

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
22 Aug 2019**

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

01 Aug 2019

Dist. List

Present:

Tammy Barclay	Chairperson
Dani Basley	Past Chairperson
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Bert Olson	MFS WG Liaison
Holly Jorstad	Member at Large
Jennifer Dunn	Member at Large
Regan Gorski	MFRC Dir

Not Present:

Dave Lyons	Member at Large
Lisa Brake	Evaluation Chair
Brenna Kahvedjian	Member at Large
Caleigh Conway	3 CFFTS Portage Rep
Marlene Shillingford	WCWO/ Ex-Officio

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
22 Aug 2019

1. Call to order:

The meeting was called to order at 6:39 pm.

2. Adoption of agenda:

A motion to approve the agenda of 22 Aug 2019 was made by Holly Jorstad and seconded by Dani Basley.

No Discussion. All in favour. MOTION CARRIED.

3. Review and approval of previous minutes:

A motion to approve the previous minutes of 25 Apr 2019 was made by Bert Olson and seconded by Holly Jorstad.

No Discussion. All in favour. MOTION CARRIED.

4. Communications:

NOTE: All communications are disseminated to the board prior to the board minutes.

5. Wing Representative's Report:

- Introduction of new Wing AdminO, Jennifer Dunn

6. Chairperson's Report:

- Governance Update – Bert Olson will be attending MFS Governance forum in Ottawa from 13-16 Sept

7. Executive Director's Report:

- Risk/ Insurance Management: 1) Baby/ toy equip lending library – cease
The Baby/Toy lending library operation has ceased on recommendation from our insurance agency (Halpenny) due to risk assessment. It is considered high risk as there can be grave consequences if some of the equipment is not used properly. Due to the high risk assessment the increased insurance cost to cover this service was deemed prohibitive.

8. 3 CFFTS:

- Staff back fill starts 03 Sep 2019
- Site visit on Sept 5 and 6 by Exec Dir and Snr Ops Mgr

9. Committee Reports:

Finance: Q1 financials

The Q1 financials were presented by the Finance Chair, Joanne Ubell. She noted that the staff professional development expense is higher when looking at the year-over-year comparison. This is due to some joint training with PSP staff and we should see some money coming back soon from PSP to cover some of those costs.

A motion to approve the FY 19/20 Q1 financials as presented was made by Bert Olson and seconded by Jennifer Dunn. No Discussion. All in favour. MOTION CARRIED.

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
22 Aug 2019

9. Committee Reports (Continued):

Fundraising: N/A

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

Personnel:

- Veteran Family Program Coord (VFPC) - Amy Carpenter;
- Portage Ops Coord - Marybeth Kamphuis, eff 03 Sep;
- VFP AA – amended - Heather Hopkinson;
- Family Support Coord – Closed;
- Special Needs & Inclusion Coord – Closed.

Nominating:

Holly Jorstad put herself forward for the Vice-Chairperson position.

A Motion to accept Holly Jorstad as Vice-Chairperson made by Dani Basley and seconded by Bert Olson. All in Favour. MOTION CARRIED.

10. Old Business:

A. NON-PUBLIC FUNDS GOVERNANCE OPTION: Tabled - research ongoing with review by Dave Lyons, Board mbr and ret'd Snr PSP Mgr

11. New Business:

A. 2019-20 MFSP QUARTERLY FINANCIAL REPORT/ Q1

A Motion to accept the Q1 financials as presented was made by Dani Basley and seconded by Bert Olson. No Discussion. All in Favour. MOTION CARRIED.

B. GENDER-BASED VIOLENCE (GBV) FUNDING REQUEST FORM - FY 2019/2020

A Motion to approve the gender-based violence funding request form as presented was made by Bert Olson and seconded by Holly Jorstad. No Discussion. All in Favour. MOTION CARRIED.

12. Board Training:

*STRATEGIC PLANNING SESSION: TBC


13. Discussion:

14. Next board meeting: 24 Oct

15. Adjournment: The motion to adjourn the meeting was made by Dani Basley. All in favour. MOTION CARRIED. The meeting was adjourned at 7:06 pm.

Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
22 Aug 2019


Prepared by:


Jacelyn (Jackie) Lacroix
Secretary
Moose Jaw MFRC Inc.

Oct 24, 2019
Date

Reviewed by:

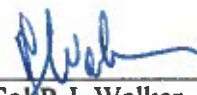
Comments:


CWO M. Shillingford
WCWO
15 Wing Moose Jaw

Oct 30, 2019
Date

Reviewed by:

Comments:


Col R.J. Walker
WComd
15 Wing Moose Jaw

Nov 1, 2019
Date

Approved by:


Tammy Barclay
Chairperson
Moose Jaw MFRC Inc.

Nov. 12/19
Date