

**COMOX MILITARY FAMILY RESOURCE CENTRE SOCIETY
BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

Meeting Minutes

11 September 2024 (Following the Annual General Meeting)

Chair: Sarah Toone

Vice Chair: Jennifer Buggie (elected by acclamation at the meeting)

Treasurer: Karen Sheppard (elected by acclamation at the meeting)

Secretary: Kisa Daniels (elected by acclamation at the meeting)

Members:

Sarah Toone
Karen Sheppard
Nick Karsin
Rae Assailly
Kisa Daniels
Jennifer Buggie
Duane Otis (*ex officio*)
Cheryl Condly
April Roach (*ex officio*)
J C Parent (*ex officio*)

Ex Officio:

19 Wing Representative: Major Sophie Duguay
Executive Director: Wendy Secord

Guests:

Jill Killin
Scott Worthing
Jennifer Vaino
Karine Maille
Jon Pascoe, Parliamentarian

1. Call to Order

The Chair called the meeting to order at 1905 hours. The Chair thanked everyone for their contributions to the AGM.

Board members, *ex officio* representatives, guests and Parliamentarian introduced themselves.

2. Declaration of Quorum

The Chair declared that quorum was achieved.

3. Review and Approval of the Proposed Agenda

On a Motion by J C Parent, Seconded by Duane Otis, the proposed agenda was approved as distributed.

4. Election of Board Officers

The Chair earlier requested the Parliamentarian to conduct the elections, to ensure transparency and freedom from bias.

The Parliamentarian noted that nominations had previously closed, with only one individual nominated for the following vacant positions:

- **Chair:** Sarah Toone
- **Vice Chair:** Jennifer Buggie
- **Treasurer:** Karen Sheppard
- **Secretary:** Kisa Daniels.

These four Board Officers were then elected by acclamation.

5. Commitment to the Board Code of Conduct Policy

Board members agreed to comply with the Code of Conduct, the Constitution & Bylaws, and the Governance Policy Manual.

6. Consent Agenda

On a Motion by April Roach, Seconded by Kisa Daniels, the draft minutes of the August 28, 2024 Board meeting were approved.

7. Financial Matters

The Chair commented that many Board members would benefit from an orientation to their governance financial oversight responsibilities. This will occur at the next Board meeting.

On a Motion by Jennifer Buggie, Seconded by Cheryl Condly, the following Motion was approved:

“To accept in principle the 2024/2025 financial year budget, with an orientation to occur on October 30, 2024.”

8. Other Business

Board members indicated that they had no other business to discuss.

9. Next Meeting

This is scheduled for **1800 hours on Wednesday, October 30, 2024.**

10. Adjournment

The Chair adjourned the meeting at 1922 hours.

Approved:




