

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

Name	Position	Attendance
CHRISTINE WRIGHT	Chair	Present
EVAN ROBICHAUD	Vice-Chair	Regrets
NICOLE ZILER	Treasurer	Present
CATHERINE COLE	Secretary	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.	<b>Call Meeting to Order</b>	
	Meeting called to order at 17:06 pm	
2.	<b>Introductions</b>	
	Welcome	
3.	<b>Agenda</b>	
	1. <b>Motion</b> to approve the agenda as presented from 28 November 2024. a. motion: Christine Wright b. second: Evan Robichaud c. All in favour - motion carried	Motion Carried
4.	<b>Previous Minutes</b>	
	1. <b>Motion</b> to approve the meeting minutes from Shilo MFRC BoD Meeting Minutes 24 October 2024 a. motion: Christine Wright b. second: Mary O'Callaghan c. All in favour - motion carried	Motion Carried

5.	<b>Old Business</b>	
	<ol style="list-style-type: none"> <li>1. Outstanding from Previous Minutes               <ol style="list-style-type: none"> <li>a. By-Laws- Possible review to start in January to assess anything that needs to be amended prior to the net AGM</li> <li>b. Possible special meeting to discuss the bylaws</li> </ol> </li> <li>2. Emailed Motions:               <ol style="list-style-type: none"> <li>a. Nil</li> </ol> </li> </ol>	
6.	<b>Committee Updates</b>	
	<ol style="list-style-type: none"> <li>a. <u>Executive / Advisory Committee Updates:</u></li> <li>b. <u>HR Committee Updates:</u> <ol style="list-style-type: none"> <li>1) Employee Policy Manual                   <ol style="list-style-type: none"> <li>1. Open for revisions/comments in Google drive. Please read through prior to January meeting</li> </ol> </li> <li>2) Audit Quote Requests                   <ol style="list-style-type: none"> <li>1. Not enough quotes from other auditors. Clay reaching out to more to review. Plan to finish this year with BDO and change auditors at the next AGM if we find another auditor.</li> </ol> </li> </ol> </li> <li>c. <u>Finance Committee Updates:</u> <ol style="list-style-type: none"> <li>1) October Package                   <ol style="list-style-type: none"> <li>1. Motion to approve October Package as presented: Nicole Ziler</li> <li>2. Second: Mary O'Callaghan</li> <li>3. All in favour</li> </ol> </li> <li>2) Investments                   <ol style="list-style-type: none"> <li>1. Emailed motion from last meeting to invest GST portion earned in september.</li> <li>2. Stay tuned for possible emailed motion next week for November investment</li> </ol> </li> <li>3) Payroll/HR Software                   <ol style="list-style-type: none"> <li>1. Trying to set up a meeting on Monday with Clay and managers on how to use ADP before pay day next Friday.</li> </ol> </li> <li>4) MVFSP annual application update                   <ol style="list-style-type: none"> <li>1. Approvals in early January likely. Awaiting further updates.</li> </ol> </li> <li>5) Youth Centre</li> </ol> </li> </ol>	Motion Carried

	<ol style="list-style-type: none"> <li>Fibre work being done- still no internet. Completion time TBD</li> <li>End of Dec for RPOPS work to be completed</li> </ol> <p>d. <u>Child Services Committee Update:</u></p> <ol style="list-style-type: none"> <li>Policy Review Document - completed</li> <li>Holiday Closure <ol style="list-style-type: none"> <li>Dec 24th lunch time- Jan 2nd in morning</li> <li>Motion to approve holiday closure: Christine Wright</li> <li>Second: Megan Nocq-MacRae</li> <li>All in favour</li> </ol> </li> <li>Employee Priority for Daycare <ol style="list-style-type: none"> <li>Proposal document in drive</li> <li>Currently at risk of losing 4 ECEs due to struggle with childcare- 6 spots needed</li> </ol> </li> <li>Impairment Reporting and Child Safety Procedure <ol style="list-style-type: none"> <li>See drive for policy</li> </ol> </li> </ol>	Motion Carried
7.	<b>New Business</b>	
	<ol style="list-style-type: none"> <li>Recognition</li> <li>Correspondence <ol style="list-style-type: none"> <li>MVFSP 2024 operations manual in folder</li> </ol> </li> <li>Miscellaneous</li> </ol>	
8.	<b>ED Report</b>	
	1. See drive for report	
9.	<b>Children Services Update</b>	
	<ol style="list-style-type: none"> <li>See Drive for report</li> <li>Still looking to hire- Ads out on multiple platforms</li> <li>Martha is back and full time in preschool room</li> <li>Anger management plan- one child is still suspended</li> <li>Sensory room equipment purchased, waiting on renos to be complete to use room</li> <li>Documents sent in to Robin RE new space for pre-K</li> </ol>	
10.	<b>Ex-Officio Reports</b>	
	<ol style="list-style-type: none"> <li>CFB Shilo: nil</li> <li>1 RCHA: nil</li> <li>2PPCLI: nil</li> </ol>	
11.	<b>Volunteer Hours</b>	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members

12.	<b>Round Table</b>	
	Next Meeting – January 30, 2025	All Members
13.	<b>In Camera</b>	
	In camera started:18:36 In camera concluded:18:48	All Members
14.	<b>Adjournment</b>	
	1. <b>Motion</b> to adjourn meeting at 18:33 pm. a. motion: Christine Wright b. second: c. All in favour	Motion Carried

Signed,

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Christine Wright  
Board Chair  
Shilo MFRC Board of Directors

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Catherine Cole  
Secretary  
Shilo Board of Directors

Date Approved: