MFRCs.

**b) Treasurer:**

- i) **Financial Information:** Jim provided the Board with current financial information. Board members expressed their satisfaction with the revised format of the financial statements.

**c) HR Committee:**

- i) **Board Recruitment:** Questions and forms for new Board applicants were redesigned and used during Tammy's application process. A further two individuals have expressed interest in Board membership.

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

**d) Ex officios: G1**

- i) **Upcoming Meeting:** The ED, Board Chair and G1 will meet with the Base Commander this week to update him on the Victoria Conference.
- ii) **Role of Padres:** The G1 met with Padre Donovan on the role of the padres as relating to KMFR. There was agreement on their role.

**8. Unfinished Business:**

- a) **Kids Club Staff Children Policy Amendment:** The Board discussed this matter.

**Action: The Board will draft and approve a policy regarding bringing children to work.**

- b) **City of Kingston Wage Subsidy:** The City has formalized their practice for subsidizing ECE workers city-wide. There is no change to the practice for our Kids Club staff who fall under this subsidy.

**Motion: To approve the City of Kingston Wage Subsidy Agreement.**

Motion proposed by Jennifer, seconded by Jim and approved.

**9. New Business:**

- a) **DMFS/United Way Funding Application Review:** Both documents have been submitted to DMFS and the United Way respectively, due to time constraints. Donna reviewed both applications with the Board. Funding requests are similar to the prior year.
- b) **2<sup>nd</sup> Quarter DMFS Expenditure Review:** Donna reviewed the 2<sup>nd</sup> quarter expenditures and noted variances attributable to timing issues.
- c) **FRP Canada:** From the Victoria Conference, Malcolm was made aware of a non-profit organization that provided family resources and tools to many MFRCs. For a nominal fee of \$100, KMFRC could become a member and use these resources and tools. Tammy vouched for this organization as it was often used by the Esquimalt MFRC.

**Motion: Donna to investigate membership in FRP Canada by KMFRC.**

Motion proposed by Jennifer, seconded by Sonia and approved.

- d) **Availability of Board Info/Meeting Minutes:** Malcolm asked that Board information be made available in the lobby of the Batoche Building. Jasmine also requested that Board Minutes again be included on the KMFRC website.

**Action: Donna ensure Board information in the lobby be kept up to date and that Board Minutes be included on the KMFRC Website.**

- e) **DMFS Opportunity Funds:** DMFS has advised Malcolm that there is new funding available for governance, fiscal and other professional training for Board members. A request must be forwarded to Luc Girard at DMFS by December 15<sup>th</sup> with training to be completed by the end of March.

**Action: Malcolm and Donna to investigate possible training options and to submit a request to DMFS by December 15<sup>th</sup>.**

- f) **Liability Issues – Clinical Supervision of Social Workers:** Malcolm expressed concern that there was no clinical supervision of KMFRC social workers. Jennifer contended that as members of a profession, that they would be answerable to their college and also that they should be self-regulating.

**Action: Donna to contact the College of Social Workers to enquire about**

**oversight and liability issues.**


10. **Executive Meeting:** The next Executive Meeting is scheduled for 25 January 2011 at 16:30.

11. **Board Meeting:** The next Board Meeting is scheduled for 31 January 2011 at 18:00.

12. **Motion for Adjournment:**

**Motion: To adjourn the Meeting:**

Motion proposed by Jasmine, seconded by Jennifer and approved.

  
malcolm Johansson  
06 Dec 10