

COMOX MILITARY FAMILY RESOURCE CENTRE SOCIETY

BOARD OF DIRECTORS MEETING - Meeting Minutes

27 November 2024, held in 19 Wing FCC Conference Room

Vice Chair: Jennifer Buggie

Treasurer: Karen Sheppard

Members: Cheryl Condly, Phillip Tanner

Regrets: Nick Karsin, Rae Assaily, Sarah Toone, Kisa Daniels

Ex Officio: Maj Sophie Duguay

Wendy Secord – Executive Director

Guests:

Jill Killin – Deputy Executive Director, MFRC

Scott Worthing – Finance Administrator, MFRC

1. Call to Order

The Vice Chair calls the meeting to order at 1804 hours.

2. Declaration of Quorum

The Vice Chair declared that quorum was achieved as four of the eight members were present.

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

- a. Phillip motions to approve proposed agenda as distributed, seconded by Karen.

Motion Carried.

- b. Cheryl motions to approve minutes from 30 October 2024 meeting, seconded by Phillip.

Motion Carried.

4. ED Report Summarized

The ED asked if any questions arose from the ED report which was distributed. A question was asked about IT expenses and whether the IT equipment being used needed to be updated. The ED responded that our laptops are new although we are looking at getting a Xerox machine which allows us to print from laptops as the DWAN is unpredictable. This will make us more efficient.

The ED thanked the board for their attendance at the Board Training 101 session with Kimmik Consulting. The level of engagement was high and very much appreciated. Deputy ED and the ED attended governance/leadership training facilitated by Colin Sauer on Tuesday. This was exceptional training, and we will be sharing resources with the board in the new year. We have lots of new ideas and resources to share.

Daycare Administrator hired two new Early Childhood Educators with Infant/Toddler qualifications which is exciting news as recruiting has been challenging. Great job to Gail. We will also be posting the first position for the Child Care Pilot Project before the holidays.

The ED expanded on the financials as they are based on year to date as of 31 Oct 2024. The Daycare has a surplus to date of \$38,526.51 which is a great position to be in. As mentioned at the training, we will have comparison to budget in the January meeting. The MFRC surplus of \$92,477.68 is expected as we were very conservative in Quarter 1 and 2. At year end, we expect that the following surplus will be returned to MFS.

Family Liaison Officer- anticipated surplus at year end \$24,644.

We were funded for a full-time position, and we only have a part time position. We have not applied for funding for this position in the next fiscal year as the workload is too light to sustain a position.

FLO Program Expenses - \$5000 will be expensed in Quarter 3.

Veteran Family Program Coordinator Position – anticipated surplus at year end \$23,803. Same as above, we received funding for full time and the workload is only part time. Funding for the next fiscal year is for a part time position only.

Gender Based Funding - \$3000 will be expensed in Quarter 3.

MFS Program Expenses - \$38,510 or less will be expensed in Quarter 3 and 4. The surplus will be returned if not needed.

Phillip motions for approval of the Executive Director Report, seconded by Cheryl. **Motion Carried.**

5. Financial Reports

- a. Karen motions to approve the year-to-date income statements, seconded by Phillip.

Motion Carried.

6. Committee Updates

The ED recommends that Committee Updates be removed from the agenda as these Committees have not been formed yet. Based on her governance training, a Task Force rather than a Committee should be used for one time tasks such as the ED Performance Review (ED & HR Committee). Therefore, there were no updates on Committees.

The ED also suggested that we hire a third party to review and amend the governance policies so that they are clear and concise. After the review, the Board could then revise the policies to fit their needs. This can be discussed again in the next meeting.

7. Other Business

The Vice Chair brought forth the tabled item from the previous meeting (7 b) which stated “Nick Karsin leave of absence due to deployment from November 2024 through June 2025 - *motion required.*” This item was tabled due to his absence from the meeting. The Vice Chair asked board members to weigh in on this issue and based on the board input, the Vice Chair made a motion to revoke Nick Karsin’s position on the board as per the 2.6.5. of the Constitution and Bylaws, seconded by Phillip. **Motion Carried.**

The Vice Chair will advise the member of the decision via email.

On 15 November, the Chair asked for a motion to accept Phil Tanner as a new Board Director. Kisa motions a vote to accept Phil Tanner as a new Board Director, seconded by Jennifer. **Motion Carried.**

8. In Camera Session

No in camera session was held but the ED was asked to expand on what it is and why we have them. A lengthy discussion ensued about the importance of being transparent when having in camera sessions, following processes and not overusing them. The ED stated that our meetings are open to the community so if there is an in-camera session needed, it should be stated clearly to everyone. Also, the ED would usually be included in in camera sessions unless it was about her yearly performance review.

9. Next Meeting 29 January 2025 at 6pm

10. Conclusion

The Vice Chair brings the meeting to a close at 1851 hours.



Board Chair/Vice Chair


Board Secretary / Vice Chair

