

**Petawawa Military Family Resource Centre
Board of Directors Meeting**



20 September 2023 – 18:00 hrs (Zoom Video Conference)

In Attendance:	Julia Graydon Alice Trudelle	Andrea Davies Eva Medi	Kevin De Ruiter	Janna Hotson
Absent:	Elizabeth Urso			
Special Guests:	Derek de Ruiter	Julie Hollinger	Col Guiney	
Attendees:	Annie Beaudoin, Shauna Holland, Claudia Beswick, Stephanie Condon, Brittany Sheppard, Shannon Vincent, Kirstie York, Rebecca Wasson, Monica Yakimak, Sue Leclair, Emma Goguen, Angie Daber-Roggie, Jess Pfeiffer, Carrie Lapierre, Marc Brabant, Crystal Black, Nicole Walters, Claire Batty, Kristyn Magee, Janna Koopman, Elizabeth Addicott, Mireille Mainville			

Ite	Subject	Sponsor
1.	Opening Remarks <ul style="list-style-type: none"> Derek de Ruiter welcomed and reviewed housekeeping items. Land Acknowledgement 	Derek de Ruiter Andrea Davies
2.	Call to Order <ul style="list-style-type: none"> Welcoming of invited guests. Regrets were sent from our CPAN community partner. The meeting is called to order at 6:08 p.m. Review of our Board of Directors, governance structure, what is an AGM, eligible voters. 	J. Graydon
3.	Approval of Agenda (Motion) BOD-2023-16 <ul style="list-style-type: none"> Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	J. Graydon
4.	Welcoming Remarks <ul style="list-style-type: none"> Col. Guiney spoke about the issues that military families are facing and his appreciation of the PMFRC and our Board of Directors. He made an announcement that an additional monetary contribution will be made to the PMFRC this week rather than waiting until a later date. He is hoping to make this a part of our agency baseline at a future date. Seamless Canada is an agency working at removing barriers Military Families face. Col. Guiney has highlighted for the agency the unique challenges that Military Families are facing. There is a team working on removing barriers. The new PMFRC building is on track to begin construction in the spring of 2024. Garrison Petawawa is in a high deployment cycle. There are close to 1000 soldiers deployed now and another 1000 will be deployed in the new year. We expect this deployment cycle to return in 2025. Affordable housing, access to family healthcare and childcare are the main issues that the base is tracking and seeking innovative solutions to. 	Col. Guiney
5.	Approval of Previous Minutes BOD-2023-17 <ul style="list-style-type: none"> Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	All
6.	Presentation of Financial Audit FY 2022-2023 - BOD-2023-18 & BOD-2023-19 <ul style="list-style-type: none"> Marc Brabant from Raymond Chabot Grant Thornton, Chartered Professional Accountants presented the findings from the financial audit. The financial statements were presented to the membership. 	Marc Brabant
7.	Approval of Financial Audit <ul style="list-style-type: none"> Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	Janna Hotson

8.	Approval to re-appoint the auditors of Raymond Chabot Grant Thornton for next 2 years. <ul style="list-style-type: none"> • Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	Janna Hotson
9.	Election of new Board Members, Shannon Vincent, Kirstie York, Nicole Walters, Shauna Holland <ul style="list-style-type: none"> • Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	J. Graydon
10	Approve the slate of nominations for the executive committee. <ul style="list-style-type: none"> • Motion carried. In favour 100%, Opposed 0%, Abstained 0% 	J. Graydon
11	Bylaw Review <ul style="list-style-type: none"> • No bylaw amendments last fiscal year 	J. Graydon
12	Old Business <ul style="list-style-type: none"> • No Old Business 	J. Graydon
13	New Business <ul style="list-style-type: none"> • No New Business 	J. Graydon
14	Annual Report Highlights <p>a) <u>Board Chair Report</u></p> <ul style="list-style-type: none"> • Julia discussed the transition of the new Executive Director, the governance modernization process, MFS modernization and the transition to the Canada-Wide Early Learning and Child Care Plan (CWELCC). • We are excited about the construction of our new building and will support the PMFRC to ensure each department has what they need to transition to the new location. Our board is committed to transparency to the staff, stakeholders, and community partners. • We are proud of our major project to review and update our salary grids and the policies we have updated to reflect changes in legislation and Covid -19. <p>b) <u>Committee Reports</u></p> <p>Board Development Committee</p> <ul style="list-style-type: none"> • Julia discussed our board orientation, governance professional development day and a review of the board orientation package. • The committee has recruited new board members elected this evening. <p>Governance Committee</p> <ul style="list-style-type: none"> • The committee has reviewed an updated our HR policy. We are preparing for a review of the governance policy to be in line with ONCA considerations. Our committee has taken on the task of reviewing the board workplan to ensure we are on track with our timelines and targets. <p>Finance Committee</p> <ul style="list-style-type: none"> • The committee has been busy this year looking ensuring the PMFRC manages resources, is a sustainable organization and reviewing challenges with the new CWELCC. The board has reviewed the organizations investment strategy. This year we underwent a financial audit. We have reviewed the compensation strategy and approach. <p>c) <u>Highlights from Executive Director</u></p> <ul style="list-style-type: none"> • Derek highlighted the points that are in his annual report. 	<p>J. Graydon</p> <p>J. Graydon</p> <p>A. Davies</p> <p>J. Hotson</p> <p>D. de Ruiter</p>
15	Presentation of the Community Partner Award <ul style="list-style-type: none"> • CPAN (Child Poverty Action Network) was presented with our community partner award. The PMFRC is proud to be a partner location for distribution of their supports to families including the snowsuit program and back to school backpack program. We appreciate the partnership and look forward to our continued collaboration in the future. 	Alice Trudelle
13	Closing Remarks <ul style="list-style-type: none"> • Thank you to everyone who joined us this evening to hear about the wonderful work we did in 2022-2023. 	J. Graydon

Approved / Not Approved

J. Graydon

Julia Graydon
Board Chairperson

Andrea Davies

Andrea Davies
Vice Chair

Mission: To provide exceptional support to support our military families and surrounding communities.

Vision: A strong capable, connected military community.

