



Minutes of MFRC-NCR Board of Directors Meeting  
Tuesday January 18, 2011  
18h30

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Attendees:

Manuela Lacroix  
Scott Fuller  
Heather Bracken  
Leah Salvage  
Stephane Caron  
Sylvain Gagné  
Renate Logan  
Grace Campbell

Kelly Croft  
Lt Terri-Lynn Mollins  
Capt Mills (for Arthur Crawley)

Regrets:

Cecilia Pita  
Lori Watts  
Valerie Murray-Dionne

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1. Meeting called to order at 18h32
2. Adoption of agenda  
Moved by Renate  
Seconded by Stephane  
Approved
3. Approval of the Minutes of December 14, 2010 meeting.  
Move by Stephane  
Seconded by Manuela  
Approved
4. Update from the Chair:
  - Michel met with the Base Commander
    - June 4<sup>th</sup> is Red Friday followed by the first Family Day Weekend Celebrations to be held at Uplands.
    - A base newspaper is to be launched April 1.
  - DMFS has approved contingency funding and we are receiving additional funding for Respite Childcare.
  - DMFS official site visit is scheduled for March.

- The Participation survey is underway.
- The Executive Committee is meeting monthly and is working very well. This allows for the Board to operate at a strategic level with Michel.
- Nominations for next year's slate of Board of Directors need to ensure that they fall within the bylaws.
- NDHQ relocation to Kanata is a huge opportunity for the MFRC, including the opportunity for a new daycare centre.
- There is \$10,000 in the budget for the strategic plan.
- Jessica has been doing a great job and the new website is looking really good.
- The Board agreed that Board of Directors may volunteer at the operational level as long as it does not create a conflict of interest.

#### 5. Executive Director Update

- Michel will present revised HR policies regarding overtime, flex-time and vacation.
- The Family Liaison Officer at IPS has been made permanent and is taking French training.
- A slight reorganizing of staff has occurred and reception now reports to Information and Referral.
- \$31,000 of special funding has been approved by DMFS
  - \$2,000 for finance training in Power Excel for Simply Accounting (training to be shared with Petawawa)
  - \$10,000 for a finance training and review
  - \$5,000 for a compensation survey (salaries only) to be conducted by the HR Group
  - \$10,000 for Executive Director Recruitment
- Started discussions with Island Golf. Last year we raised \$18,000 and this year the goal is \$100,000 (\$25,000 for golf fees will net the MFRC \$75,000). A working committee of Diane and Jessica has been set up for this.
- The Family Day Weekend event will be headed up by Tracey as special events are tied to the program area they fall into. This allows the events to be integrated into each program's work as well as bring staff together and creates ownership and collaboration.

**Motion to put the Marketing and Fundraising Committee on hold for the remainder of the term as this now falls under the responsibility of staff and not Board of Directors.**

**Moved by Manuela  
Seconded by Leah  
Approved**

- New recruiting efforts are underway for home childcare providers

#### 6. Financial Update

- Salaries are below budget due to vacancies over the year in the Executive Director and FLO positions.

- Low numbers of childcare providers is impacting program delivery
- We need to know what is DMFS funding in our budget so we can ensure that the money is spent.
- We need to plan on how to use the surplus because we need to be accountable for the money we fundraised as well asked for contingency funding from DMFS.
- Up to date interest income for the year to date is missing from the RBC GIC.

**Motion to approve the forecast as presented.**

**Moved by Leah  
Seconded by Kelly  
Approved**

Meeting Adjourned at 19h57