PMFRC CRFMP
Petawawa Military Family Resource Centre
Centre de ressources pour les familles des militaires de Petawawa

Minutes
Board of Directors Annual General Meeting (AGM)

Date / Time: 18 September 2025 – 18:00 hrs (Zoom Video Conference)

Attendance: Janna Hotson, Elizabeth Urso, Lili Barnett, Jenifer Bradley, Simon Brooks, Stephanie Gagne, Cesar Herrara, Jenny Hickson-Alexander, Denver Hilland, Jody-Anne MacDonald, Nicole Walters

Special Guests: Col S. Trenholm, CWO T. Buchanan, LCol S. Evans, Brian Doyle, Rosalie Bryan-Sack, Tara-Lee Hendrycks, Kara-Lee Casselman, Marc Brabant, Nicholas Scott, Julie Hollinger

Attendees: Rebecca Wasson, Claire Batty, Carrie Lapierre, Amy Mackenzie, Audra Van Horne, Sue Leclair, Jenifer Bradley, Louise Anderson, Stephanie Condon, Jessica Pfeiffer, Monica Yakimak, Angie Daber-Roggie, Crystal Black, Mireille Mainville, Christina Blaskavitch, Gary Wan, Sarah Gunter, Brittany Sheppard, Jade Nauman, Joel Gallagher, Line Sorel, Maggy Houle, Annie Beaudoin

Item	Subject	Sponsor
1.	**Opening Remarks** • Welcome to all those in attendance including our special guests and dignitaries. • Elizabeth Urso read and presented our land acknowledgement • Elizabeth Urso presented who is eligible for voting and that it is extended to all serving Military members, including Reservists associated with Garrison Petawawa, and a close family member to a Military member or Veteran.	J. Hotson E. Urso J. Hollinger
2	**Welcoming Remarks** • Col Trenholm, Commander of 4th Canadian Division Support Group thanked the PMFRC for all the hard work and support that is provided to the Petawawa Military community.	Col S. Trenholm
3.	**Call to Order** Janna Hotson called the meeting to order at 1825hrs.	J. Hotson
4.	**Approval of Agenda (Motion)** • Motion made by Janna Hotson to approve the Annual General M eeting Agenda for 24 September 2025 as presented. Motion Seconded by Elizabeth Uso. All in Favour - Motion Carried.	J. Hotson

5	**Conflict of Interest** No conflicts of interest were declared.	
5.	**Approval of Previous Minutes** • Motion made by Janna Hotson to approve the previous minutes from the Annual General Meeting dated 18 September 2024, as presented. Motion Seconded by Jenifer Bradley. All in Favour - Motion Carried.	J. Hotson
6.	**Presentation of Financial Audit FY 2024-2025 &** **Appointment of Auditors FY 2025-2026** • Nicholas Scott from Raymond Chabot Grant Thornton Chartered Professional Accountants presented the Financial Audit FY 2023-2024. Nicholas shared and reviewed the Independent Auditor's report, which states that it is the opinion of the audit firm that the financial statements present fairly, in all material respects, the financial position of the PMFRC as at March 31, 2025, and its results of operation, its changes in net assets and its cash flows for the period then ended in accordance with the Canadian public sector accounting standards. Motion made by Lili Barnett to receive the Financial Audit ending 31 March 2025 of the PMFRC as conducted and presented by Raymond Chabot Grant Thornton, Chartered Professional Accountants. Motion Seconded by Elizabeth Urso. All in Favour - Motion Carried. • The PMFRC is required to have an external audit on an annual basis, and in following with best practices, routinely refreshes audit contracts to ensure independent perspectives are gained. The year, the organization under took procurement for a new audit firm, to which Lekadir LLP were the successful bidders. Motion made by Lili Barnett to appoint the auditors Lekadir LLP as the PMFRC's Auditors for the next fiscal year, 2025-2026. Motion Seconded by Jody-Anne MacDonald. All in Favour - Motion Carried.	L. Barnett N. Scott L. Barnett
7	**Elections New Members (Motion)** • Elizabeth provided an overview of Board composition, sharing that the PMFRC bylaws state we are able to have up to 12 members. We	E. Urso

	currently have 5 board members continuing their two-year term. We say good-bye to Directors Shauna Holland, Immaculee Uwanyiligira and Eva Medi. The following re-appointments to the Board are presented for two-year terms: • Janna Holtson • Jody-Anne McDonald (appointed to the Board since our last AGM) • Simon Brooks (appointed to the Board since our last AGM) Motion made by Elizabeth Urso for to elect returning Board Members Janna Hotson, Jody-Anne MacDonald and S. Brooks for two-year terms. Motion Seconded by Nicole Walters. All in Favour - Motion Carried. • We have 3 new members standing for election: • Jennifer Hickson • Stéphanie Gagné • Denver Hillard Motion made by Elizabeth Urso to elect Jennifer Hickson, Stephanie Gagne and Denver Hilland as Directors for two-year terms. Motion Seconded Lili Barnett. All in Favour - Motion Carried.	
8	**Bylaw Review and Approval (Motion)** • Elizabeth Urso, Vice Chair explained that the PMFRC and the governance committee has worked hard to update our by-laws. Elizabeth Urso summarized the changes to the by-laws as follows: • Updates to clarify director terms and election processes • Clarification on language, and ensuring gender neutral terms The proposed revisions to the bylaws were shared with the membership and available during the meeting. Motion made by Elizabeth Urso to approve the revised Bylaws as presented. Motion Seconded Jenifer Bradley. All in Favour - Motion Carried.	E. Urso
9	**Board Highlights** Reports from the Board Subcommittees were shared: • Development Committee- Janna Hotson Janna shared the committee has focused on director onboarding processes and requirements, recruitment of directors and development of professional development for the Board and	

	leadership. • Governance Committee- Elizabeth Urso Elizabeth shared the committee has focused on bylaw revisions and targeted development of key governance policies and practices. • Finance Committee – Eliane Barnett Elaine shared the committee has worked on finance policy review, procurement for a new audit firm and review of the audit process for the last fiscal year.	
10	**ED Highlights** • Julie Hollinger, Interim Executive Director, highlighted some of the key points from the Annual Report.	J. Hollinger
11	**Community Partner Award** • The recipient of the Community Partner Awards this year are Doyle Salewski and the McCluskey Group for their ongoing support of the PMFRC. • Accepting on behalf of Doyle Salewski was Brian Doyle. • Accepting on behalf of the McCluskey Group was Tara Lee-Hendrycks	J-A MacDonald
12	**Old Business** None identified.	J. Hotson

13	**New Business**
	• Janna Hotson presented the new PMFRC Strategic Plan for 2025-2030. Thank you to all of the community partners, clients and staff members who shared their feedback as part of this planning process.
	• The PMFRC Mission, Vision and Values remain unchanged.
	• Janna outlined the new Strategic Priorities for the PMFRC:
	  ○ Engaged, Informed, and Included
	  ○ Supporting People, Strengthening Impact
	  ○ Families Front and Centre
	  ○ Operational Strength, Continuous Growth
	
	Motion made by Janna Hotson to approve the 2025-2030 Strategic Plan as presented.
	Motion Seconded by Simon Brooks.
	All in Favour - Motion Carried.
		J. Hotson

14	**Closing Remarks and Adjournment** J. Hoston adjourned the meeting at 1930hrs.	J. Hotson

Approved:

Janna Hotson
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Janna Hotson
Board Chairperson

Approved:

Elizabeth Urso
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Elizabeth Urso
Vice Chair