

**Moose Jaw MFRC Inc.
Board of Directors Meeting Minutes
25 Apr 2019**

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

01 Apr 2019

Dist. List

Present:

Tammy Barclay	Chairperson
Dani Basley	Past Chairperson
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Bert Olson	MFS WG Liaison
Brenna Kahvedjian	Member at Large
Lauren Flaherty	Member at Large
Holly Jorstad	Member at Large
Dave Lyons	Member at Large
Amanda Laver	Member at Large
Regan Gorski	MFRC Dir

Not Present:

Lisa Brake	Evaluation Chair
Jen Anderson	3 CFFTS Portage Rep

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1. Call to order:

The meeting was called to order at 6:38 pm.

2. Adoption of agenda:

I need a motion to approve the agenda of 25 Apr 2019. The motion was made by Dani Basley and seconded by Bert Olson.

No discussion. All in favour. MOTION CARRIED.

3. Review and approval of previous minutes:

I need a motion to approve the previous minutes of 21 Feb 2019. The motion was made by Dave Lyons and seconded by Lauren Flaherty.

No discussion. All in favour. MOTION CARRIED.

4. Communications:

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

A. MOOSE JAW MILITARY FAMILY RESOURCE CENTRE (MFRC) FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2019/2020

B. 2019 SUPPORT OUR TROOPS NATIONAL SUMMER CAMP PROGRAM FOR FAMILIES OF THE CAF COMMUNITY

C. RE: CANEX VOLUNTEER RECOGNITION PROGRAM (VOREP) FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2019-2020

D. NOW OPEN! 2019 TED ROGERS SCHOLARSHIP PROGRAM

E. MILITARY FAMILY RESOURCE CENTRE (MFRC) GOVERNANCE FORMALIZATION ACTION PLAN UPDATE

F. TRANSITION CENTRES

G. MODERNIZATION OF SECOND LANGUAGE TRAINING IN THE CLASSROOM FOR MILITARY FAMILY MEMBERS

H. ELCC PROFESSIONALS RESOURCE

5. Wing Representative's Report (WAdminO):

- Attended the family Easter party and thought that it was great
- There is a Roman Catholic Bishop visiting the Wing tomorrow
- Maj Jennifer Dunn is replacing Lauren who is leaving ~ 23 Jul
- 12 Jul is the 3 CFFTS Comdt Change of Command
- 16 Aug is the Wing Commander Change of command parade

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6. Chairperson's Report:

- Moose Jaw MFRC BoD response to MFS – Re FY 19-20 funding notification
Motion to approve the amended BOD response communique to MFS for the unfunded program items. The motion was made by Amanda Laver and seconded by Lauren Flaherty. No discussion. All in Favour. MOTION CARRIED.

7. Executive Director's Report:

- Risk Management:
 - 1) Bouncy Castles – Rental Option;
Due to changes in PSP policy WRT the use of inflatables and related liability, the MFRC rented the bouncy castles for the Easter party. Further review of the use of inflatables at MFRC events and programs may be reqd in the future.
 - 2) KK equip cease (clothes only)
Currently in discussions with our insurer WRT liability issues with lending of equipment for baby equipment and toy lending library; as well as the sale of non-clothing items through Kids Kloset.

8.3 CFFTS/SOUTHPORT:

- No report

9. Committee Reports:

Finance: FYE/ Q4 financials

- Decrease in SLT expense due to change in delivery platform (online vs. classroom)

Motion to approve the FYE/Q4 financials as presented. The motion was made by Brenna Kahvedjian and seconded by Bert Olson. No discussion. All in favour. MOTION CARRIED.

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 competition active; Children's Svcs Coord (mat leave) closed; Portage Ops Coord (TBC)

- Jen's backfill is being posted; backfill will be reqd for said posn

Nominating: MFRC Board Executive Committee members composition/ nominations

- Tabled for now

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10. Old Business:

- A. NON-PUBLIC FUNDS GOVERNANCE OPTION:
Tabled - research ongoing

11. New Business:

- A. 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q4

A motion to approve the 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q4 as presented was made by Dave Lyons and seconded by Dani Basley.

Discussion: None. All in favour. MOTION CARRIED.

- B. BASELINE FUNDING DISTRIBUTION FORM – FY 2019-2020

A motion to approve the BASELINE FUNDING DISTRIBUTION FORM – FY 2019-2020 as presented was made by Lauren Flaherty and seconded by Bert Olson.

Discussion: None. All in favour. MOTION CARRIED.

- C. VETERAN FAMILY PROGRAM – FUNDING REQUEST FISCAL YEAR 2019-2020

A motion to approve the VETERAN FAMILY PROGRAM – FUNDING REQUEST FISCAL YEAR 2019-2020 was made by Brenna Kahvedjian and seconded by Lauren Flaherty.

Discussion: None. All in favour. MOTION CARRIED.

12. Board Training:

Board Governance Fundamentals: Series 1 » DiverseCity OnBoard

[HTTP://CE-ONLINE.RYERSON.CA/CE/](http://ce-online.ryerson.ca/ce/)

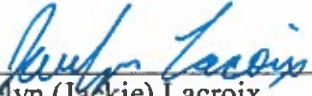
13. Discussion: N/A

14. Next board meeting: AGM 23 May 2019

15. Adjournment: The motion to adjourn the meeting was made by Dani Basley. All in favour. MOTION CARRIED. The meeting was adjourned at 7:20 pm

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Prepared by:




Jacelyn (Jackie) Lacroix
Secretary
Moose Jaw MFRC Inc.

Aug 27, 2019
Date

Reviewed by:

W.A. Doman
CWO
SCWO

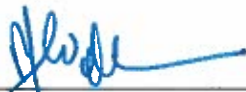

for

CWO M. Shillingford
WCWO
15 Wing Moose Jaw

Comments:

18 SEP 2019
Date

Reviewed by:




Col Walker
WComd
15 Wing Moose Jaw

Comments:

23 Oct 19.
Date

Approved by:



Tammy Barclay
Chairperson
Moose Jaw MFRC Inc.

1 Nov 19.
Date