

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

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

30 Jul 2020

Dist. List

Present:

Tammy Barclay	Chairperson
Dani Basley	Past Chairperson
Holly Jorstad	Vice-Chairperson
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Brenna Kahvedjian	Member at Large
Melanie Ellis	Member at Large
Marlene Shillingford	WCWO/ Ex-Officio
Regan Gorski	MFRC Dir

Not Present:

Dave Lyons	Member at Large
Caleigh Conway	3 CFFTS Portage Rep
Jennifer Dunn	Member at Large
Bert Olson	MFS WG Liaison

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1. Call to order:

The meeting was called to order at 7:37 pm.

2. Adoption of agenda:

A motion to approve the agenda of 23 Jul 2020 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 23 Apr 2020 was made by Joanne Ubell 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.

- A. MILITARY FAMILY SERVICES PROGRAM (MFSP) AND VETERAN FAMILY PROGRAM (VFP) FUNDING UPDATE
- B. 2020 SUPPORT OUR TROOPS SCHOLARSHIP PROGRAM FOR FAMILIES OF CURRENTLY SERVING CAF MEMBERS AND VETERANS
- C. NATIONAL SUMMER CAMPS PROGRAM
- D. MOOSE JAW MILITARY FAMILY RESOURCE CENTRE (MFRC) GENDER-BASED VIOLENCE (GBV) FUNDING NOTIFICATION FISCAL YEAR (FY) 2020-2021
- E. AN UPDATE FROM TRUE PATRIOT LOVE
- F. FUNDING NOTIFICATION FOR FISCAL YEAR (FY) 2020/2021 Q3 and Q4

5. Wing Representative's Report:

- CWO Marlene Shillingford attended the meeting and provided an update on operations at the base
- Flying back to 5 days a week, still separated in teams due to COVID-19
- 431 still on operational pause
- RCAF commander coming to visit 15 Wing on August 5th
- New mass notification email update regarding Covid from the Wing Surgeon. If a family member is being tested, the member must stay at home until the results are back.

6. Chairperson's Report:

- Nothing to report

7. Executive Director's Report:

- BRP Timelines-everything going as planned according to the BRP (Business Resumption Plan)
- All staff have completed COVID-19 awareness training
- Resumption of limited full operations for September
- Drop-in programs will now require registration
- ELC re-opening has been well received

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8. 3 CFFTS Portage:

- No report

9. Committee Reports:

Finance: Q1 Financials

A motion to approve the FY 20/21 Q1 financials as presented was made by Holly Jorstad and seconded by Jackie Lacroix.

Discussion: Finance Chair, Joanne Ubell, explained that Net Income was down because the Summer Fun program didn't operate this year due to Covid-19.

All in favour. MOTION CARRIED.

Fundraising: Nothing to report

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

Personnel: Nothing to report

Nominating: There is a potential new board member who will be completing orientation prior to the AGM and whose nomination will be put forward at the AGM.

10. Old Business:

- A. NON-PUBLIC FUNDS GOVERNANCE OPTION: Tabled

11. New Business:

- A. MFSP FUNDING REQUEST FY 2020-2021 Q3 AND Q4

A motion to approve the MFSP FUNDING REQUEST FY 2020-2021 Q3 AND Q4 as presented was made by Melanie Ellis and seconded by Jackie Lacroix.

Discussion: Regan explained that MFS wanted financials assuming COVID-19 operations and without. The numbers are the same because Ottawa doesn't fully fund operations. We received full funding for Q3 and Q4 which is positive as other centres did receive funding cuts. There may be adjustments later on as MFS have not received their full funding yet. All in favour. MOTION CARRIED.

- B. 2020-21 MFSP QUARTERLY FINANCIAL REPORT/ Q1

A motion to approve the 2020-21 MFSP QUARTERLY FINANCIAL REPORT/ Q1 as presented was made by Dani Basley and seconded by Holly Jorstad.

Discussion: Regan stated that we were close to our projected costs. The actual costs for the Family Engagement and Community Development section was higher than projected due to the transition to virtual services as a result of Covid-19. All in favour. MOTION CARRIED.

12. Board Training:

*STRATEGIC PLANNING SESSION: TBD

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13. Discussion:

14. Next board meeting: AGM 27 Aug 2020 and board meeting 22 Oct 2020

15. Adjournment: The motion to adjourn the meeting was made by Dani Basley.
All in favour. CARRIED. The meeting was adjourned at 8:00 pm.

Prepared by:



Jacelyn (Jackie) Lacroix
Secretary
Moose Jaw MFRC Inc.

Oct 27, 2020

Date

Reviewed by:

Comments:



CWO M. Shillingford
WCWO
15 Wing Moose Jaw

28 Oct 2020

Date

Reviewed by:

Comments:



Col R.J. Walker
WComd
15 Wing Moose Jaw

28 Oct 2020

Date

Approved by:



Tammy Barclay
Chairperson
Moose Jaw MFRC Inc.

30 Oct. 2020

Date