

KMFRC Minutes  
**25 October 2010**  
**1800 hrs**  
KMFRC Board Room

**In Attendance:** Malcolm Johannesen  
Joan Puddister  
Donna Perrin  
G1 - Anik Lefebvre  
Jasmine Krlin  
Jennifer Medves  
Sonia Dussault

Absent: Jim Campbell

1. **Call to Order and reading of Mission Statement & Goal:** Meeting called to order at 18:04. Jennifer read the Mission Statement and Goal.

2. **Introductions:** None required.

3. **Prospective Board Members:** None put forward.

4. **Additions to Agenda and Motion to Approve the Agenda:** One change to the Agenda was received. Item 8(g) Volunteer Policies Approval will be removed from the Agenda for tonight's meeting.

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

Motion proposed by Sonia, seconded by Jennifer and approved.

5. **Motion to Approve Minutes of the Last Meeting:**

**Motion: To approve the Minutes of the Board meeting held on 27 September 2010.**

Motion raised by Jasmine and seconded by Sonia. Motion carried.

6. **Board Reports:**

a) **Executive:**

i) **Proposal for New Structure:** The Base Commander, CFB Kingston and Celine Thompson of DMFS discussed the proposed new structure for the Centre.

ii) **November Conference of MFRC's:** Malcolm asked the Board to forward on any questions for the upcoming Conference

iii) **Investigation:** In August, the Executive of the Board conducted an investigation into rumours of an alleged breach of confidentiality in the KMFRC Family Health

Centre. After investigating these rumours and interviewing numerous staff Members, it has been determined that no Breach of Confidentiality and no inappropriate conduct relating to medical information had taken place.

d) **Vice-Chair:** Jasmine has offered to assume the position of Vice-Chair.

**Motion: To approve Jasmine as the Vice-Chair of the Kingston Military Family Resource Centre.**

Motion proposed by Jennifer, seconded by Sonia and approved.

b) **Treasurer:**

i) **Financial Information:** Donna advised the Board that our accounting system has not been operational for the past few weeks. The problem is being examined and is expected to be rectified shortly. As a result, current statements are unavailable.

c) **HR Committee:**

i) **Board Recruitment:** One person has expressed interest in joining the Board and their application is being followed-up.

d) **Medical Centre Committee:**

i) **Close-out of Committee:** This Committee will be wrapped up at the end of March 2011, subsequent to the close-out of the physiotherapy clinic.

**Action: Medical Centre Committee Chair to close out Committee in March.**

e) **Communications Committee:** This committee will become the Strategic Directions Committee.

f) **Ex officios: G1**

i) **AGM:** The AGM was well done. An appreciation letter for our guest speaker was suggested to be sent from the Base Commander through the chain of command.

**Action: Appreciation letter for speaker to be prepared by KMFRC and sent through the chain of command by the G1.**

ii) **Town Hall Meeting:** A town hall meeting will be held on November 15<sup>th</sup> at the Thompson Drill Hall.

g) **ED:**

i) **Golf Tournament:** The fundraising golf tournament for KMFRC recently held was well attended, though the weather was poor. The final fundraised total has not yet been confirmed. Donna stated that the event was a good PR opportunity for KMFRC.

ii) **Staffing Update:** Patricia Marchand has been hired to fill our vacant social worker position. The Community Liaison and Fundraising Co-ordinator position was advertised in the Kingston Whig Standard this past Saturday. Deadline for

applications is November 5<sup>th</sup>.

**Action: Donna to review job applications of Community Liaison and Fundraising Co-ordinator, interview and offer position to successful applicant.**

- iii) **Blaser's Physiotherapy:** Blaser's will continue to operate in the Batoche Building until March 31<sup>st</sup>, 2011.
- iv) **Queens School of Nursing:** Queens nursing students are undertaking their study in the doctor's former offices in the Medical Clinic. Once they complete their project, consideration must be given to the new use of the space.

**Action: Options for use of the office space in the former medical centre to be developed by Donna.**

- v) **Union Vote:** OPSEU was successful in its bid to unionize KMFRC staff. Our Centre will be the fourth MFRC in Ontario to unionize.
- vi) **United Way and DMFS Budget Deadline:** Both documents are required to be completed by the end of November
- vii) **Audit:** The bill for last year's audit is in excess of that for prior years. Additional time requirements for audit staff were required owing to the absence of the bookkeeper.
- viii) **Open Voices Choir:** A request has been received from the Open Voices Choir to honour the military during a concert on Saturday, January 22<sup>nd</sup>, 2011. Proceeds will benefit KMFRC.
- ix) **AGM Committee:** With the change in date of our next AGM to June 2010 from our customary fall date, reports will be required to be prepared and received by the end of April. Consideration will be given to the division of duties between Board and staff in the planning of the next AGM. Sonia asked that we look to the Val Cartier's AGM for ideas for staging our next AGM. The G1 stated that the dynamics of the Val Cartier base are not the same as Kingston and therefore what they have done may not necessarily work in Kingston.

#### 7. Unfinished Business:

- a) **AGM Report:** Sonia spoke to the inadequacies in the French translation of the AGM report. Donna advised Sonia that the translation was done in house, by translation software, owing to time constraints, as base translation services were not able to complete our document in time for the AGM. The original report was distributed only to attendees at the AGM. Distribution of the report to outside sources will be done once the final version is received back from base translation.

#### 8. New Business:

- a) **Interfund Transfer:** KMFRC has received a letter from our auditors requesting the Board approve an interfund transfer in our last fiscal year.

**Motion: To approve KMFRC's interfund transfer in the 2009-2010 fiscal year.**

Motion proposed by Jennifer, seconded by Joan and approved.

b) **Consent Agenda:** Malcolm distributed a Consent Agenda document for discussion.

**Motion: To approve the use of the Consent Agenda for a period of six months, at which time, the Board will examine its usefulness.**

Motion proposed by Jasmine and seconded by Sonia. Motion approved.

c) **Spousal Second Language Training:** Sonia relayed an incident at KMFRC whereby a spouse was given incorrect information regarding second language training. Following discussion, it was determined that past policies on second language training for spouses should be revisited.

**Action: Donna will investigate this situation and advise the Board of her findings.**

d) **Christmas Holidays 2010:** As a result of the timing of New Year's Day 2011, Donna asked the Board to approve Friday, December 31<sup>st</sup> as the day off for staff in place of the January 1<sup>st</sup> statutory holiday.

**Motion: To approve Friday December 31, 2010 as the day off for KMFRC staff, in place of the January 1, 2011 statutory holiday.**

e) **Wage Subsidy Policy:** ECE employees at KMFRC have received the Wage Subsidy Policy from the City of Kingston.

**Action: Donna will forward the City of Kingston Policy to the Board for review, with a possible e-mail vote required.**

f) **Staff Attendance at KMFRC Programs:** The ED raised a potential issue relating to staff members requesting the use of KMFRC services on a personal basis. The policy in place states that the services are intended for use by military families. Attendance at dinners is permitted where staff pay the equivalent to cover the cost of the meal.

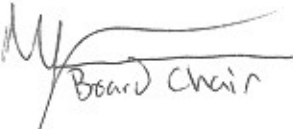
9. **Executive Meeting:** The next date for an Executive Meeting is to be determined.

10. **Board Meeting:** The next Board Meeting is scheduled for 30 November 2010 at 18:00.

14. **Motion for Adjournment:**

**Motion: To adjourn the Meeting.**

Motion proposed by Jasmine, seconded by Jennifer and approved.

  
Board Chair  
29 Nov 10