

**MFRC-NCR BOARD MEETING
Uplands Boardroom
January 10th, 2007**

Attendees:

Louise Boudreau, Chair
Thomas Algoewer, Executive Director
Eileen Boles, Vice Chair
Cecilia Pita
Alain Miclette, Treasurer
Christine Etna
Major S. Jonasson, Ex- Officio

Regrets of members:

Cissy Wang
André Lévesque

Absentees:

Sylvie Nadeau-Janelle

Secretary :

Ilektra Devereux

MEETING CALLED TO ORDER: 1836 by Louise.

1. CHAIR'S COMMENTS

ACTION BY

Louise welcomed everyone to the meeting.

2. ADOPTION OF AGENDA

Motion: Louise Seconded by Eileen

3. Approval of December Minutes

Motion: Cecilia Seconded by Alain

4. ED REPORT APPROVAL

Info

Thomas made the following additions to his monthly report.

-Thomas circulated a letter of commendations our Social Worker MaryAnn Blais received.

-Info Package: Thomas is working closely with his staff to create an Info Package to be sent out to all families that are on the nominal roll. He distributed packages from other MRFCs as samples to the BOD members.

-The nominal roll was "cleaned up" and continuous analysis is being done on the information it contains.

Based on the analysis performed the center will use other outlets to promote our services concentrating for now in the areas of Orleans, Kanata, and Gatineau.

- Christine mentioned that at her workplace (City of Ottawa) the Petawawa MFRC is promoting its services under the "Wear Red on Friday" campaign. Louise will contact the Chair of the Petawawa MFRC to establish a trusted relationship and offer the Chair the NCR-MFRC full support and cooperation.

Action by
Louise

5. Financial Review Update

Info

- We still have a cash flow deficit of \$42,839.02 this year. DMFS cut approximately \$40,000 of our funding to reflect funds rolled over from the previous year.
- Up to this time we have spent 60% of the projected budget.
- Dragan is now using the new accounting system. We will be able to track our spending much better

6. Old Business

- Committees are coming along

Info

-The ED-evaluation committee is in need of one more member. Please contact Louise if you are interested.

- Terms of reference are due by next BOD meeting. Committee Chairs are being requested to send their draft to Cissy Wang, Policy Review Committee for review prior of the FEB BOD meeting.

Action by
Committee
Chairs

7. New Business

7.1. DMFS Site Visit

Info

Luc Girard will conduct the DMFS site visit on February 1st and 2nd. Board members are invited to attend.

Luc has requested to have a meeting with the Executive Committee. Louise will be available. Alain will try to attend on Feb 2nd. Louise will ask Andre to attend as well.

7.2. Second Language Training

Action by
Thomas

Louise distributed to the Board an e-mail by Luc Girard in regards to SLT. In his e-mail Luc indicated that higher level of French are possible if the NCR-MFRC can justify that the need exists. Thomas is going to write a letter to Luc to "voice his thoughts and make them known".

7.3 Same time Chat Program with Ships at Sea

Info

Similar to the communication program to Afghanistan we offer in Rockcliffe this software program would allow family members to communicate with their loved ones deployed on ships. We will be provided with all necessary equipment. We might have to pay for the internet hook up. Louise says to go ahead.

7.4. Staff salaries

Info

Thomas informed the Board that we currently have an extra \$10,000 that we could spend on staff salaries. These funds have to be used by March 31st,

2007. Thomas suggested to wait till the market salary survey comes back. First recommendation will go to the Personnel Committee

Info

7.5. Board Recruitment

Currently our ratios are ok. But we need to recruit more potential BOD members. Ideally, we need professionals. Christine asked if we have advertised yet. Thomas informed the Boards that during the promotion-outreach programs volunteer positions as well as membership to the Board will be advertised. Thomas will as well look into other possibilities such as Volunteer Ottawa, Charity Village, Volunteer roundup in the Ottawa Citizen, CFRA public announcements, and Volunteer Fairs. Louise requested advertisement in our next NCR-MFRC publication, and a mass e-mail to all DND staff. Thomas will approach Jean d'Aoust.

Public announcements would be well timed during the next deployment in February. Thomas is cautioning against too much press. He would prefer to have enough time to properly respond to a media request.

Action by
Louise

Louise is willing to approach CFRA and Bear Radio station to do as for a Public Announcement.

8. Committee Reports

8.1 Personnel Committee

Info

Thomas informed the Board that Monique Geishard will be filling in the position of Volunteer and Information coordinator until April 2007. We will wait for the outcome of the market place analysis and funding to make a further decision on how to staff this particular position permanently.

8.2. Fundraising Committee

Info

Christine is planning a committee meeting in the next few weeks. She will be able to provide the Board with TORs for the BOD meeting in February. Thomas informed the board that fundraising is ongoing, and that the center has done well with "Support The Troops" merchandise.

8.3. ED Evaluation Committee

In Camera

9. Wrap up/Review of Action Items/ Departing Comments

-Louise will contact the Chair of the Petawawa MFRC to establish a trusted relationship and offer the Chair the NCR-MFRC full support and cooperation.

Action by
Louise

- Louise will approach CFRA and Bear Radio station to inquire about a Public Announcement.

- Thomas is going to write a letter to Luc to “voice his thoughts and make them known”.

Action by
Thomas

-Louise has asked Thomas to request from Luc Girard a more comprehensive definition of the term client/family.

Action by all
committee
chairs

-TORs for all committees are due for next BOD meeting. Please send your draft to the policy review committee.

10. In Camera Session

11. Next Board Meeting

February 7th, 2007@ 1830, in **Rockcliffe**

12. ADJOURNMENT

The BOD meeting adjourned at 2010 hrs

L. Boudreau
Chair

I. Devereux
Secretary