

**DRAFT MINUTES**  
**COMOX MILITARY FAMILY RESOURCE CENTRE**  
**BOARD of DIRECTORS MEETING - MFRC Conference Room**  
**Tuesday, 26 August 2025**

**Vice Chair:** Jennifer Buggie

**Secretary:** Kisa Daniels

**Members Present:** Phillip Tanner, Rae Assailly, Ashley Maloney, Cheryl Condly

**Ex-Officio:**

MFRC Executive Director - Wendy Secord

19 Wing Representative – Brian Zimmerman

**Guests:**

Jill Killin - MFRC Staff, Chris Harmer - Prospective Board Member, Clare Choi - Prospective Board Member, Aaron Henry - Prospective Board Member John Moors - Auditor

**1. CALL TO ORDER**

The Board Chair called the meeting to order at 1801 hrs.

**2. DECLARATION OF QUORUM**

Quorum declared .

**3. CONSENT AGENDA**

*a. Agenda 26 August 2025*

*b. 24 June 2025 Meeting Minutes – for approval*

Motion to approve todays agenda and the June 24<sup>th</sup> meeting minutes made by Rae Assailly,  
seconded by Phillip Tanner.

**Motion Carried.**

**4. AUDITOR'S REPORT**

- Overall clean audit report, statement included to highlight that it's possible not all cash transactions were recorded and as such, may not be represented in audit. This is the case in approx. 90% of corporate audits and is not unusual.
- Outstanding legal matter (since 2019) that cannot be confirmed as to whether or not there will be any financial impacts.
- Net loss mostly due to amortisation, deferred revenues, professional fees, wage increases, a severance package for a long-term employee.
- Recommendation by the Auditors to have more support in the CMFRC financial department. Motion to approve Auditor's Report as presented by Ashley Maloney. Seconded by Cheryl Condly.

**Motion Carried.**

## 5. ED REPORT

- We require at least one more person as a signing authority. Kisa and Ashley volunteered.
- We are required to have 7 voting members and the Treasurer resigned so we require an additional member to meet the requirements of the Memorandum of Understanding.
- Five community members have registered to vote at the AGM so we should have quorum.
- Jennifer is meeting with John Pascoe tomorrow to finalize meeting details prior to AGM.
- We can vote in Board Members via email prior to the AGM in order to then fill Executive roles.
- Jill has started internal newsletter to communicate updates and important information. If Board Members would like to include board information, please contact us.
- I developed a new reporting strategy for advising the Wing about risks and liabilities on DND property.
- Discussed shifting to quarterly financial reporting versus monthly.

Motion to move to quarterly financial reports vs monthly, made by Phillip Tanner. Seconded by Rae.

**Motion Carried.**

Motion to approve ED report by Ashley Maloney. Seconded by Rae Assailly. **Motion Carried.**

## 6. FINANCIAL REPORTS

Motion to approve Q1 financial report for KCC by Jennifer Buggie. Seconded by Phill Tanner.

**Motion Carried.**

Electronic motion put forward on 23 July 2025 included in Appendix A approving Q1 financial report for MFS.

## 7. OTHER BUSINESS

- Review summary results of Board Member Survey  
The Board Member's self evaluations yielded similar results suggesting we're fairly cohesive and progressing well. The key areas noted for more learning were in regards to increasing understanding of financial statements, governance and policy, relationships between CMFRC 19 Wing and MFS, and how to better communicate with the public regarding inquiries regarding CMFRC and KCC operations.
- Kisa has a training session for MyMFRC tomorrow morning. Hoping to roll out to all Board Members soon.

## 8. ROUNDTABLE

- Chris & Clare both would like to join as Members
  - i. Cheryl Condly motions to approve Clare as a new Board Member. Seconded by Phill Tanner.  
**Motion Carried.**
  - ii. Phill motions to approve Chris as a new Board Member. Seconded by Ashley

Maloney.

**Motion Carried.**

**9. IN-CAMERA SESSION - *implications of \$10 Day Program on Staff***

Jennifer Buggie motions to enter in-camera at 19:37 hrs. Seconded by Ashley Maloney.

Cheryl Condly motions to conclude the in-camera session. Seconded by Rae Assailly at 20:17 hrs.

Motion to approve up to \$50,000 for KCC employees during the transition to \$10/day daycare by Phillip Tanner. Seconded by Jennifer Buggie.

Kisa abstained from voting due to conflict of interest.

**Motion Carried.**

**10. NEXT MEETING – *AGM 10 September 2025 at 6pm***

**11. CONCLUSION**

Motion to adjourn at 2020 hrs by Jennifer Buggie

A Maloney

Rae Assailly



**Meeting Minutes**  
COMOX MILITARY FAMILY RESOURCE CENTRE  
BOARD of DIRECTORS MEETING  
To be held at the MFRC Conference Room  
Tuesday, 24 June 2025

**Interim/Vice Chair:** Jennifer Buggie

**Secretary:** Kisa Daniels

**Members Present:** Rae Assailly, Ashley Maloney

**Ex-Officio:**

MFRC Executive Director - Wendy Secord

**Regrets:**

Treasurer – Karen Sheppard, Members – Phillip Tanner and Cheryl Condly, Ex-Officio 19 Wing Representative - Maj Sophie Duguay

**1. CALL TO ORDER**

Board Chair calls meeting to order at 1807 hrs.

**2. DECLARATION OF QUORUM**

Quorum declared.

**3. CONSENT AGENDA**

a. Agenda 24 June 2025

b. 27 May 2025 Meeting Minutes

Ashley Maloney motions to approve the agenda and previous meeting minutes as presented.

Seconded by Rae Assailly.

**Motion Carried.**

**4. ED REPORT**

- ED met with Wing Commander and Wing Chief regarding the upcoming Ex-Officio and emphasized the importance of clear communication through both parties.
- \$10/day provincial daycare program is rolling out starting July 1.
- Auditor was in the MFRC office today for information gathering, things are developing well and they will return later in July to finalize information for report.

Rae Assailly motions to approve ED report as presented.

Seconded by Ashley Maloney.

**Motion Carried.**

**5. FINANCIAL REPORTS**

Rae Assailly motions to approve financial reports as outlined by ED.

Seconded by Jennifer Buggie.

**Motion Carried.**

## 6. OTHER BUSINESS

- a. Update from Workshop with Kimmik Consulting and GNC
  - The committee worked on initial development of the following 8 policy categories with Mike's guidance and resources:
    - Duties, Policies, Procedures
    - Financial Management and Accountability
    - Conflict of Interest
    - Confidentiality and Privacy
    - Risk Management
    - Code of Conduct
    - Whistleblower Protection Policy
    - Equity, Diversity, Inclusion and Accessibility Policy;
  - Next steps are to recategorize the current Governance Policies into these categories in a first draft and review as a Committee;
- b. MyMFRC server backup is in Canada, as confirmed by Kelvin Roberts with Next Solutions;
- c. Board Member Self-Review
  - Questions and format reviewed and agreed upon. Secretary to send survey out to all Board Members this week. Responses due by end of day July 15, summary to be reviewed at August meeting with plans to implement any necessary timelines after AGM.

## 7. ROUNDTABLE

- AGM 10 September, preference of the Board to bring in a Parliamentarian to guide the process.
- Changes to Constitution and Bylaws proposed to take place at AGM in order to support a more open voting process and reduce barrier of 14-day registration requirement moving forward.

## 8. IN-CAMERA SESSION - Outline ED Annual Review process

Board Chair motions to initiate in-camera session at 1913 hrs.

Board Chair motions to conclude in-camera session 1946 hrs.

## 9. NEXT MEETING – 26 August 2025 at 6pm

## 10. CONCLUSION

Board Chair motions to close meeting at 1943 hrs.

X   
MR. PHILLIP TANNER

X   
Jennifer Buggie

## Meeting Minutes

### COMOX MILITARY FAMILY RESOURCE CENTRE BOARD of DIRECTORS MEETING To be held at the MFRC Conference Room Tuesday, 27 May 2025

**Interim/Vice Chair:** Jennifer Buggie

**Treasurer:** Karen Sheppard

**Secretary:** Kisa Daniels

**Members Present:** Phillip Tanner, Rae Assailly, Ashley Maloney

**Regrets:** Cheryl Condly

**Ex-Officio:**

MFRC Executive Director - Wendy Secord

19 Wing Representative - Maj Sophie Duguay

**Guests:**

Col Shapka – Wing Commander, Jill Killin - MFRC Staff, Scott Worthing - MFRC Staff

#### 1. **CALL TO ORDER**

The Board Chair calls the meeting to order at 1801 hrs.

#### 2. **DECLARATION OF QUORUM**

*Quorum declared.*

#### 3. **CONSENT AGENDA**

a. Agenda 27 May 2025– *for approval*

b. 29 April 2025 Meeting Minutes – *for approval*

Phill Tanner motions to approve the current agenda and previous meeting minutes without any amendments. Seconded by Rae Assailly.

**Motion Carried.**

#### 4. **GUEST SPEAKER - Wing Commander**

- Thanks to Board Members for volunteering their time to this organization. Turn out for the Open House was great (over 200 throughout the afternoon). Respite Childcare is a great program, happy to see it revived from last posting.

#### 5. **ED REPORT – *for approval***

- Wages and standards are evening out across \$10 a day daycares which places KCC on a more even playing field with other daycares in the area. Anticipate engaging more entry level staff with the standardized wages. Expecting July 1 rollout.
- Need to pick an AGM date – Wednesday 10 September. Will need a Treasurer's report and Chair's report for 2023/2024 FY
- Scott & Wendy are working with the contracted accountant for the annual audit

Rae Assailly motions to approve ED Report as presented. Seconded by Ashley Maloney.

**Motion Carried.**

Motion to Implement \$10/day Daycare by Phill Tanner. Seconded by Jennifer Buggie.

**Motion Carried.**

6. **FINANCIAL REPORTS – for approval**

Motion to approve financial reports as presented made by Karen Sheppard. Seconded by Ashley Maloney.

**Motion Carried.**

Motion to approve MFRC 2025/26 Budget made by Rae Assailly. Seconded by Phill Tanner.

**Motion Carried.**

7. **OTHER BUSINESS**

- a. Supplemental Agreement - virtual vote/approval 7 May 2025, see Appendix A for email motion and voting. **Motion Carried.**
- b. MyMFRC Updates – Edits to demographic information for the Board Member Application/Information form have been submitted. Once complete, we will all be added to MyMFRC and invited to complete the questionnaire in order to understand how it works. This information will populate directly into the individual's MyMFRC profile and is viewable by other Board Members. We will then need to decide if this form becomes part of the application, or to be used for onboarding as an internal document.

8. **ROUNDTABLE**

- It's been brought up that there is a potential policy in place that a dual-service couple, or that a partnered pair, would only have one vote per the couple vs one vote per person. We want to safeguard against shrinking down to a small board where this could become an issue and ensuring that people joining are in a cooperative mindset.

Motion to approve updating policy surrounding multiple family members joining the board being accommodated one vote per person, on the stipulation that only one family member may sit in an executive position and no more than one family member can be on a single committee by Kisa Daniels. Seconded by Karen Sheppard.

**Motion Carried.**

- Taking volunteers to form Governance and Nominations Committee (GNC) : Ashley, Phill, Rae, Kisa. Motion to create the Governance & Nominations Committee made by Rae Assailly. Seconded by Ashley Maloney. **Motion Carried.**
- A question arose regarding when we vote in a new Board Chair. We will wait until the AGM. Anyone can put themselves forward for an executive position however, the Board is dissolved at the AGM and voted on in the following Board Meeting.
- We have an actively serving CAF Member coming to the June meeting as prospective member

9. **NEXT MEETING – 24 June 2025 at 6pm**

10. **CONCLUSION**

Motion to conclude meeting by Karen Sheppard at 1943 hrs. Seconded by Phill Tanner.

**Motion Carried.**



BOARD SIGNATURE



BOARD SIGNATURE



**MEETING MINUTES**  
COMOX MILITARY FAMILY RESOURCE CENTRE  
BOARD of DIRECTORS MEETING  
To be held at the MFRC Conference Room  
Tuesday, 29 April 2025

**Chair:** Sarah Toone

**Vice Chair:** Jennifer Buggie

**Treasurer:** Karen Sheppard

**Secretary:** Kisa Daniels

**Members Present:** Phillip Tanner, Rae Assaily, Cheryl Condly

**Ex-Officio:**

MFRC Executive Director - Wendy Secord

19 Wing Representative - Maj Sophie Duguay

**Guests:**

Jill Killin - MFRC Staff, Scott Worthing - MFRC Staff, Ashley Maloney – Prospective Board Member

**1. CALL TO ORDER**

The chair called the meeting to order at 1558 hrs

**2. DECLARATION OF QUORUM**

7/7 members present, *quorum declared*.

**3. CONSENT AGENDA**

*a.* Agenda 29 April 2025

Motion made to approve the current proposed agenda by Phil Tanner. Seconded by Jennifer Buggie.

**Motion Carried.**

*b.* 25 March 2025 Meeting Minutes

Motion to approve previous meeting minutes by Karen Sheppard. Seconded by Rae Assaily.

**Motion Carried.**

- i.* Secretary reminded to show hands for approval in voting process.

**4. ED REPORT**

Wendy gave a review of the ED report.

- A question was asked regarding the process for adjusting the supplemental agreement. Will there be written back and forth if there are changes to be made or a meeting w/WComd? If there are many significant changes, it would be a meeting but doesn't need to be right now.

Motion to approve ED Report made by Cheryl Condly. Seconded by Karen Sheppard.

**Motion Carried.**

## 5. FINANCIAL REPORTS

Motion to approve Year End financial report made by Phil Tanner. Seconded by Cheryl Condly.

**Motion Carried.**

Motion to approve Quarterly financial report made by Karen Sheppard. Seconded by Rae Assaily.

**Motion Carried.**

## 6. OTHER BUSINESS

### a. Supplemental Agreement

- Typically this is an ED and WComd responsibility and does not usually involve the Board since the monetary assignment to tasks is not our responsibility if the task has been approved within the Budget.

### b. ED Review Follow-up Information

- ED is good to move forward with a review this year. Would the Board prefer to form a committee? Vice Chair to review policy and look at what a review structure would look like. Follow-up emails may occur so that we can plan accordingly next mtg.

### c. MFS & Board Chairs meeting information

- MFS discussed the MOUs with the Chairs and there was a focus on which parts of the MOU fall under the provincial privacy mandate and which items fall under the federal mandate.
- Board Recruitment Paperwork falls under Provincial Privacy Act. The Board will ensure that applicant documents are stored in the Board filing cabinet. The Vice Chair and Secretary will arrange to do this together as the Secretary has the key.
- In accordance with the MOU (ref: 6.4.9) coordinate 4 meetings per year with the Wing Commander, Board Chair, Executive Director and the MFS Rep.
- Chairs were asked if they wanted quarterly or semi-annual meetings with MFS.
- The MOU is effective for three years and expires in 2027 and originates with the Chief of Military Personnel (CMP) and there is no input at a local level.
- A question arose from a Board Member, does MFS have a local representation? No, they're likely all in Ottawa and are mostly remote workers

### d. Board of Directors Training with Mike Waters taking place 24 May 9am-12pm. Executive Members try to prioritize, open to the whole Board Membership to attend.

## 7. ROUNDTABLE

- Chair motions to approve acceptance of Ashley to the Board.  
Seconded by Cheryl Condly. **Motion Carried.**
- Secretary is meeting with Kelvin on 8 May to discuss MyMFRC board software.
- Chair resigned from Board of Directors and will follow up with the Vice Chair after the meeting. Proposal put forward for Vice Chair to act as Chair in the interim until there has been opportunity for other Members to apply for the role, or until AGM when the membership votes for all Executive positions. All Board Members are in agreement that Jennifer Buggie will be Interim Board Chair as of the close of today's meeting.

## 8. IN-CAMERA SESSION

Chair motions to open in-camera session 1842 hrs;

Chair motions to close in-camera session 2021 hrs.

9. **NEXT MEETING** – 27 May 2025 at 6pm

10. **CONCLUSION**

The meeting was brought to a close by the Board Chair (resigned) at 2022 hrs.

X 

X 

