

21st September 2022 – 18:00 hrs (Zoom Video Conference)

In Attendance:	Amanda Logan	Julia Graydon	M. Charest	Alice Trudelle	Elizabeth Urso
	Janna Hotson	Elizabeth Addicott	Andrea Davies	Tara Levandier	Eva Medi
Absent:					
Special Guests:	Claudia Beswick	LCOL Enno Kerckhoff	LCol Pat Locatelli	Kara Lee Casselman	
	Karen Donovan	Marc Brabant			
Attendees	Annie Beaudoin	Deborah Cooper	Sarah Gunter	Caire Batty	Jessica Pfeiffer
	Angie Daber-Roggie	Michelle McDonald	Brittany Sheppard	Chris Quigley	
	Monica Yakimak	Christine Martel	Christina Schramm	Carrie Lapierre	Casandra Foire
	Sue Leclair	Andrea Wookey			

Item	Subject	Sponsor
1.	Opening Remarks <ul style="list-style-type: none"> Meeting House Keeping Land Acknowledgement Welcomes Reviewed: Role of the Board, Board Governance Structure, Purpose of AGM, Eligible Voting Membership and how to vote virtually for our AGM <u>Garrison Commander</u> <ul style="list-style-type: none"> Spoke to the flexibility of the programing and support provided by the PMFRC as reactive to the ever-changing CAF force Thank you for all the work you are doing to support our families 	LCOL Enno Kerckhoff
2.	Call to Order a) Called to order September 21 st 2022 at 18:15 hrs.	J. Graydon
3.	Approval of Agenda (Motion) BOD-2022-14 <i>In Favour: 89% Opposed: 0% Abstained: 11%</i>	J. Graydon
4.	Conflict of Interest	All
5.	Approval of Previous AGM Minutes BOD-2022-15 a) 29 th September 2021 (Motion) <i>In Favour: 74% Opposed: 0% Abstained: 26%</i>	All
6.	Presentation of Financial Audit (FY 2021-2022) BOD-2022-16, BOD-2022-17 a) Financial Audit Approval (Motion) <ul style="list-style-type: none"> Auditors presented and highlighted the findings from the audit: No surprises to be encountered in an audit opinion – “a positive opinion” “Financial Statement of Operations”: increase in general revenue (attributed to day care fees and reopening), increases in expenditures (salaries and employee benefits, and reopening costs not used during Covid-19) Reviewed “Changes in Net Assets” “Statements of Cash Flow”: where cash has been utilized and gained, little bit higher than the organization was last year Explained and clarified all “Notes to the Financial Statements” <ul style="list-style-type: none"> Thank you from our treasurer to all PMFRC staff and specifically the management and finance teams who have contributed to making the organization sustainable and strong <i>In Favour: 76% Opposed: 0% Abstained: 24%</i> b) Confirmation of the Auditor (Motion) <i>In Favour: 76% Opposed: 0% Abstained: 24%</i>	Mark Brandant J. Hotson
7.	Elections (Motion) BOD-2022-18, BOD-2022-19 a) Slate of Nominations <i>In Favour: 69% Opposed: 0% Abstained: 31%</i> b) Election of Board Executive <i>In Favour: 68% Opposed: 0% Abstained: 32%</i>	All Board of Directors

8.	<p>Bylaw Review (Motion) BOD-2022-20</p> <ul style="list-style-type: none"> • Review of Amended Bylaws <ul style="list-style-type: none"> • Revised to include a numbering system to make it easier to reference the document • Made mandatory changes to comply with the Ontario Charities Act • Remove heading name “membership” and replaced with “the Affairs of the Organization” • Clarified what is a Special General Meeting • Added details of holding virtual meetings • Added vacancy section (grounds to vacate a position) • Expanded definitions section • Explained who a voting member is and what are the classes of membership • Clarified what disqualifies someone from being a director • Added consent and COI statements under board make-up section • Merged redundancy i.e. ‘election to the board section merged’ to remove duplicate statements • Added board registry section • Moved Roberts Rules of Orders to the “Affairs of the Organization” section (improving flow of reading the document) • Added limitation section in the Indemnity of the Board section • Added effective date • Added repeal date <p><i>In Favour: 75% Opposed: 0% Abstained: 25%</i></p>	T. Levandier
9.	<p>Old Business</p> <ul style="list-style-type: none"> • No Old Business 	J. Graydon
10.	<p>New Business</p> <ul style="list-style-type: none"> • No New Business 	J. Graydon
11.	<p>Annual Report Highlights</p> <p>a) <u>Board Chair Report</u></p> <ul style="list-style-type: none"> • Full report can be found in the Annual Report (Chair Letter) • Accreditation Review ensuring governance and leadership standards were met • Completion of PMFRC Compensation Philosophy and implementation of the new compensation plan <p>b) <u>Committee Reports</u></p> <p>Board Development Committee</p> <ul style="list-style-type: none"> • Planning and facilitating the board’s annual orientation • Planning the annual governance professional development day • Review and updating of the board information package • Initiation of recruitment campaign to fill vacancies • Interviewing potential board candidates <p>Board Governance Committee</p> <ul style="list-style-type: none"> • Completed the review and update of the PMFRC Bylaws • Review and update/modernization of the HR Policy • Review of COVID related policies (attestation and mandatory vaccination policies) implemented, in alignment with our strategic priority of staff/client safety in the workplace • Review and approval of the “Right to Disconnect Policy” which was a mandatory requirement under the Employment Standards Act <p>Board Finance Committee</p> <ul style="list-style-type: none"> • The committee was busy this year looking after the oversight of financial resources and supporting operations to ensure the staff and stakeholders have what they need to do the great work of the PMFRC • Thank you to the committee, Business Manager and Executive Director for their work in a challenging year • Organization does stay in a strong financial position • Major projects that have been overseen and supported include: a transition of accounting packages, supporting the strategic priority of having the ability for daycare payments to be made online, research and completion of transitioning PMFRC’s investment from GIC’s with TD Bank to the CFCF Fund (Canadian Forces Central Funds) and review and recommendations of the overall PMFRC’s compensation plan for approval by the board 	<p>J. Graydon</p> <p>J. Graydon</p> <p>T. Levandier</p> <p>J. Hotson</p>

	<p>c) <u>Highlights form Executive Director</u></p> <ul style="list-style-type: none"> • Full report can be found in the Annual Report 	C. Beswick
12.	<p>Community Partner Award</p> <ul style="list-style-type: none"> • Community Stakeholder Engagement is fundamental to the PMFRC's ability to provide supports to CAF families at Garrison • The Board would like to recognize a partner organization for their collaboration and commitment to our shared values of supporting CAF families. • Michelle Charest presented this award to Karen Donovan who accepted the award on the behalf of her team • Really appreciate the teamwork, collaboration, and commitment to our clients we serve <p>Special Recognition Award</p> <ul style="list-style-type: none"> • T. Levandier will be presenting this award to the Specialized Care Program and Carrie Lapierre accepted on behalf of her team • This award is given in recognition all specialized staff who have worked in the program since the pandemic • Numerous examples of how staff in this program go above and beyond to meet the needs of our families during stressful times • T. Levandier also recognized the PMFRC's two Emergency Care Providers, Michelle King and Christine Martel • This award is being presented in recognition of their tireless work in exceptional circumstances supporting families throughout the Covid-19 pandemic 	A. Davies
13.	Words of Appreciation	C. Beswick
11.	<p>Closing Remarks</p> <ul style="list-style-type: none"> • Thanking the BOD, ED and the staff for constantly evolving and pivoting these past few years while implementing the new framework and navigating the launch of a new funding process • PMFRC is always first in mind when any new initiatives or pilot projects are being developed as the PMFRC is always willing to engage in new opportunities to innovate supports and services. This is really recognized, appreciated, and acknowledged at the national level • Thank you to Claudia Beswick for on-going dedication to improving services to families by her participation in the advisory and working groups that happen at the national level • Thank you to the BOD, ED and staff and volunteers on behalf the MFS 	K.L. Casselman
15.	<p>Adjournment (Motion) BOD-2022-21 <i>In Favour: 80% Opposed: 0 Abstained: 20%</i></p>	J. Graydon

Approved / Not Approved



Julia Graydon
Board Chairperson



Elizabeth Addicott
Secretary

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

Vision: A strong, capable, connected military community.

