

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
23 Apr 2020**

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

14 Apr 2020

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
Dave Lyons	Member at Large
Caleigh Conway	3 CFFTS Portage Rep
Regan Gorski	MFRC Dir

Not Present:

Melanie Ellis	Member at Large
Holly Jorstad	Vice-Chairperson
Jennifer Dunn	Member at Large
Marlene Shillingford	WCWO/ Ex-Officio

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**1. Call to order:**

The meeting was called to order at 7:34 pm.

**2. Adoption of agenda:**

A motion to approve the agenda of 23 Apr 2020 was made by Dani Basley and seconded by Bert Olson. No Discussion. All in favour. MOTION CARRIED.

**3. Review and approval of previous minutes:**

A motion to approve the previous minutes of 23 Jan 2019 was made by Dave Lyons and seconded by Dani Basley.

No Discussion. All in favour. MOTION CARRIED.

**4. Communications:**

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

- A. MOOSE JAW MILITARY FAMILY RESOURCE CENTRE (MFRC) FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2020/2021 Q1 AND Q2
- B. MILITARY FAMILY RESOURCE CENTRE (MFRC) GOVERNANCE FORMALIZATION ACTION PLAN NEXT STEPS
- C. ABC'S OF MILITARY POSTINGS
- D. 2020 SUPPORT OUR TROOPS NATIONAL SUMMER CAMP PROGRAMS FOR FAMILIES OF THE CAF COMMUNITY
- E. UPDATE ON 2019 NOVEL CORONAVIRUS | LE POINT SUR LE NOUVEAU CORONAVIRUS 2019
- F. CLIENT PATHWAY TO (VIRTUAL) CARE DURING STAGE ONE - CRITICAL RESPONSE: MFS GUIDELINES FOR MFSP SERVICE DELIVERY DURING COVID-19
- G. MILITARY FAMILY SERVICES – POLICY INSTRUCTION EMERGENCY FAMILY CARE ASSISTANCE (EFCA) (Internal use only)

**5. Wing Representative's Report:**

- No report

**6. Chairperson's Report:**

- Nil report

**7. Executive Director's Report:**

- Transition to virtual programming and resources due to COVID in Apr/ May
- Implementation of a military specific children's crisis text line in partnership with MFS/ MFRC
- Emergency respite childcare is now emergency family care assistance, expanding the definition for assistance beyond childcare to include emergency assistance for other family members
- Business resumption plan in place for senior staff and admin to re-enter building mid-June
- Quarter 3/4 MFS funding - No direct confirmation of funding levels
- Will need to move the AGM to the fall/winter with virtual execution

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**8.3 CFFTS Portage:**

- Relocated from 3 CFFTS Southport to co-location with Tupper Street Family Services
- MOU discontinued with Tupper Street Family Services until such a time that MFS funding will support, as well as Tupper has qualified personnel to support mental health service delivery

**9. Committee Reports:**

*Finance: Q4 & FYE financials*

A motion to approve the FY 19/20 Q4 financials as presented was made by Bert Olson and seconded by Brenna Kahvedjian.

Discussion: The decrease in DND funding year over year is due to timing differences in the receipt of funding, as well as wage recovery last year for a comms support who worked for the Air Show. There is a net loss for the FY, but it was in large part to secure IT assets for off-site program execution, as well as numerous emergency funds distributed to mil families in need in March.

All in favour. MOTION CARRIED.

*Fundraising: Nil report*

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

*Personnel: Nil report*

*Nominating: Nominating a new member has been postponed until we are able to meet in person again.*

**10. Old Business:**

- A. NON-PUBLIC FUNDS GOVERNANCE OPTION: Tabled

**11. New Business:**

- A. 2019-20 MFSP QUARTERLY FINANCIAL REPORT/ Q4  
MFSP FY 2019-20 Q4 financial report

A motion to approve the 2019-20 MFSP QUARTERLY FINANCIAL REPORT/ Q4 as presented was made by Joanne Ubell and seconded by Dani Basley. No discussion. All in favour. MOTION CARRIED.

- B. 2019-20 GENDER BASED VIOLENCE (GBV) FUNDING AFTER ACTION REPORT  
GBV FUNDING AFTER ACTION REPORT

A motion to approve the 2019-20 GBV AFTER ACTION REPORT as presented was made by Dave Lyons and seconded by Bert Olson. No discussion. All in favour. MOTION CARRIED.

**12. Board Training:**

\*STRATEGIC PLANNING SESSION: TBD

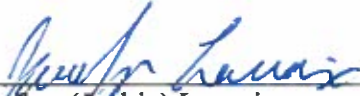
**13. Discussion: No additional discussions**

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**14. Next board meeting:** AGM – POSTPONED – FALL (TBD) / Next BoD Meeting: 23 Jul 2020

**15. Adjournment:** The motion to adjourn the meeting was made by Dani Basley.  
All in favour. CARRIED. The meeting was adjourned at 7:53 pm.

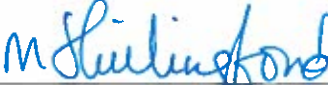
Prepared by:

  
\_\_\_\_\_  
Jacquelyn (Jackie) Lacroix  
Secretary  
Moose Jaw MFRC Inc.

  
\_\_\_\_\_  
Date

Reviewed by:


Comments:


  
\_\_\_\_\_  
CWO M. Shillingford  
WCWO  
15 Wing Moose Jaw

  
\_\_\_\_\_  
Date

Reviewed by:

Comments:

  
\_\_\_\_\_  
Col R.J. Walker  
WComd  
15 Wing Moose Jaw

  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
Tammy Barclay  
Chairperson  
Moose Jaw MFRC Inc.

  
\_\_\_\_\_  
Date