

**MFRC-NCR BOARD MEETING  
November 1, 2006**

**Attendees:**

Louise Boudreau, Chair  
Eileen Boles, Vice Chair  
Thomas Allgoewer, Executive Director  
Major S. Jonasson, Ex- Officio  
Sylvie Nadeau-Janelle  
Ilektra Devereux  
Cissy Wang

**Regrets of members:**

Marc Chenier  
Cecilia Pita

**Absentees:**

Christine Enta

**Secretary :**

Alain Miclette, Treasurer

**MEETING CALLED TO ORDER:** 1832 by Louise.

1. CHAIR'S COMMENTS

ACTION BY

Louise discussed the numerous emails/conversation she exchanged with Celine Thompson from DMFS with regard to the support to DND civilians deploying in Afghanistan to be provided by the MFRC-NCR. Celine recognized that MFRC-NCR BOD was apprehensive but mentioned that her Director had made a commitment to support DND civilians and PSP personnel deploying to Afghanistan. The support to be provided is for a duration of 17 months (i.e. 1 month pre-deployment, 6 months during deploying and up to one year after return to Canada). Louise mentioned that she asked for clarifications as to which services the MFRC is to provide.

1.2 Introduction of New Board Members

This point is reported to point 4 : Board Nomination

2. ADOPTION OF AGENDA

The agenda was adopted with change to point 1.2 Introduction of new board members that is now to be covered under point 4: Board Nominations

Motion: Cissy    Seconded by Eileen

3. APPROVAL OF THE OCTOBER MINUTES

The October 4, 2006 meeting minutes were approved without amendment.

Motion: Ilektra    Seconded by Sylvie

4. BOARD NOMINATION

Eileen introduced André Lévesque to the Board. André was unanimously accepted as new Board member

Motion: Ilektra    Seconded by Alain // all were in favour // nil opposed

5. ED REPORT

Thomas discussed a few points not covered in his monthly report: Info

- A new automated phone system has been put in operation to cover outside the receptionist's working hours. People calling the MFRC can now reach the various programs;
- Thomas had a mtg with DMFS to obtain clarifications concerning the Youth model money received previously. It was believed that the money given could be rolled over in the next years if not spent during this FY. Thomas received correspondence stating that the money was to be recovered and thus could not be spent in outreach/ transportation activities. After discussion, Thomas managed to get a one year extension to spend that money;
- Thomas is working on a part time job description to assist Lynne in Deployment.

## 6. FINANCIAL UPDATE

Due to the time spent on the DMFS funding application, the DMFS quarterly report and the pay increase to staff from the Children's program, the new report format has not been completed. Info

The MFRC has spent 46.2% of its budgeted funds at midyear. Increases in spending in areas such as marketing/promotion and communication are to be expected once we are able to receive the promised nominal roll.

The DMFS funding application was submitted on time and shows an increase over the last years. The most noticeable change is in the funding of the financial assistant position. The children's program is to pay more to finance this position since it covers the accounting, payroll, etc. for the program. Thomas stated that the outreach worker might not get fully funded this year.

All programs are shown to be under in the Revenues and Expenses report for the month of September. This is due to the fact that DMFS has cut some funding for the months of August, September and October to compensate for the surpluses from last year that rolled over to this FY. Money was already received.

## 7. COMMITTEE OVERVIEW AND DISCUSSION

Louise presented the Board with the committees that are currently standing and the ones the bylaws require the BOD to have in place. She asked if we need to focus on key deliverables by the end of this FY instead of working on a multitude of projects at the same time since there are a limited number of people involved in those committees. Info

Sylvie inquired about the rationale to keep an ED evaluation committee, saying that this could be struck anytime it was required. Louise explained that this committee doesn't require the same time commitment as other committees and that there should be a minimum of three Board members identified to provide the ED with continuous feedback throughout the year. Info

Louise asked if the BOD was interested in developing a strong Personnel Committee so that we could focus on developing up to date Personnel management policies. Thomas

Ilektra suggested that we contact Sharon Patriquin from the HR-Group to review and develop policies that could be voted on and approved by the BOD. The highest deliverable would be a complete revamping of policies over the next 12 months. Thomas mentioned that he would spend the next 6 weeks reviewing the policies and options to develop them

Looking at identifying the committees that we should keep, Louise suggested that there would be links between the various committees through a member being part of more than one committee. This could help develop a better continuity between the various committees, help transfer knowledge and avoid overlaps/duplication of work. The following committees and membership was approved by all: Info

- PERSONNEL

Ilektra, chair  
Alain  
Louise  
Eileen  
Thomas

- GOVERNANCE/STRATEGY

Louise, lead  
André  
Cissy  
Cecilia (to be confirmed)

- FUNDRAISING

Christine, chair  
Sylvie  
Cecilia  
Thomas  
Marc (to be confirmed)

- POLICY REVIEW

Cissy, lead  
Eileen  
Marc  
Shaune

- ED EVALUATION

Louise, lead  
Alain  
Marc (to be confirmed)

**All committees are to have a meeting prior to the January Board meeting. During that first meeting, all committees are to elect their chair and develop a draft TOR. The current leads/chairs are to schedule these first meetings.**

All

8. NEXT BOARD MEETING

Next Board meeting is to take place AT 1830hrs on December 6, 2006 at the

**Rockcliffe centre.** The January meeting will be held on the **second Wednesday** of the month at the Uplands centre (1830 hrs January 10, 2007)

9. ADJOURNMENT

The BOD meeting adjourned at 2029 hrs

L. Boudreau  
Chair

A. Milette  
Secretary