

COMOX MILITARY FAMILY RESOURCE CENTRE SOCIETY

BOARD OF DIRECTORS MEETING

Draft Meeting Minutes

30 October 2024, held in 19 Wing FCC Conference Room

Chair: Sarah Toone

Vice Chair: Jennifer Buggie

Treasurer: Karen Sheppard

Secretary: Kisa Daniels

Members: Rae Assaily

Regrets: Nick Karsin, Cheryl Condly

Ex Officio: Maj Sophie Duguay

Wendy Secord – Executive Director

Guests:

Wing Commander – Col Chris Shapka

Wing Chief Warrant Officer – CWO Dan McCutcheon

Jill Killin – Deputy Executive Director, MFRC

Scott Worthing – Finance Administrator, MFRC

Gail Kohse – Childcare Administrator. KCC

Cpl Phillip Tanner – PSA, Jr Mess Ethics Advisor, Garden Club Pres & WG Committee

1. Call to Order

The Chair calls the meeting to order at 1801 hours, round table introductions are made.

2. Declaration of Quorum

The Chair declared that quorum was achieved.

3. Review and Approval of Proposed Agenda and Previous Meeting Minutes

- a. Rae Assaily motions to approve proposed agenda as distributed, seconded by Jennifer Buggie. **Motion Carried.**
- b. Karen Sheppard motions to approve minutes from 11 September 2024 meeting, seconded by Jennifer Buggie. **Motion Carried.**

4. ED Report Summarized

MFS Funding significant issues – MFRCs were advised by the VP of MFS that there is a potential loss of 10-20% funding for Fiscal Year 25/26. This is a concern since most of the funding is allocated to salaries. We were advised to prioritize essential services and to pause services deemed non-essential.

Application was submitted for \$10/day daycare which has significant impact on staffing since the wages will be determined by the Province of BC.

Questions/Comments arising from the ED Report

Does the MFRC receive funds from CANEX donations?

The ED responded that we do not receive funds directly from the CANEX or SISIP. She also advised that the 19 Wing Supplemental Agreement had no funds attached to it this year. Site-specific funding can sometimes be negotiated through the Wing.

We do receive donations (various Legions, etc) and these funds are typically reserved for families in crisis and are not utilized for programming expenses.

Discussion ensued about the possible need for fundraising. Some of the points are:

- How much do we need to fundraise?
- utilizing charitable status may be possible to fundraise through the community.
- The ED advised that fundraising is an MFS ineligible expense (since 2021) so therefore MFRC staff are unable to fundraise.
- it's possible to apply for a specific project through BC Lottery Grant.

Wendy & Scott - In a perfect world, \$80k would create a comfortable buffer (annually). This would help offset the Management and Administration costs as MFS caps it at 20%. We are currently utilizing interest on GICs to cover these costs.

The Chair motions to approve the ED Report as presented.

Jennifer Buggie motions for approval of the Executive Director Report, seconded by Rae Assaily.

Motion Carried.

5. Financial Reports

- a. Jennifer Buggie Motions to approve the MFS Q2 Report, Karen Sheppard seconded.

Motion Carried.

- b. Karen Sheppard motions to approve the KCC and MFRC Quarter 2 Income Statements, Jennifer Buggie seconded.

Motion Carried.

6. Committee Updates

- a. **Governance & Nomination Committee:** no updates

- b. **ED & HR Committee:** no updates

- c. **Finance, Risk Management and Audit Committee**

Discussion ensued around the priority of retaining and recruiting childcare staff. Referring to the KCC income statement to date, we currently have a surplus of \$34K (see attached). The recommendation is that rather than approve wage increases for the KCC staff as it may be unsustainable once we shift to \$10/day, we recommend a 5% retention bonus (see attached). The incentive would cost approximately \$32K.

Additionally, the KCC staff are being empowered to contribute to the shaping of the Program (Early Learning Framework). By implementing signing bonuses, empowering staff and valuing the work they do should contribute to a more positive working environment and ideally will make us an employer of choice.

Question arose about grants for learning to become an Early Childhood Educator (ECE). The Provincial Government offers grants for ECEs if they want to become an ECE or receive specialized training. The MFRC used to run an education assistance program, but it was underutilized and then BC implemented their own process.

Rae Assaily motions to approve a 5% retention bonus for the KCC staff effective the first pay period Dec 2024, Karen Sheppard seconded. **Motion Carried.**

i. Risk Register

MFS Risk Register - Filling out a Risk Register twice a year is a new requirement by MFS and is needed for the funding application. The ED and Chair compiled a list of risks and mitigation strategies for the new Risk Register (mainly governance). The ED and Maj Duguay discussed shared risks that could impact 19 Wing and the MFRC and discussed mitigation strategies. As this was the first Risk Register, more risks and controls will be put in place in May.

Colonel Shapka discussed his views on real risk vs governance risk, and stated he is more interested in focusing on those aspects involving real physical risk. He would like to focus on risks that he can change and not the things that we have no control over. The ED and Maj Duguay will ensure that the risk register highlights Wing risks and the Board can focus on other risks.

ii. Funding Application

The Board will receive the funding application by email for review as it's due 22 November. The Wing Commander will receive the funding application for information purposes, and it must be signed by him prior to the deadline in January. The ED will forward to him directly for signature once it's completed.

7. Other Business

a. Respite Care Childcare Pilot Project

An advance copy of the Childcare Pilot Project was submitted to the Board for review prior to the Board Meeting. The original project was submitted in May 2024 and was not reviewed. A discussion around the topic ensued which resulted in the board making a motion to approve. Here is a summary of the discussion.

The numbers of CAF children at 19 Wing was provided by Maj Duguay although she stated it was not completely accurate as it is just an estimate. It would take more time to provide more accurate numbers but the estimate is : 0-2yrs (118 children), 3-5yrs (134 children).

What are the costs for families when accessing drop in programs? In our 1,2,3 Grow with Me Program, a half day was \$12 which was paid by the family and the government funded the remainder. The Provincial Government establishes min/max charges.

How long before the Program is up and running? It will take six months although we hope to have some programs running earlier.

Do you anticipate additional spaces being available? This is not daycare funding so it will be emergency/respite, casual childcare spaces that will be open to the military and defence team. If

the need is high for the spaces, we will ensure that a fair and equitable system is put into place, so all families have access.

If we cannot fill the spaces or need more revenue to sustain the Project, we could potentially open spaces up to first responders. Col Shapka raised concerns about opening to civilians as this has been an issue in the past and the daycare had more civilians than military children. The ED will discuss this with the Wing prior to moving into this direction.

Projection is \$83k deficit over 2 years, running at full capacity. By year three, we expect to hit neutral expense versus profit. How will the project affect the interest from the GICs that heavily support our main budget?

Response from ED and Financial Administrator: As identified by the auditor in the past few years, we have too much money in retained earnings. We are not concerned about too drastic a change on the interest as we have a healthy amount in the GIC to continue generating even considering the budget. The request is to spend to a maximum of what has been budgeted.

Childcare pilot project

Jennifer Buggie motions to approve respite childcare pilot project, Kisa Daniels seconded. **Motion Carried.**

b. Leave of Absence

The discussion around the leave of absence of Nick Karsin was tabled as he was absent from the meeting. The board will review the policy and discuss during the board training session on 23 November.

8. In Camera Session


9. Next Meeting 27 November 2024 at 6pm

10. Conclusion

The Chair brings the meeting to a close at 1922 hours.



Board Chair



Board Secretary