

MFRC-NCR BOARD MEETING
Wednesday, October 3, 2007
Minutes

Attendees:

Thomas Allgoewer
Monique Arsenault
Ilektra Devereux
Crystal Gallinger
Shaune Jonasson
Sylvie Nadeau-Janelle
Mary Neilans
Cissy Wang

Absent:

Christine Enta
Cecilia Pita

Regrets:

Kenneth Piercey

MEETING CALLED TO ORDER: 8:00 p.m.

ADOPTION OF AGENDA:

Motioned by Sylvie. Seconded by Monique. Carried.

APPROVAL OF OUTSTANDING MINUTES (Oct. 3):

Corrections noted: Spelling of Thomas' name, Insertion of Dwyer Hill reference.
Motioned by Crystal. Seconded by Cissy. Carried.

APPROVAL OF OUTSTANDING AGM MINUTES (June 14):

Corrections noted: Attendees names and spelling.
Motioned by Ilektra. Seconded by Crystal. Carried.

CHAIR S COMMENTS:

Ilektra reviewed a number of changes and updates since the previous meeting.

A table of Actions will now be added to the Minutes and Agenda, for review and follow-up on status at each Board meeting.

Brief (5 minute) staff presentations will be prepared and given to the Board at the beginning of the Nov. and Dec. Board meetings. Childcare will present in November, while all other groups will present in December. ACTION: **Thomas** to communicate presentation request, with schedule and time guidelines, to staff.

The MFRC-NCR Board Bylaws need to be reviewed this year. Any changes will need to be voted on during the AGM and then be reviewed and approved by Industry Canada. To ensure this review is completed by the AGM, the Bylaws will be distributed to the Board and a scheduled review of individual Bylaws will be arranged during the Jan. to May meetings. Ilektra requests that each member take the time to review the Bylaws and be prepared to discuss changes at upcoming meetings. Bylaws and discussion schedule will be available for the November meeting. Supporting policies and procedures will also be developed, if time permits. ACTION: **Ilektra** to prepare Bylaw discussion schedule for Jan-May and present with Bylaws at Nov. meeting. ACTION: **Monique** will investigate existing policies and procedures templates that could be used by the Board.

Ilektra requested that Board members add a Privacy Clause (below) to Board-related emails, particularly external emails.

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Military Family ID cards (dependent cards) are available at the Elizabeth Park Community Centre. ACTION: **Thomas** will ensure that relevant information is posted on the website.

Thomas and staff are preparing Board binders for all Board members. Ilektra distributed binders to new Board members present and more binders are being prepared for those who require them. Please review and become familiar with the content.

Maureen McCann will attend the next Board meeting, as a guest. She is a member of a national advisory council for military family programs and is interested in hearing what issues are facing our local MFRC.

Padre Scharf will attend the next Board meeting, as a guest, until the by-laws are modified to add a Chaplain Services representative as an ex-officio attendee.

Thank-you gifts were proposed by Ilektra, to thank long-standing, active Board members for their contribution. A discussion of guidelines ensued, resulting in the following Motion by Monique: After a minimum of two years of active service and contribution to the Board, a \$50 thank-you gift will be provided following the member's resignation. Seconded by Sylvie. Carried. ACTION: **Ilektra** will purchase a \$50 gift certificate for Louise. ACTION: **Thomas** will purchase a \$50 gift certificate for Alain.

Business cards were distributed to Board members. Thomas asked that each Board member review their own business card and let him know if any changes were required. The contact information on the card reflects the Board email address, which Mary (as Secretary) will monitor. The MFRC Receptionist will contact individuals if any phone calls are received for individual Board members. If you prefer, when distributing your card, you can add your personal phone number or email address for direct contact.

Following Linda Graff's presentation earlier in the evening, there was a general consensus that the Board has accomplished a lot over the past two years, and wants to continue working towards annual goals, as well as the ongoing mission of the MFRC. To assist with planning and priorities, Ilektra requested each member to complete the Assessing Board Performance handout enclosed in the Linda Graff package. ACTION: ALL Board Members to complete the Board assessment form before or at the Nov. Board meeting.

ACTIONS:

The following Actions were reviewed and the Status has been updated. In-progress Actions will be added to the summary of ongoing and new Actions at end of Minutes.

Action	Owner	Status
Contact Linda Graff re: Board Orientation	Ilektra	Closed. Orientation completed.
Determine if Committee information is available on website	Ilektra	Closed. Not available and will not be posted.
Review policies relating to Emergency Housing	Thomas	In progress. Issues to be resolved.
Contact Chaplain Services - determine if Board can have Padre attend as a guest until by-laws are amended to add ex-officio position	Ilektra	Closed. Padre will begin attending Board meetings in Nov.
Schedule discussion at upcoming Board mtg, regarding how to address need for family doctors for military families	Ilektra	In progress. Will be added to Nov. agenda.
Schedule discussion for how to use surplus funds	Ilektra	Closed. As surplus funds arrive, discussions will occur at Board mtgs.
Investigate current signatories and determine who should be authorized as signatories	Ilektra	Closed. Documented in Bylaws.
Investigate required insurance for Parade of Lights event	Thomas	Closed. Thomas and Parade of Lights Committee arranging.
Determine who should attend Halifax Conference	Ilektra	Closed. Thomas and Mary will attend.
Investigate and develop a solution for shipping family packages to deployed members	Thomas	In progress.
Investigate discount policy and issuing of dependent cards	Thomas	In progress. Will be added to Dec. agenda.
Develop business card template for Board members	Ilektra	Closed. Business cards distributed.

EXECUTIVE DIRECTOR S REPORT:

Thomas provided an update on the Dwyer Hill request to have an MFRC Liaison volunteer. This is now approved as a DMFS-funded full-time staff position. The additional funding will be added to our financial statements.

Staff may need assistance from the Board in attending information and promotional events in the community.

One child in the Childcare program developed a rash recently that may have been due to an undiagnosed and unreported allergy to peanuts. As a precaution, all programs are now officially “nut-reduced” and documentation and posters are being updated to reflect this and to communicate this to staff, parents, and MFRC clients.

The Rockcliffe Nursery and Kindergarten program enrollment is very low at the moment and has been for several months. Advertising and promotion have increased, but if enrollment remains low, then Thomas indicated they are considering restructuring or closing the program. Ilektra asked for possible reasons for decline in the enrollment, to see how the Board can assist or respond. ACTION: **Thomas** to request Childcare staff to discuss the situation as part of their presentation at the Nov. Board meeting.

DISBURSEMENT OF CANEX ROYALTIES:

Thomas distributed a Budget addition and Decision chart to Board members, to determine how to distribute \$30,000 in one-time funding from CANEX royalties. After discussion of the proposal, the following Motion was made by Ilektra: To approve the \$30,000 disbursement, based on the allocations proposed by Thomas. Seconded by Cissy. Carried.

FINANCIAL REVIEW:

Cissy reviewed the financial statements and agreed that the Children’s Program issue (related to low enrollment numbers at Rockcliffe) was affecting income somewhat. However, other income was balancing out the deficit and additional funds are expected over the coming months as well.

NEW BUSINESS:

Already discussed during Chair’s housekeeping and Action follow-up.

COMMITTEE REPORTS:

PARADE OF LIGHTS – Scheduled for Nov. 24, the theme will be “Support for the Troops – Keeping in Touch Through Writing Letters”. A flatbed has been acquired and will be decorated in yellow, red, and white colours. Volunteers will be on the flatbed, writing letters at a table, and reading letters in a tent, with Christmas trees, signs listing deployment locations, and other decorations. Unsealed cards will be accepted from spectators and later sent to the troops. Volunteers will be needed to set up the float, during the parade, and to dismantle the float.

All other Committees deferred reports until review at next meeting.

NEXT MEETING:

Wednesday, Nov. 7, 7-9 pm, Rockcliffe location.

Note – The Dec. meeting will also be held at Rockcliffe, since two consecutive meetings were held at Uplands, due to the Linda Graff presentation.

ADJOURNMENT: 9:20 p.m.

SUMMARY OF ACTIONS

Action	Owner	Status
Carried Forward		
Review policies relating to Emergency Housing	Thomas	In progress. Issues to be resolved.
Schedule discussion at upcoming Board mtg, regarding how to address need for family doctors for military families	Ilektra	In progress. Will be added to Nov. agenda.
Investigate and develop a solution for shipping family packages to deployed members	Thomas	In progress.
Investigate discount policy and issuing of dependent cards	Thomas	In progress. Will be added to Dec. agenda.
New		
Communicate request to staff, for presentations at upcoming Board meetings. Note schedule and time guidelines, and discussion of Rockcliffe childcare enrollment issues.	Thomas	
Prepared Bylaw discussion schedule for Jan.-May and present schedule, along with Bylaws, at Nov. meeting.	Ilektra	
Investigate existing policies and procedures templates that could be used by Board.	Monique	
Ensure that relevant Military Family ID information is posted on the website.	Thomas	
Purchase a \$50 gift certificate for Louise.	Ilektra	
Purchase a \$50 gift certificate for Alain.	Thomas	
Review and complete the Linda Graff Board Self-Assessment form before or at the Nov. Board meeting.	ALL	