Winnipeg Military Family Resource Centre
Record of Discussions – Annual General Meeting (AGM) 2025

Location: Zoom
Date: Oct. 9, 2025

In Attendance – Board / Officers:

Melanie Maher, *Chairperson*
Fiona Lee, *Treasurer*
Stephanie Fan, *Vice-President/Nursery School Rep*
Cecil Stewart, *PAG Rep*
Allison Payne, *Executive Director*
Chelsea Mitchell, *Member at Large*
Gabrielle Logan, *Member at Large*

Guests / Presenters:

Honourable David Pankratz, Special Envoy for Military Affairs, Government of Manitoba
Chief Warrant Officer Richard Pierre Rousseau, 17 Wing Representative
Michael Delaurier, The Exchange Group (Auditor)
George Abelev, iRangers (technical/Zoom support)

Ex-Officio Members Recognized:

CWO Richard Rousseau, Wing Commander's Representative
Matt Hamilton, PSP Representative
Diane Brine, PSP Representative

Note: 16 eligible voters were confirmed at the start of the meeting; this was later reconfirmed as 14 eligible voters following the financial statement motions. A full attendance/registration list is retained on file.

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1.0 Call to Order:

The 2025 Annual General Meeting was called to order by Chairperson Melanie Maher at 6:00 p.m. Melanie Maher advised attendees that the meeting was being recorded to assist in the preparation of the minutes.

2.0 Land Acknowledgement, Welcome & Opening Remarks:

The Chairperson welcomed all members, guests, and staff to the 2025 AGM and acknowledged that the meeting was gathered on Treaty 1 territory, the home and traditional lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and the national homeland of the Red River Métis. The Chairperson further acknowledged that the WMFRC's Thunder Bay office is located on the traditional lands of the Anishinaabeg Nation and the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850.

The Chairperson reviewed Zoom voting and meeting procedures, including eligibility to vote (full-time CAF members, spouses/common-law partners of full-time serving CAF members, parents of full-time serving single CAF members, and Class A reservists or their family members during or after deployment).

3.0 Introductions:

The Chairperson welcomed and introduced the following special guests to the WMFRC AGM and members of the military community attending the meeting:

a. The Honourable David Pankratz, Special Envoy for Military Affairs, Government of Manitoba

b. Chief Warrant Officer Richard Pierre Rousseau, 17 Wing Representative

c. Michael Delaurier, The Exchange Group (Auditor)

d. George Abelev, iRangers (technical support)

4.0 Remarks by Special Guests:

4.1 Address by the Honourable David Pankratz

The Honourable David Pankratz, Special Envoy for Military Affairs for the Government of Manitoba, thanked the WMFRC for its work supporting the community and active service members and their families. He explained that his role is to act as a conduit between military members and the provincial government on matters such as healthcare and education, and offered his office's assistance to anyone experiencing issues that fall under provincial jurisdiction. He offered to provide his contact information to attendees and indicated he looked forward to listening in to the remainder of the meeting.

4.2 Address by CWO Richard Pierre Rousseau

CWO Rousseau expressed his gratitude, on behalf of the community and the 17 Wing leadership team, to the WMFRC staff and volunteers for their dedication and the profound difference their work makes every day for military families. He thanked the Board of Directors for their leadership, vision, and commitment to ensuring the WMFRC continues to adapt and evolve to meet the needs of military families, noting that together the Board and staff form a team that uplifts, empowers, and strengthens the heart of military families.

5.0 Recognition of Outgoing Chairperson:

The Chairperson recognized outgoing Chairperson Dylan Lee for his many contributions, insight, and the energy he brought to the Board, noting that he has been missed and wishing him all the best in what's ahead.

6.0 Review and Approval of Meeting Agenda:

The meeting agenda was reviewed. There was a motion to approve the agenda for the 2025 Annual General Meeting as presented.

Motion by: *Chelsea Mitchell*
Seconded by: *Cecil Stewart*
Result of Vote: *The motion was approved (Motion 1).*

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7.0 Review and Approval of Minutes:

There was a motion that the minutes from the 2024 Annual General Meeting, held 25 June 2024, be approved as presented.

Motion by: *Jessica Jones*
Seconded by: *Stephanie Fan*
Result of Vote: *The motion was approved (Motion 2).*

8.0 Presentation and Approval of Audited Financial Statements 2024-2025:

MFRC Child Care Centre

Michael Delaurier of The Exchange Group presented the Independent Auditor's Report for the MFRC Child Care Centre, advising that the audit resulted in a clean audit opinion. He noted that the Child Care Centre and the Resource Centre are one legal entity but are presented as separate financial statements given their different purposes and users.

Mr. Delaurier reviewed the Statement of Financial Position, noting total assets of approximately $1.8 million, the majority of which are liquid (cash, short-term investments, and a small amount of accounts receivable and prepaid expenses), and total liabilities of approximately $150,000 (primarily accounts payable and deferred revenue related to funding received in advance). This leaves net assets of approximately $1.67 million available for future operations, the majority ($1.1 million) unrestricted, representing roughly three-quarters of a year of operating funding – a reasonable contingency buffer.

He then reviewed the Statement of Operations, noting total revenue of $1.8 million for the year (down from $1.9 million in the prior year, as one-time provincial programming funding available in 2023-24 was not available in 2024-25) and a surplus of $227,000 for the year, which increased net assets from $1.4 million to $1.6 million.

Salaries and benefits continue to represent 80-90% of total expenses, consistent with other daycare operations audited by the Exchange Group. He briefly reviewed the Statement of Cash Flows and the Notes to the Financial Statements and invited questions; none were raised.

A motion was made to accept the 2024-25 Audited Financial Statements for the MFRC Child Care Centre as presented.

Motion by: *Diane Brine*
Seconded by: *Jessica Jones*
Result of Vote: *The motion was approved (Motion 3).*

Winnipeg MFRC

Michael Delaurier then presented the Independent Auditor's Report for the Winnipeg MFRC (Resource Centre operations), also resulting in a clean audit opinion. Total assets were approximately $1.0 million, the majority in cash, and total liabilities were $439,000, largely made up of deferred revenue for programs funded in advance and not yet spent. Net unrestricted assets available for future use were approximately $564,000 – roughly half a year's operating revenue, providing a reasonable cash-flow cushion for ongoing operations.

Total revenue for the year was $1.1 million, consistent with the prior year, with a modest decrease attributable to lower nursery school funding. Total expenses exceeded revenue by $42,000 for the year, reducing the carried-forward surplus from $608,000 to $565,000, which is not unusual for a non-profit organization and is not, in the auditor's view, a cause for concern absent a continuing trend. The Nursery School's own operations were reported separately, showing $127,000 in revenue against $124,000 in expenses, a $2,300 surplus for the year – essentially break-even. Mr. Delaurier invited questions on the statements, notes, and cash flows; none were raised.

A motion was made to accept the 2024-25 Audited Financial Statements for the Winnipeg Military Family Resource Centre as presented.

Motion by: *Chelsea Mitchell*
Seconded by: *Fiona Lee*
Result of Vote: *The motion was approved (Motion 4; 14 eligible voters confirmed).*

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9.0 Annual Report 2024-2025:

Allison Payne, Executive Director, presented the 2024-2025 Annual Report, which had been circulated to members in advance. She thanked the Board, staff, volunteers, and community partners for their contributions over the past year and drew attention to the service numbers within the report as a reflection of the number of families served.

Ms. Payne noted that the WMFRC continues to be recognized as one of the top-performing MFRCs across Canada, a reflection of the strength and dedication of the team. Programs are developed using an evidence- and research-based approach and a wellness-domains framework (emotional, social, spiritual, financial, and beyond) rather than a one-size-fits-all approach, and WMFRC staff have been asked to present its programming model to Executive Directors of other MFRCs across the country.

She identified ongoing challenges with access to healthcare (particularly specialist referrals, as opposed to general practitioners) and with childcare capacity nationally, noting that some progress is being made on reducing red tape and that the current political climate may open further cross-provincial strategies to address these challenges. On average, the WMFRC directly supports about 20% of Winnipeg's military family population, with the team ready to respond as needs arise.

Ms. Payne highlighted the Child Care Centre, currently serving 127 children, and the bilingual Nursery School, noting that both remain highly regulated by the Early Learning and Child Care Commission and, in her view, a model of excellence amid a national childcare shortage. She thanked Kim, Corinne, and Kendra for stepping into leadership roles at the Child Care Centre and Nursery School.

She recognized the WMFRC team by name, including service team members Evelyn and Jessica, and formerly Tamika (now succeeded by Shelley); social workers Samanta and Stefy, who support families through complex mental health needs; program manager Jenny Brennan; Marilyn Camaclang (communications) Cindy and Evelyn (Thunder Bay); and Carol Madiowsky for her flexibility across many roles. She also thanked community partners including Diane Brine, Deanne Bennett, Padre Lee, and SISIP Financial for their continued support.

Ms. Payne closed by thanking outgoing Chairperson Dylan Lee for his mentorship, current Chairperson Melanie Maher and the Board for their ongoing support particularly on financial responsibility and risk management, and the 17 Wing Executive for their responsiveness and collaboration. Questions on the Annual Report were held until the end of the meeting, per standard practice.

The Chairperson thanked Allison Payne for her report and for her outstanding leadership over the past year, noting the dedication and efforts of the WMFRC team have been vital to advancing the organization's goals and supporting its members.

10.0 Election of Board Members:

The Chairperson advised that, in the interest of time, the names on the slate of nominees would not be read aloud, and that members had an opportunity to review the slate as presented. A motion was made to approve the slate of nominations for the Board of Directors as presented and elected.

Motion by: *Gabrielle Logan*
Seconded by: *Stephanie Fan*
Result of Vote: *The motion was approved (Motion 5).*

The Chairperson extended thanks to the Board's ex-officio members: Chief Warrant Officer Richard Pierre Rousseau (Wing Commander's Representative) and PSP Representatives Matt Hamilton and Diane Brine, and to all Board members who served during the 2024-2025 year for their time, ideas, and support.

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11.0 Old Business:

There was no old business outstanding from the last Annual General Meeting.

12.0 New Business:

12.1 Appointment of Auditor for 2025-2026 Fiscal Year

There was a motion to appoint The Exchange Group as auditor for the 2025-2026 fiscal year.

Motion by: *Fiona Lee*
Seconded by: *Jennifer Campbell*
Result of Vote: *The motion was approved (Motion 6).*

12.2 Approval of Board Actions

There was a motion to accept the business conducted and decisions made by the Board of Directors over the past year for the Winnipeg MFRC, and to trust that the Board acts in good faith for the good of the community.

Motion by: *Cecil Stewart*
Seconded by: *Gabrielle Logan*
Result of Vote: *The motion was approved (Motion 7).*

13.0 Open Discussion:

The floor was opened for questions and discussion. No questions or comments were raised.

14.0 Adjournment:

The Chairperson thanked all staff, volunteers, community partners, funders, and donors for their continued support of the Winnipeg MFRC, and thanked Marilyn Camaclang and George Abelev for their assistance running the meeting. The Chairperson thanked all attendees for their commitment and connection to the community and adjourned the meeting at 7:05 p.m. Central Time.

Minutes Prepared by: Kelly Riess, Secretary	
Secretary Signature:	
Stephanie Fan, Chairperson	Eric Pridham, Vice-Chairperson
Date:	Date:

Minutes reviewed by Executive Director

Minutes Reviewed:	
	Allison Payne, ED *(as review only; not approval of the minutes)*
	Date: August 19 2026

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