

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
22 Oct 2020**

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

30 Oct 2020

Dist. List

Present:

Tammy Barclay	Chairperson
Dani Basley	Past Chairperson
Holly Jorstad	Vice-Chairperson
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Bert Olson	MFS WG Liaison
Brenna Kahvedjian	Member at Large
Caleigh Conway	3 CFFTS Portage Rep
Melanie Ellis	Member at Large
Dave Lyons	Member at Large
Jennifer Dunn	Member at Large
Kyla Peneycad	Member at Large
Marlene Shillingford	WCWO/ Ex-Officio
Regan Gorski	MFRC Dir

Not Present:

**Moose Jaw MFRC Inc.**  
**Board of Directors Meeting Minutes**  
**22 Oct 2020**

**1. Call to order:**

The meeting was called to order at 6:30 pm.

We started the meeting with a welcome ice-breaker. We discussed our first jobs and whether or not we liked them.

**2. Adoption of agenda:**

A motion to approve the agenda of 22 Oct 2020 was made by Bert Olson and seconded by Kyla Peneycad.

No Discussion. All in favour. MOTION CARRIED.

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

A motion to approve the previous minutes of 23 Jul 2020 was made by Dave Lyons and seconded by Bert Olson.

No discussion. All in favour. MOTION CARRIED.

A motion to approve the special meeting minutes of 24 Sep 2020 was made by Jennifer Dunn and seconded by Bert Olson.

No discussion. All in favour. MOTION CARRIED.

**4. Communications:**

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

- A. MASS NOTIFICATIONS – MENTAL HEALTH CONNECTIONS
- B. 15 WING COVID-19 UPDATE
- C. MOOSE JAW MFRC QUARTERLY PAYMENTS FOR FISCAL YEAR 2020-2021
- D. MOOSE JAW - GENDER-BASED VIOLENCE (GBV) FUNDING NOTIFICATION  
FISCAL YEAR (FY) 2020-2021
- E. ADDITIONAL SUPPORT AVAILABLE THROUGH THE EDUCATION ASSISTANCE LOAN  
PROGRAM FOR FAMILIES
- F. MOOSE JAW - MILITARY FAMILY RESOURCE CENTRE (MFRC) COVID

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

- WCWO Shillingford reported that the Wing Commander implemented mask-wearing on transiting indoors or when sitting in DND spaces.
- WAdminO Jennifer Dunn informed the board that the Wing Commander is planning for the next possible shut-down with a focus on trying to keep flying operations lasting as long as possible.

**6. Chairperson's Report:**

- Nothing to report.

**Moose Jaw MFRC Inc.**  
**Board of Directors Meeting Minutes**  
**22 Oct 2020**

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

- The Healthy Relationships campaign is running this week and next week. Virtual panel discussion next Wednesday. (Also incorporated into unit safety briefings.)
- Family Support Coord and team met with all reserve units and lodger units to facilitate uptake on programs, especially Family Services Regina.
- Halloween parade at Bushell Park on 25 Oct.

**8. 3 CFFTS Portage:**

- Pumpkin carving contest next weekend and pumpkin parade.
- Grand re-opening held for the new downtown office.
- Future plans for COVID-mitigated activities for winter and Christmas.

**9. Committee Reports:**

*Finance:* Finance chair, Joanne Ubell, presented the Q2 financials. Joanne noted that there are many differences in the comparative financial statements. Some of the differences are due to the timing of funding, other impacts are due to COVID, such as the lack of summer fun revenue. Currently we are still in good financial shape.

A motion to approve the FY 20/21 Q2 financials as presented was made by Bert Olson and seconded by Holly Jorstad.

Discussion:

- Bert noted that the staff professional development number is much lower than last year. The MFRC Executive Director stated that that expenditures will increase substantially in Q3/4, as there has been significant uptake in the last few months. Also, educational reimbursement protocols were amended so that courses need to be successfully completed prior to reimbursement, instead of upon approval. Therefore, professional development expenditures will be realized later in this fiscal year.
- There was a question as to whether the MFRC was able to apply for a Sask Reopen training subsidy grant. The MFRC Executive Director stated that the MFRC application did not meet the specific training criteria for current operations.

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:* Nothing to report.

**Moose Jaw MFRC Inc.**  
**Board of Directors Meeting Minutes**  
**22 Oct 2020**

**10. Old Business:**

- A. NON-PUBLIC FUNDS GOVERNANCE OPTION: Tabled

**11. New Business:**

- A. 2020-21 MFSP QUARTERLY FINANCIAL REPORT/ Q2  
A motion to approve the 2020-21 MFSP QUARTERLY FINANCIAL REPORT/ Q2 as presented was made by Dave Lyons and seconded by Jennifer Dunn.  
No Discussion. All in favour. MOTION CARRIED.

**12. Board Training:**

- \*STRATEGIC PLANNING SESSION: TBD

**13. Discussion:**

- WCWO Shillingford noted that the Board meeting minutes are slower to get to the Wing Commander's office and asked if we have looked at using digital signatures for the minutes. MFRC Executive Director will examine protocols WRT digital signatures and provincial legislative requirements.

**14. Next board meeting: 28 Jan 2021 - virtual**

**15. Adjournment:** The motion to adjourn the meeting was made by Dave Lyons. All in favour. CARRIED. The meeting was adjourned at 7:10 pm.

Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
22 Oct 2020

Prepared by:

Jacelyn Lacroix

Digitally signed by Jacelyn Lacroix  
Date: 2021.01.28 20:30:30 -06'00'

Jacelyn (Jackie) Lacroix  
Secretary  
Moose Jaw MFRC Inc.

\_\_\_\_\_

Date

Reviewed by:

Comments:

SHILLINGFORD,  
D, MARLENE  
604

Digitally signed by SHILLINGFORD,  
MARLENE 604  
DN: C=ca, O=gc, OU=dnd-mdn,  
OU=Personnel, OU=intern, CN="SHILLINGFORD, MARLENE 604"  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2021.02.01 15:05:44-05'00'  
Foxit PhantomPDF Version: 10.1.0

CWO M. Shillingford  
WCWO  
15 Wing Moose Jaw

\_\_\_\_\_

Date

Reviewed by:

Comments:

WALKER,  
RONALD  
609

Digitally signed by WALKER,  
RONALD 609  
DN: C=CA, O=gc, OU=dnd-mdn,  
OU=Personnel, OU=intern, CN="WALKER, RONALD 609"  
Reason: I am approving this document  
Location: 15 Wing Moose Jaw  
Date: 2021.02.02 16:10:43-06'00'  
Foxit PhantomPDF Version: 10.1.0

Col R.J. Walker  
WComd  
15 Wing Moose Jaw

\_\_\_\_\_

Date

Approved by:

Tammy  
Barclay

Digitally signed by Tammy Barclay  
Date: 2021.02.03 12:00:58 -06'00'

Tammy Barclay  
Chairperson  
Moose Jaw MFRC Inc.

\_\_\_\_\_

Date