

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
23 Aug 2018**

5850-4 (MFRC Chair)
Moose Jaw, SK
S6H 7Z8

31 Aug 2018

Dist List

Present:

Dani Basley	Chair
Joanne Ubell	Finance Chair
Vacant	Secretary
Holly Jorstad	Member at Large
Dave Lyons	Member at Large
Lauren Flaherty	Member at Large
Bert Olson	Member at Large
Amanda Laver	Member at Large
Jacelyn (Jackie) Lacroix	Member at Large
Jen Anderson	3 CFFTS Portage Rep
Regan Gorski	MFRC Dir/Ex-Officio

Not Present:

Tammy Barclay	Vice-Chair
Lisa Brake	Evaluation Chair
Brenna Kahvedjian	Member at Large
John Hall	Ex-Officio

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
23 Aug 2018

1. CALL TO ORDER:

The meeting was called to order at 18:35.

2. ADOPTION OF AGENDA:

The motion to approve the agenda of 23 Aug 2018 was made by Holly Jorstad and seconded by Dave Lyons. All in favour. MOTION CARRIED.

3. REVIEW AND APPROVAL OF PREVIOUS MINUTES:

A motion to approve the amended minutes of 21 Jun 2018 was made by Bert Olson and seconded by Holly Jorstad. All in favour. MOTION CARRIED.

4. COMMUNICATIONS:

- A. MOOSE JAW MILITARY FAMILY RESOURCE CENTRE (MFRC) QUARTERLY PAYMENTS FOR FISCAL YEAR (FY) 2018-2019 AND RECOVERY OF UNEXPENDED FUNDING FROM FY 2017-2018
- B. COMMUNICATION FOR DISTRIBUTION
- C. MFRC BRIEFING NOTE - GOVERNANCE REVIEW
- D. SUPPORT OUR TROOPS EDUCATION ASSISTANCE LOAN PROGRAM
- E. NATIONAL EMPLOYMENT PROGRAM DEVELOPMENTS / INITIATIVES
NATIONALES D'AIDE À L'EMPLOI
- F. ANNOUNCEMENT ABOUT SUPPORT FOR MILITARY FAMILIES / ANNONCE
CONCERNANT LE SOUTIEN AUX FAMILLES DES MILITAIRES
- G. VFP CLIENTELE | CLIENTS DU PFV
- H. USE OF THE "SUPPORT OUR TROOPS" YELLOW RIBBON IMAGE /
UTILISATION DE L'IMAGE DU RUBAN JAUNE "APPUYONS NOS TROUPES"

5. WING REPRESENTATIVE'S REPORT (WADMINO):

- Bushell Park – new apartment complex open house: 26 Sep
- WAdminO is the Officer's Mess PMC

6. CHAIRPERSON'S REPORT:

- BoD training and team building options concepts presented, incl local and inter provincial options (MTF).

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
23 Aug 2018

7. EXECUTIVE DIRECTOR'S REPORT:

- GOLF TOURNAMENT: 18 AUG
- SPLASH PARK GRAND OPENING: 19 AUG
- 3 CFFTS FAMILY DAY: 08 SEP
- HMCS QUEEN BBQ/ FAMILY DAY: 08 SEP
- 15 WG FAMILY DAY: 22 SEP
- OSISS RETREAT: 28-30 SEP
- HOPE PROGRAM: 18 OCT
- TAKE A STAND AGAINST FAMILY VIOLENCE: 15-19 OCT
- CIMVHR – REGINA: 15-17 OCT
- VFP CLIENTELE

8.3 CFFTS PORTAGE (SOUTHPORT) REPORT:

- Manitoba Airshow at Southport had reduced attendance and did not have revenues sufficient to cover incurred expenses; therefore there were no net proceeds to be disseminated to the Moose Jaw MFRC.

9. COMMITTEE REPORTS:

Finance: Jun/ Jul financial statements were presented by the finance chair for discussion and approval. Discussion: Timing of Veteran Family Program (VFP) funding delayed to the Penelope and financial process still not finalized.

A motion to accept the financial statements as presented was made by Dave Lyons and seconded by Bert Olson.

No further discussion. All in favour. None opposed. MOTION CARRIED.

Fundraising: Nothing to report.

Program/Evaluation: Program and event evaluations and statistics are available for review in the attached staff reports.

Personnel:

<IN CAMERA>

Conversation ensued WRT the history of L101 and C137 funds used in support of military family services by the former Wing D/COS and previous WCompt.

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
23 Aug 2018

4. COMMITTEE REPORTS (CONTINUED):

Nominating:

- A motion to approve the nomination of Amanda Laver onto the MFRC Board of Directors as a member at large was made by Bert Olson and seconded by Holly Jorstad.
No further discussion. All in favour. None opposed. MOTION CARRIED.
- A motion to approve the nomination of Jacelyn Lacroix onto the MFRC Board of Directors as a member at large was made by Dave Lyons and seconded by Bert Olson.
No further discussion. All in favour. None opposed. MOTION CARRIED.

10. OLD BUSINESS:

A.

11. NEW BUSINESS:

A. 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q1

2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q1 was presented by the chairperson for discussion and approval. All program category funds within prescribed parameters as set by MFS. A motion to accept the report as presented was made by Bert Olson and seconded by Holly Jorstad.

No further discussion. All in favour. None opposed. MOTION CARRIED.

B. MILITARY FAMILY SERVICES PROGRAM COMPLIANCE AND ASSURANCE REVIEW FY 18/19: MOOSE JAW MFRC INC. BOARD OF DIRECTOR'S RESPONSE
The BOARD OF DIRECTOR'S RESPONSE to the audit was presented by the chairperson for discussion and approval.

Discussion: Recommendations were made to articulate MFRC adherence with all accounting standards and guidelines WRT audit observation para 3.

A motion to accept the amended response was made by Bert Olson and seconded by Amanda Laver.

No further discussion. All in favour. None opposed. MOTION CARRIED.

C. FY 2019/20 SUPPLEMENTAL AGREEMENT (SA) BETWEEN 15 WING MOOSE JAW AND THE MOOSE JAW MFRC INC.

FY 2019/20 SUPPLEMENTAL AGREEMENT (SA) BETWEEN 15 WING MOOSE JAW AND THE MOOSE JAW MFRC INC. was presented by the chairperson for discussion and approval.

Discussion: Recommendations ensued to address the vagueness WRT insurance coverage and other stated parameters with MFS as set out in the national template. MFRC Executive Director to follow up with MFS Operations for execution in the FY 2020/21 template.

A motion to accept the agreement as presented was made by Dave Lyons and seconded by Jackie Lacroix.

No further discussion. All in favour. None opposed. MOTION CARRIED.

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
23 Aug 2018

12. BOARD TRAINING: <http://diversecityonboard.ca/board-governance-fundamentals-series-1/>

13. DISCUSSION:

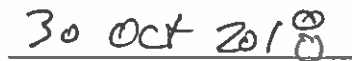
14. NEXT BOARD MEETING: 25 Oct 2018

15. ADJOURNMENT: The motion to adjourn the meeting was made by Holly Jorstad.
All in favour. CARRIED. The meeting was adjourned at 19:20.

Prepared by:

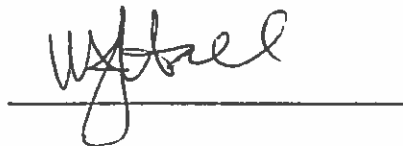


Regan Gorski
A/ Secretary
Moose Jaw MFRC Inc.



Date

Reviewed by:



CWO Hall
WCWO – Ex-Officio
15 Wing Moose Jaw

Comments:



Date

Reviewed by:



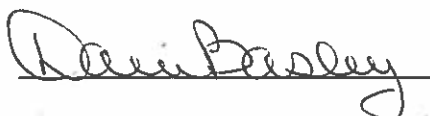
Col D.P. O'Reilly
WComd
15 Wing Moose Jaw

Comments:



Date

Approved by:



Dani Basley
Chairperson
Moose Jaw MFRC Inc.



Date