

**Board of Directors Meeting
 Shilo MFRC
 Minutes
 October 24th, 2023**

| Name | Position | Attendance |
|-----------------------|-----------------------|------------------------|
| CHRISTINE WRIGHT | Chair | Present |
| KELSEY MORGAN | Vice-Chair | Present (Virtually) |
| MICHELLE BRADLEY | Treasurer | Present |
| CATHERINE COLE | Secretary | Present |
| NICOLE ZILER | Member | Present |
| JESSIE SANGSTER | Member | Present |
| EVAN ROBICHAUD | Member | Present |
| MEGAN MACRAE | Member | Present |
| MARY O'CALLAGHAN | Member | Regrets |
| ROB LAVIN | Executive Director | Present |
| WILLEMEN VAN LANKVELT | Executive Director | Present |
| LT. KIMBERLY ROODE | Base Rep | Present |
| CPT. BRIAN MILLS | Ex-Officio 1RCHA | Regrets |
| LT CALLUM MILLER | Ex-Officio 2PPCLI Rep | Regrets |

| Item | Agenda | |
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| 1. | Call Meeting to Order | |
| | Meeting called to order at 1831 hr | |
| 2. | Introductions | |
| 3. | Agenda | |
| | 1. Motion to approve the agenda as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Nicole Ziler c. All in favour | Motion Carried |
| 4. | Previous Minutes | |
| | 1. Motion to approve the meeting minutes from September 28th, 2023 as presented <ul style="list-style-type: none"> a. motion: Christine Wright b. second: Michelle Bradley c. All in favour | Motion Carried |



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| 5. | <p>Old Business</p> |
| | <ol style="list-style-type: none"> 1. Outstanding from Previous Minutes <ol style="list-style-type: none"> a. Nil 2. Emailed Motions: <ol style="list-style-type: none"> a. Nil |
| 6. | <p>Committee Updates</p> |
| | <ol style="list-style-type: none"> a. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> 1. ED Hiring/Transition- Welcome Rob! b. <u>HR Committee Updates:</u> <ol style="list-style-type: none"> 1) Board Training <ol style="list-style-type: none"> 1. Schedule will be shared via email <ol style="list-style-type: none"> a. November 4th. Open to all board members. Schedule to be distributed tomorrow. Thank you to Kelsey for organizing this! 2. Contracting Policy <ol style="list-style-type: none"> a. Part of the funding application this year is that we must submit a contracting policy. Must have completed before the next meeting as application is due Nov 24th. Intent is to ensure fairness and equity in hiring. Basing off Halifax's template. Will pass document as an email motion. c. <u>Information Management Committee:</u> <ol style="list-style-type: none"> 1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed. <ol style="list-style-type: none"> 1. Outsourcing to WestCan. Further updates to follow. d. Finance Committee Updates: <ol style="list-style-type: none"> 1) Signing Authority Motions: <ol style="list-style-type: none"> a. Westoba b. BMO c. RBC <p>Motion to remove Willie from Westoba and BMO</p> <ol style="list-style-type: none"> d. Second by: Nicole Ziler e. All in favour |

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| | <p>Motion to Add Rob Lavin to Westoba, BMO, RBC accounts</p> <ul style="list-style-type: none"> f. Second by: Jessie Sangster g. All in favour <p>Motion to add Rob to spend dynamics as the primary administrative cardholder and remove Willie</p> <ul style="list-style-type: none"> h. Second by: Evan Robichaud i. All in favour <p>2. September Package</p> <ul style="list-style-type: none"> a. Motion to approve b. Second: Jessie Sangster c. All in favour <p>3. MFS Q2</p> <ul style="list-style-type: none"> a. Motion to approve b. Second Megan Macrae c. All in favour <p>e. <u>Child Services Committee Update:</u></p> <ul style="list-style-type: none"> 1) Space Update <ul style="list-style-type: none"> 1. Walk through done in the beginning of Oct. Furniture and toys being ordered→ arranging pick up in Winnipeg via base transport. Ads out for staffing. No applications for ECEs yet, a few CCA applications. Advertising- initiate a referral program? Offer incentives for education grants for current staff to expand education. Can we promote at ACC for students? 2) Letter to Board <ul style="list-style-type: none"> 1. Policy to stand as written. | <p>Motions Carried</p> |
| <p>7.</p> | <p>New Business</p> | |
| | <ul style="list-style-type: none"> a. Recognition b. Correspondence <ul style="list-style-type: none"> 1) SHILO - SUPPLEMENTAL VIRTUAL REVIEW FY22-23 2) Advisory Council + Update Email 3) Contract Policy | |
| <p>8.</p> | <p>ED Report</p> | |
| | <ul style="list-style-type: none"> a. MFS Programs and Services Update; b. Youth Program Update | <p>See Shared Drive</p> |



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| | c. Day Care Update | |
| 9. | Ex-Officio Reports | |
| | <ol style="list-style-type: none"> 1. CFB Shilo: Present 2. 1 RCHA: Absent 3. 2PPCLI: Absent | |
| 10. | Volunteer Hours | |
| | 1. Please communicate monthly volunteer hours to the Vice-Chair | All Members |
| 11. | Round Table | |
| | <ol style="list-style-type: none"> a. Christmas Board event - TBD, early December date b. Next Meeting – 30 November 2023 6:30pm – will send updated calendar invites | All Members |
| 12. | In Camera | |
| | | All Members |
| 13. | Adjournment | |
| | <ol style="list-style-type: none"> 1. Motion to adjourn meeting at 19:46 hr <ol style="list-style-type: none"> a. motion: Christine Wright b. second: c. Motion Carried | Motion Carried |

Signed,

 Christine Wright
 Board Chair
 Shilo MFRC Board of Directors

 Catherine Cole
 Secretary
 Shilo Board of Directors

Date Approved: