



## Minutes of MFRC-NCR Board of Directors Meeting Thursday March 24, 2011 18h30

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### Attendees:

Manuela Lacroix  
Scott Fuller  
Heather Bracken  
Cecilia Pita  
Lori Watts  
Valerie Murray-Dionne  
Grace Campbell  
Kelly Croft

Lt Terri-Lynn Mollins  
Arthur Crawley  
Michel Diotte

### Regrets:

Sylvain Gagné  
Stephane Caron  
Leah Salvage  
Renate Logan

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1. Meeting called to order at 18h30
2. Adoption of agenda
3. Approval of the Minutes of January 18, 2011 meeting with changes.  
Move by Grace  
Seconded by Manuela
4. Update from the Chair:
  - Met with AFS Consulting and it was recommended that a transitional strategic plan be developed at this point rather than a long term strategic plan. Planning session to be held March 31<sup>st</sup>
  - DMFS funding for 2011/2012 is the same as 2010/2011
  - DMFS – site visit April 12-14<sup>th</sup>. Luc Girard will also include Dwyer Hill in this year's site visit to reassess the program.
  - Infrastructure for outreach – Michel is currently looking at places in Orleans, Kanata and Louis St. Laurent Building. Michel and Manuela will meet with BCmdt Capt (N) Mark Watson.
  - Working on a governance manual for new permanent ED.

- Each Board of Director will have to send the Chair an email if they wish to participate for a new term by April 8<sup>th</sup>.
- Recruiting for new nominees. Michel will look after advertisement in collaboration with the Volunteer Co-Ordinator.
- In the new term, there will be a full day, off-site retreat with facilitator for the new board. Looking at including Base Commandant, PSP and DMFS presentations
- Auditors for 2012 is the same company as last year (Welch LLP)

#### 5. Executive Director Update

- Outreach – space available at Orleans Community Centre and they are working on a price, as well as a location in Kanata is being considered. There would be a 5 year lease for these spaces
- Compensation market survey – covers salary, org chart and job descriptions (not benefit). All updated dollars come from contingency fund. Results to be received in April
- \$16,000 for insurance. Increase is due to childcare.
- Looking into outsourcing the Youth Program to PSP.  
High risk insurance is being cancelled and the MFRC would no longer do high risk activities as PSP would take this over (Youth Program)
- New financial report program to be implemented at the end of April. Now have the capability to forecast with no extra steps. All programs will enter their forecasts in the finance report and it will import it.
- Storage – getting another double garage
- Website – not up to date. Proper minutes not there. Needs to be posted immediately. All minutes are in the office and Jessica will post them. Will also update the Board of Director positions on website. Michel will update Jessica after board meetings, if changes are required.

#### 6. Financial Update

- March balance sheet is not too different than last income statement except less user fees
- Due to the surplus for the end of this fiscal new equipment was purchased.
- Budget 2011/2012 was presented by Michel Diotte.

#### **Motion to approve 2011/2012 Budget**

**Approved**

#### 7. Sub-Committee Updates

##### *Home Childcare: Grace*

- Concern is that the process for qualifying caregivers is too lengthy and is a deterrent for caregivers to apply. Currently we have approximately 73 families on the waiting list.
- Moving forward maybe advertise between the remaining MFRCs within Ontario to see, if anybody is posted to Ottawa and would be interested to provide Home Childcare, since they already have passed the screening process required by Ontario Legislations and would be qualified..

*Fundraising/Marketing:*

- Create a wish list of things that would be required so we don't need to borrow equipment and have the purchases within this current fiscal year.
8. Miscellaneous
- SCAN seminar – MFRC was invited to come out but only attended the English seminar but declined the French

Meeting Adjourned at 20h00