

**Board of Directors Meeting  
 Shilo MFRC  
 Minutes  
 April 27th, 2023 6:30pm**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
CHRISTINE WRIGHT	CHAIR	PRESENT
KELSEY MORGAN	VICE-CHAIR	REGRETS
MICHELLE BRADLEY	TREASURER	PRESENT
CATHERINE CELLUCCI	SECRETARY	PRESENT
JOEL BERNIER	MEMBER	PRESENT
NICOLE ZILER	MEMBER	PRESENT
NICK KARSIN	MEMBER	PRESENT
WILLEMEN VAN LANKVELT	EXECUTIVE DIRECTOR	PRESENT
CAPT. AMANDA FISHER	BASE COMD REP	PRESENT
CAPT MARSHALL MAINPRIZE	1 RCHA REP	REGRETS
LT CALLUM MILLER	2 PPCLI REP	PRESENT

<b>Item</b>	<b>Agenda</b>
1.	<b>Call Meeting to Order</b>
	Board Chair called meeting to order at 18:38
2.	<b>In Camera Session</b>
	1. Nil.
3.	<b>Introductions/ Opening Remarks</b>
	1.
4.	<b>Agenda</b>
	1. Motion to approve Agenda – as presented <ul style="list-style-type: none"> <li>a. 1st by: Christie Wright</li> <li>b. 2nd by: Michelle Bradley</li> <li>c. All in favour</li> <li>d. Motion carried</li> </ul>
5.	<b>Previous Minutes</b>
	1. Shilo MFRC BoD Meeting Minutes 23 March 2023 <ul style="list-style-type: none"> <li>a. Motion to approve Meeting Minutes as presented</li> <li>b. 1st by: Christine Wright</li> <li>c. 2nd by: Nicole Ziler</li> <li>d. All in favour</li> <li>e. Motion carried</li> </ul>

6.	<p><b>Old Business</b></p> <ol style="list-style-type: none"> <li>1. Outstanding from Previous Minutes:           <ol style="list-style-type: none"> <li>a. Nil</li> </ol> </li> <li>2. Emailed Motions:           <ol style="list-style-type: none"> <li>a. Nil</li> </ol> </li> </ol>
7.	<p><b>Committee Updates</b></p> <ol style="list-style-type: none"> <li>a. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> <li>1) Email to follow from Christine to tie up loose ends and prepare for handovers. Will be done in the next month prior to the next meeting.</li> <li>2) Space expansion- at standstill for now. Operating grant is not secured and there is a 6 month-2 year waiting period. Need to have all the work done prior to applying for the grant. Will hold a child services meeting to draft a rough timeline for the project and explore the options that Nick has investigated RE space and plans.. May 11th or 12th for meeting?</li> <li>3) <u>HR Committee Updates:</u></li> <li>4) HR Policy Changes               <ol style="list-style-type: none"> <li>1. Bereavement Policy- currently have 5 days for immediate family (parents, spouse, children, siblings, inlaws. grandparents). Nothing currently written for aunts and uncles. Should grandparents be in this bracket? Write in in a statement that leaves can be cases can be assessed on an individual basis at the discretion of ED/management. Should we have a separate allotment for travel days? Table this for now and reassess.</li> <li>2. Vacation Policy- Conflict in the policy that makes it unclear how much vacation time employees should get. Table is not consistent with the wording of the policy. Need to merge the table and the wording.                   <ol style="list-style-type: none"> <li>a. Motion to align table and wording for vacation policy: Christine Wright</li> <li>b. Second: Michelle Bradley</li> <li>c. All in favour</li> <li>d. Motion carried</li> </ol> </li> </ol> </li> <li>5) Recruitment of new members – ongoing</li> </ol> </li> <li>b. <u>Information Management Committee:</u> <ol style="list-style-type: none"> <li>1) Board Handbook (SOPs) – on hold until HR policy is fully reviewed</li> </ol> </li> <li>c. <u>Finance Committee Updates:</u> <ol style="list-style-type: none"> <li>1) Financial Reporting – Approval will happen at the AGM               <ol style="list-style-type: none"> <li>1. March Finance Package</li> </ol> </li> </ol> </li> </ol>



	<ul style="list-style-type: none"> <li>a. Grant funds</li> <li>2. DayCare Budget           <ul style="list-style-type: none"> <li>a. Motion to approve as presented</li> <li>b. First: Michelle Bradley</li> <li>c. Second: Nick Karsin</li> <li>d. All in favour</li> <li>e. Motion carried</li> </ul> </li> <li>3. Pre-K Budget           <ul style="list-style-type: none"> <li>a. fund movement</li> <li>b. Motion to approve as presented</li> <li>c. First: Michelle Bradely</li> <li>d. Second: Catherine Cellucci</li> <li>e. All in favour</li> <li>f. Motion carried</li> </ul> </li> <li>4. Proposed COLA Increase- 6.8% cost of living adjustment. This will be the new baseline           <ul style="list-style-type: none"> <li>a. Motion to approve 6.8% cost of living allowance increase by Michelle Bradley</li> <li>b. Seconded by: Nicole Ziler</li> <li>c. All in favour</li> <li>d. Motion carried</li> </ul> </li> <li>5. Wage in camera           <ul style="list-style-type: none"> <li>a. Motion to approve retro pay for salary grade correction from april 2020 to march 2023 for admin assistant</li> <li>b. First Michelle Bradley</li> <li>c. Second Nick Karsin</li> <li>d. All in favour</li> <li>e. Motion Carried</li> </ul> </li> </ul> <p>d. <u>Child Services Committee Update:</u>          Plan to meet before the next meeting.</p>
	<p><b>New Business</b></p>
	<ul style="list-style-type: none"> <li>a. Recognition- Amazing job on the Teal Up for Military kids!</li> <li>b. MFRC Board Professional Development Opportunities</li> <li>c. Correspondence           <ul style="list-style-type: none"> <li>1) Ryan Blackman - Email</li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>2) Shilo Military Family Resource Centre Inc. - 23-24 Certificate of Insurance - Lease/Loan Agreement No.228289</li> <li>3) SHILO MILITARY FAMILY RESOURCE CENTRE (MFRC) FUNDING ADJUSTMENT NOTIFICATION – SUPPLEMENTAL FUNDING – COST OF LIVING ALLOWANCE (COLA)</li> <li>4) SHILO MILITARY FAMILY RESOURCE CENTRE (MFRC) FUNDING ADJUSTMENT NOTIFICATION – SUPPLEMENTAL FUNDING – MFRC and BOARD TRAINING</li> <li>5) Chamber Luncheon Invitation</li> <li>6) MFS Community Family Funds and Support or Troops Funds 2023-2024</li> </ol>
9.	<b>ED Report</b>
	<ol style="list-style-type: none"> <li>1. Staff going above and beyond in ED absence</li> <li>2. MFS Programs and Services Update:             <ol style="list-style-type: none"> <li>a. Joining instructions for Ottawa training. See report for further details</li> </ol> </li> <li>3. Youth Program Update:             <ol style="list-style-type: none"> <li>a. See Report</li> </ol> </li> <li>4. Daycare Update:             <ol style="list-style-type: none"> <li>a. See Report</li> </ol> </li> </ol>
10.	<b>Ex-Officio Reports</b>
	<ol style="list-style-type: none"> <li>1. CFB Shilo: Nil</li> <li>2. 1 RCHA: Deployment mid-February</li> <li>3. 2 PPCLI: Nil</li> </ol>
11.	<b>Volunteer Hours</b>
	Send volunteer hours to the Vice-Chair by the End of the month.
12.	<b>Next Meeting</b>
	Next Meeting - Board Meeting 25 May 2023 (6:30 pm).
13.	<b>Round Table</b>
	<ol style="list-style-type: none"> <li>1. Ex-officios: Nil</li> <li>2. Board Members: Nil</li> </ol>
14.	<b>Adjournment</b>
	<ol style="list-style-type: none"> <li>1. Motion by Board Chair to adjourn the meeting: 20:15             <ol style="list-style-type: none"> <li>a. 2nd by Catherine Cellucci</li> <li>b. Meeting adjourned at 20:15pm.</li> </ol> </li> </ol>

Signed,

**Shilo Military Family Resource Centre**  
**PO Box 5000 Stn Main**  
**Building T-114**  
**Shilo, MB R0K 2A0**



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Board Chair  
Shilo MFRC Board of Directors

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Secretary  
Shilo MFRC Board of Directors

Date Approved: