



Minutes of MFRC-NCR Board of Directors Meeting
Tuesday April 19, 2011
18h30

Attendees:

Manuela Lacroix
Scott Fuller
Heather Bracken
Lori Watts
Valerie Murray-Dionne
Kelly Croft
Lt Terri-Lynn Mollins
Michel Diotte
Sylvain Gagné
Renate Logan

Capt (N) Mark Watson
Luc Girard

Regrets:

Leah Salvage
Grace Campbell
Cecilia Pita
Arthur Crawley

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1. Meeting called to order at 18h32
 2. Adoption of agenda with a spelling correction
 3. Approval of the Minutes of March 24, 2011 meeting with changes.
Move by Valerie
Seconded by Kelly
 4. Capt (N) Mark Watson Address the Board:
 - Addressed and recognized challenges in reaching out to military families in the NCR;
 - Recognition of the Board's role on the strategic level;
 - Space in Orleans has been verbally finalized. Commandant approved and will be giving the MFRC the extra funds for the lease of the space;
 - Infrastructure for outreach – Kanata and Louis St. Laurent Building will be put on hold until the Orleans location has been deemed successful and then will be used as a benchmark for other satellite offices;
 - Discussed upcoming communication plans to reach out to the military families across the NCR and to encourage military members to discuss with their families;

- Family Day will be held on June 4th. This is the first time such an event will be held in Ottawa. More details to follow in the near future.
5. Luc Girard: Reviewed the roles and responsibilities of the Board.
6. Chair Update:
- DMFS Field Manager conducted annual site visit and was pleased. His final report will be sent to the MFRC upon completion
 - Suggested we re-evaluate some of our programs;
 - Thanks to Michel for arranging space at the Orleans Community Centre. Arrangements for other satellite offices will be put on hold and pending on the success of the Orleans location;
 - Transitional strategic plan will be ready for BoD next meeting;
 - Membership to YMCA for family rates: Michel will be negotiating;
 - Clarification is needed as to what and who the Executive Committee consist of. Manuela stressed that no Board decisions were made during Executive Committee meetings and that the definition of the Executive Committee should be re-examined in the new term.
7. Executive Director Update
- Formal site visit with Luc from DMFS;
 - Outreach – space available at Orleans Community Centre has been confirmed as the Commandant has given his approval for funding toward the lease;
 - MFRC website has been updated. The links provided on the website may become “broken” from time to time and has to do with that particular organization’s web address than with MFRC website. There are approximately 500 links on the web site. Minutes and the BOD recruitment have been added to the web site;
 - HR changes: have been sent to be reviewed by the HR Group. Employee contracts are not correct and will need to be revised;
 - Financial audit will begin May 4th. Finance Committee will review draft of the final statements of 2010 before AGM;
 - Another reminder for BOD members to submit volunteer hours. Volunteer hours effect the amount of funding the MFRC can receive, therefore, it is very important for everyone to submit their hours.
 - Drop in children’s program will begin in Kanata at the Ontario Early Years Centre;
 - MFRC will be a voting location on May 2nd. Michel is going to make sure that we will not be in breach of any laws or security as it relates to the Nursery School;
 - HCC: A homecare provider is being posted on this summer which brings the available licensed providers down to three. It has been requested the HCC Committee meet and put together a presentation for the BOD about how the HCC program is progressing and if the program has a promising future. BOD will then decide whether to discontinue the program or revise the business/strategic plan to make it more successful;

- Second Language Training: A pilot online course is underway for both French and English. All spots have been filled (10 in each language). The pilot will last for a year;
- Deployment Office is having difficulties reaching out to families of deployed military members. Need to re-evaluate and visit other options of communicating to family members;
- PSP will be taking over the high risk youth activities as the both the MFRC and PSP offer the same program. The MFRC will promote the Youth Activities (high risk activities) that will be offered through PSP.

8. Financial Update

- Kelly extended an invitation to anyone on the Board to attend a Finance Committee meeting and encouraged everyone to further educate themselves on how to read a Balance Sheet and Income Statement. Material can be found online and in libraries/book stores;
- No monthly statements to present this meeting due to the financial audit.

Meeting Adjourned at 21h24