

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
25 Oct 2018**

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

15 Nov 2018

Dist List

Present:

Dani Basley	Chair
Tammy Barclay	Vice-Chair
Joanne Ubell	Finance Chair
Lisa Brake	Evaluation Chair
Vacant	Secretary
Brenna Kahvedjian	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
Regan Gorski	MFRC Dir/Ex-Officio

Not Present:

Holly Jorstad	Member at Large
Jen Anderson	3 CFFTS Portage Rep
John Hall	WCWO/Ex-Officio

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**1. CALL TO ORDER:**

The meeting was called to order at 18:33.

**2. ADOPTION OF AGENDA:**

The motion to approve the agenda of 25 Oct 2018 was made by Tammy Barclay and seconded by Jackie Lacroix. All in favour. MOTION CARRIED.

**3. REVIEW AND APPROVAL OF PREVIOUS MINUTES:**

A motion to approve the previous amended minutes of 23 Aug 2018 was made by Bert Olson and seconded by Lauren Flaherty. All in favour. MOTION CARRIED.

**4. COMMUNICATIONS:**

- A. SAVE THE DATE – MFRC GOVERNANCE FORUM #2 / À VOS AGENDAS! 2E FORUM SUR LA GOUVERNANCE DES CRFM
- B. MILITARY SPOUSAL EMPLOYMENT NETWORK / RÉSEAU POUR L'EMPLOI DES CONJOINTS DES MILITAIRES
- C. DND MILITARY SPOUSE CASUAL INVENTORY

**5. WING REPRESENTATIVE'S REPORT (WADMINO):**

- WAdminO is the Officer's Mess PMC – Discussed the concept of family night Mess events. Referred to Haley Mayer – MFRC staff to assist in the compilation of children's entertainers and related resources.

**6. CHAIRPERSON'S REPORT:**

- Board governance meeting will be in Ottawa from 02-04 Nov. Moose Jaw MFRC will have the Executive Director and Bert Olson attend on behalf of the organization.

**7. EXECUTIVE DIRECTOR'S REPORT:**

- MFRC – PROVINCIAL LEGISLATIVE FRAMEWORK – MFRC program listing with all applicable SK provincial legislative frameworks included.
- 15 WING FAMILY HALLOWEEN COMMUNITY EVENT – 28 Oct at B80 from 1330-1530
- 15 WING FAMILY HALLOWEEN PARADE – 31 Oct at B80 and HQ from 1000-1045

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**7. EXECUTIVE DIRECTOR'S REPORT (CONTINUED):**

- **ELC ASSESSMENT – SASKATCHEWAN (SK) MINISTRY OF EDUCATION**

- Below is the verbal summation from the SK Ministry of Education representative as it relates to the site visit of the casual childcare centre located at building #95:

This fall, the Moose Jaw MFRC casual childcare centre, also known as the Early Learning Centre (ELC), was assessed by the Government of Saskatchewan, Ministry of Education. As a not for profit, charitable corporation situated in the province of Saskatchewan, the MFRC must adhere to all SK provincial legislative frameworks. (This is in addition to certain applicable DND and federal frameworks that may provide guidance as it relates to MFRC operations.) The facility and program met all standards and protocols as it pertains to the delivery of unlicensed, casual childcare. (There were minor deficiencies in the facility itself, which are currently in the process of being remedied.) However, the extended daily hours of operation (0900-1600) were of concern and noted by the Ministry of Education representative, as only licensed childcare facilities are authorized to execute full-time daycare operations (all-day). The Early Learning Centre should be restricting family use to a maximum block of time for care not to exceed three (3) consecutive hours per day. If casual childcare is to remain the focus of ELC operations, with the embedded ability to meet respite and emergency respite childcare needs, the operational hours and availability will require amendment to meet provincial standards. The other option would be to convert to a full-time licensed childcare centre, which would accommodate all day childcare, but also require a separate board of directors, additional funding, grants and stand-alone operation from the MFRC. To ensure financial sustainability, the requirement would be for a licensed childcare centre to operate with primarily full time childcare allocations (spots) only with a corresponding increased fee structure. Casual and emergency respite spots would be virtually non-existent in such an entity, which would greatly impact the MFRC's ability to meet the high demand for casual, respite and/ or emergency respite childcare requirements at 15 Wing Moose Jaw. Additional and significant sources of public funding would be required in such a scenario to subsidize off-site and/ or personal emergency respite childcare options.

NOTE: Licensed childcare is not a mandated program as defined by Military Family Services (MFS), nor can it be funded and/ or supported through the use of public fund allotments through MFS. Access to casual, respite and/ or emergency respite childcare is defined as mandated and/ or enhanced site-specific as per the MFS operational plan – Parameters for Practice; and as such, can be supported with public funds.

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**8.3 CFFTS PORTAGE (SOUTHPORT) REPORT:**

- There has been a huge turnover of families during the summer, so it has been a busy time working to integrate the new arrivals into the military and civilian communities.
- Integration with the Tupper Family Resource Centre in Portage continues with a new Time Out program.
- Recent special events have included the Family day in September.
- There are 2 themed day camps this month both fully subscribed.

**9. COMMITTEE REPORTS:**

*Finance:* Jun/ Jul financial statements were presented by the finance chair for discussion and approval.

*Discussion:*

- Tangerine account difference is due to transfer - \$100,000 was transferred to a 1 yr GIC 30APR18.
- Veteran Family Program wages do not match revenue due to the current funding recovery process.
- DND funding is up due to timing. Last FY - Q2 funds were not received/input until Nov. DMFS funding is down because FY17/18 we received \$92,000 MFS Contingency funding for authorized military family services.
- Donation difference on the Comparative Income Statement (Apr to Sept) is the SUV purchase.
- Net comparative income is down \$79,672 due to timing of public funds download; increased wage costs due to the Veteran Family Program launch; higher summer fun wages with no corresponding increase to the grants; and a decrease in received donations.

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

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:* Nothing to report.

*Nominating:* Nothing to report.

**10. OLD BUSINESS:**

A.

**11. NEW BUSINESS:**

A. 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q2

2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q2 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 Tammy Barclay and seconded by Lauren Flaherty.

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

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

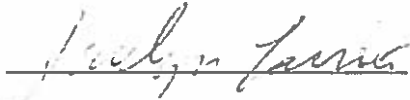
**13. DISCUSSION:** N/A

**14. NEXT BOARD MEETING:** 24 Jan 2019

**15. ADJOURNMENT:** The motion to adjourn the meeting was made by Lisa Brake.  
All in favour. CARRIED. The meeting was adjourned at 19:13.

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Prepared by:



Jacelyn (Jackie) Lacroix  
Secretary  
Moose Jaw MFRC Inc.



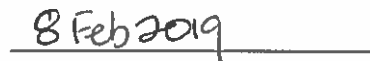
Date

Reviewed by:

Comments:



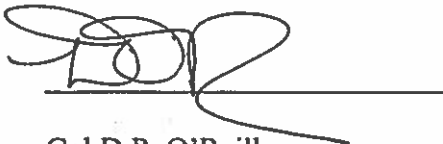
CWO Hall  
WCWO – Ex-Officio  
15 Wing Moose Jaw



Date

Reviewed by:

Comments: N/A

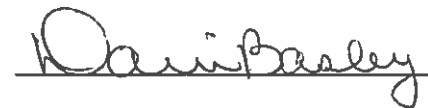


Col D.P. O'Reilly  
WComd  
15 Wing Moose Jaw



Date

Approved by:



Dani Basley  
Chairperson  
Moose Jaw MFRC Inc.



Date