

**Board of Directors Meeting
Shilo MFRC
Minutes
September 26, 2024**

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
KELSEY MORGAN	Vice-Chair	Regrets
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	Regrets
JESSIE SANGSTER	Member	Regrets
EVAN ROBICHAUD	Member	Present
MEGAN NOCQ-MACRAE	Member	Present
MARY O'CALLAGHAN	Member	Present
ROB LAVIN	Executive Director	Present
LT. PETER NADASADY	Base Rep	Regrets
CPT. MARSHALL MAINPRIZE	Ex-Officio 1RCHA	Regrets
CPT. KRUK	Ex-Officio 2PPCLI Rep	Regrets
CHRIS CABLE	Daycare Director	Regrets
KAILEN HARTE	Assistant Daycare Director	Present

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at 6:34pm	
2.	Introductions	
	Welcome <ul style="list-style-type: none"> - Christine asks to be reminded about any outstanding items - Kelsey resigning from MFRC board as vice-chair and as a board member 	
3.	Agenda	
	1. Motion to approve the agenda as presented from 26 September 2024. <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Nicole Ziler c. All in favour - motion carried 	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from Shilo MFRC BoD Meeting Minutes 21 September 2024	

	<ul style="list-style-type: none"> a. motion: Christine Wright b. second: Evan Robichaud c. All in favour - motion carried 	Motion Carried
5.	Old Business	
	<ul style="list-style-type: none"> 1. Outstanding from Previous Minutes <ul style="list-style-type: none"> a. Nil 2. Emailed Motions: <ul style="list-style-type: none"> a. Nil 	
6.	Committee Updates	
	<ul style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ul style="list-style-type: none"> 1) Annual Review - book prep for October <ul style="list-style-type: none"> 1. Meeting required for this committee (early Oct time-frame) 2) Vacant Exec Position <ul style="list-style-type: none"> 1. Evan Robichaud volunteers to be interim vice-chair 2. Motion to appoint Evan Robichaud as interim vice chair 3. Second: Mary O'Callaghan 4. All in favour motion carried b. <u>HR Committee Updates:</u> <ul style="list-style-type: none"> 1) Board Policy <ul style="list-style-type: none"> 1. by Laws- see changes made in document that is shared in the drive. Comment with any changes in the document. 2) Employee Policy Manual <ul style="list-style-type: none"> 1. Done by WestCan HR. Multiple documents combined and streamlined into this document. 2. Comment with any changes in document. Changes will be streamlined into another document for later review and approval. c. <u>Finance Committee Updates:</u> <ul style="list-style-type: none"> 1) July Package <ul style="list-style-type: none"> 1. Motion to approve July Package as presented: Nicole Ziler 2. Second: Megan Nocq-MacRae 3. All in favour - motion carried 2) August Package <ul style="list-style-type: none"> 1. Motion to approve August Package as presented: Nicole Ziler 	<p>Motion carried</p> <p>Motion Carried</p>

	<p>2. Second: Evan Robichaud</p> <p>3. All in favour - motion carried</p>	Motion Carried
	<p>3) GIC Maturity/Investing</p> <p>1. GIC matured, contents of fund moved into savings acct. Meeting with investor upcoming at next finance committee meeting to discuss current and future investments.</p> <p>4) Emergency Funding Update</p> <p>5) Youth centre update and wishlist</p> <p>1. Lots of wishes from staff; needs to be reassessed and critiqued for creative solutions to fill item needs/wants</p> <p>6) FY2026 Budget update</p> <p>1. 2026 budget planning underway</p> <p>7) HR/Payroll System update: ADP</p> <p>1. ongoing and moving forward with new contract with ADP</p> <p>8) Travel funding update</p> <p>1. Travel should be limited to essential travel</p> <p>9) WestCan Wage Review</p> <p>10) Auditing contract with BDO is going to be reassessed. New annual fee has been presented by BDO which is incredibly inflated in comparison to years past. Different companies may be looked into for future business.</p> <p>11) Nicole Ziler: Motion to approve MFRC wage scale effective 01 April 2024 as presented</p> <p>1. Motion seconded: Megan Nocq-MacRae</p> <p>2. All in favour - motion carried</p> <p>d. <u>Child Services Committee Update:</u></p> <p>1) Policy Update Progress</p> <p>1. Moving along. Still under review.</p> <p>2) Behaviour Management Contract Update</p> <p>1. Still under review. To be completed/further reviewed in september.</p> <p>3) Youth Room Movement Update</p>	Motion carried

	<ol style="list-style-type: none"> 1. Floor plan required to continue with approvals with province 2. Funding being looked at to facilitate certain costs of the updates 4) Church 1. on going updates, work is being done. estimated time of completion, new years 5) School age program washroom being updated with high change table 	
7.	New Business	
	<p>Recognition</p> <ul style="list-style-type: none"> • Evan Robichaud, welcome as interim vice chair <p>a. Correspondence</p> <ol style="list-style-type: none"> 1) Emergency Funding notification 2) Risk Registers 3) Leadership Training 4) Military And Veteran Family Services Program - Risk Profile Project 5) FY 25-26 <p>b. Miscellaneous</p> <ol style="list-style-type: none"> 1) All of our history on google drives will hopefully be moved over to one drive home in October. 	
8.	ED Report	
	<ol style="list-style-type: none"> 1. New hire updates 2. Renovation updates for daycare side 3. 25/26 funding planning underway 	
9.	Children Services Update	
	<ol style="list-style-type: none"> 1. Waiting list: 109, mostly infants and pre-school 2. 12 open spaces in school age, no wait list - board supports, province supports, leaving these spaces available for aging up kids 3. Quarterly reviews going well; ISP staff hires ready to go, waiting for province to reassess 	
10.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: nil 2. 1 RCHA: nil 3. 2PPCLI: nil 	
11.	Volunteer Hours	
	<ol style="list-style-type: none"> 1. Please communicate monthly volunteer hours to the Vice-Chair 	All Members
12.	Round Table	

	Community member concern: military member is frequently away, family doesn't qualify for deployment programs as spouse isn't away for the mandatory 30 days. Next Meeting – October 24th 6:30 pm – will send updated calendar invites	All Members
13.	In Camera	
	In camera session initiated at 8:13pm. In camera session completed at 8:31pm.	All Members
14.	Adjournment	
	<ol style="list-style-type: none"> 1. Motion to adjourn meeting at 8:12pm. 2. Meeting adjourned again at 8:34pm. <ol style="list-style-type: none"> a. motion: Christine Wright b. second: Megan Nocq-MacRae c. All in favour 	Motion Carried

Signed,

 Christine Wright
 Board Chair
 Shilo MFRC Board of Directors

 Catherine Cole
 Secretary
 Shilo Board of Directors

Date Approved: