

**Board of Directors Meeting
Shilo MFRC
Minutes
October 24, 2024**

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
EVAN ROBICHAUD	Vice-Chair	Present
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	Regrets
JESSIE SANGSTER	Member	Regrets
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 6:33pm	
2.	Introductions	
	Welcome	
3.	Agenda	
	1. Motion to approve the agenda as presented from 24 October 2024. a. motion: Christine Wright b. second: Evan Robichaud c. All in favour	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting minutes from Shilo MFRC BoD Meeting Minutes 26 September 2024 a. motion: Christine Wright b. second: Mary O'Callaghan c. All in favour	Motion Carried

5.	Old Business	
	<ul style="list-style-type: none"> a. Outstanding from Previous Minutes: <ul style="list-style-type: none"> 1) Board Policy <ul style="list-style-type: none"> 1. By-Laws 2. Possible special meeting to discuss the bylaws b. Emailed Motions: <ul style="list-style-type: none"> 1) Investment Email <ul style="list-style-type: none"> 1. 2 motions passed regarding investments 	
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 b. <u>HR Committee Updates:</u> <ul style="list-style-type: none"> 1) Employee Policy Manual <ul style="list-style-type: none"> 1. Christine will look at that 2) Audit Quote Requests <ul style="list-style-type: none"> 1. figure out how we do this 2. Call a special meeting 3. Can the Board approve it, does the membership approve it? c. <u>Finance Committee Updates:</u> <ul style="list-style-type: none"> 1) September Package <ul style="list-style-type: none"> 1. Motion to approve September package as presented: <ul style="list-style-type: none"> Nicole Ziler 2. Second: Evan Robichaud 3. All in favour 2) MFS Q2 Review <ul style="list-style-type: none"> 1. Motion to approve MFS Q2 Review as presented: <ul style="list-style-type: none"> Nicole Ziler 2. Second: Mary O'Callaghan 3. All in favour 3) RBC Investments / GIC Maturity/Investing <ul style="list-style-type: none"> 1. table motion until we have a rate and amount from RBC 4) Emergency Funding Update <ul style="list-style-type: none"> 1. MFS, United Way, Royal Canadian Legion #3 all approved 5) Youth Centre Update/wishlist <ul style="list-style-type: none"> 1. Card Reader: Motion to select Summus as the successful bidder for the youth centre card readers <ul style="list-style-type: none"> a. Motion by: Nicole Ziler 	<p>Motion Carried</p> <p>Motion Carried</p>

	<ul style="list-style-type: none"> b. Second: Mary O'Callaghan c. All in favour <p>6) WiFi expansion quotes</p> <ul style="list-style-type: none"> 1. Daycare: Motion to select Technology Solve as the successful bidder <ul style="list-style-type: none"> a. Motion by: Nicole Ziler b. Second: Mary O'Callaghan c. All in favour 2. Youth centre: motion to select Technology solve as the successful bidder <ul style="list-style-type: none"> a. Motion by: Nicole Ziler b. Second: Evan Robichaud c. All in favour <p>7) FY2026 Budget update</p> <ul style="list-style-type: none"> 1. MOtion to approve the MVSFP FY2026 budget as presented <ul style="list-style-type: none"> a. Motion by: Nicole Ziler b. Second: Evan Robichaud c. All in favour <p>8) HR/Payroll System update: ADP</p> <ul style="list-style-type: none"> 1. Clay has a meeting scheduled next week with an ADP rep to try and get it going <p>d. <u>Child Services Committee Update:</u></p> <ul style="list-style-type: none"> 1) Policy Review Document <ul style="list-style-type: none"> 1. Motion to accept the daycare policy changes as presented <ul style="list-style-type: none"> a. Motion by: Christine Wright b. Second: Evan Robichaud c. All in favour 2) Behaviour Management Contract Update <ul style="list-style-type: none"> 1. Robin wants us to work with her each time a Behavioural Management plan needs to be done 3) Youth Room Movement Update <ul style="list-style-type: none"> 1. Today: RP Ops provided occupancy statement saying the room would support 24-32 spaces and floor plan with pictures. 2. Robin suggested that the Base Commander reach out to see if the RTM daycare buildings are available (BComd reaching out to political friends) 3. Kailen is pushing to Robin to get floor plan approval so we can start the application process 4. Church: chairs arrived, electrical updated, need to get Westman and Summus in for connections, etc. <ul style="list-style-type: none"> a. Before/after Christmas is still the timeline date. 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>
7.	New Business	
	a. Recognition	

	b. Correspondence <ul style="list-style-type: none"> i. MFS MOU Update ii. Training Op iii. ELCC \$10 day Update (Dec 8) iv. Meeting notes from MFS call a. Miscellaneous <ul style="list-style-type: none"> 1) IT Support - Microsoft Licensing - OneDrive Migration - October Project 	
8.	ED Report	
	1. See Drive for report 2.	
9.	Children Services Update	
	1. 110 Total <ul style="list-style-type: none"> a. 81 military b. 7 MFRC/NPF c. 22 civilian 16 unborn 55 infants 35 Preschool 4 School-age (moved to bottom, don't want care until summer) ** may advertise to fill some school-age spots keeping in mind the Kinders who would need to move to the space in July 2025	
	2. Quarterly reviews done by some, waiting for toddler, infant, and school age 3. Still waiting ISP preschool. No bites so far and will continue to advertise 4. ISP Staff School Age: 21 Oct started/ washroom renos completed 5. Staff Update: Sara & Sierra graduating 30 October ECE 6. Sensory Room: No update, but school age uses some of the equipment with 7. Daycare Holiday Party: at Jr Ranks on 14 November 5:30 to 8. around \$1300 profit on Kernels popcorn sale to purchase books on Scholastic books	
10.	Ex-Officio Reports	
	1. CFB Shilo: nil 2. 1 RCHA: nil 3. 2PPCLI: nil	
11.	Volunteer Hours	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
12.	Round Table	

	<p>a. Mary attended the Engaged Leadership online course and passed along the information to Rob</p> <p>Next Meeting – November 27th 6:00 pm – will send updated calendar invites</p>	All Members
13.	In Camera	
	<p>In camera session initiated at 8:15pm.</p> <p>In camera session completed at 8:33pm.</p>	All Members
14.	Adjournment	
	<p>1. Motion to adjourn meeting at 8:33pm.</p> <p>a. motion: Christine Wright</p> <p>b. second: Megan Nocq-MacRae</p> <p>c. All in favour</p>	Motion Carried

Signed,

 Christine Wright
 Board Chair
 Shilo MFRC Board of Directors

 Catherine Cole
 Secretary
 Shilo Board of Directors

Date Approved: