

MINUTES

MFRC-NCR Board Meeting
Wednesday, April 12, 2006
Conference Room at Uplands, 6:30 pm

Attendees:

Louise Boudreau

Eileen Boles

Lynne Charbonneau

Christine Enta

Cecilia Pita

Cissy Wang

Arden Grant

Shaune Jonasson

ED - Thomas Allgower

Regrets :

Ilektra Devereaux

Absent :

Leslie Newell

Meeting called to order by Louise at 18 :37 hrs

1. Chair's Comments – there would be some adjustments with the quorum being available only for the front part of the meeting that evening. Also will need to identify someone to take minutes for future meetings.
2. Adoption of Agenda - Noted changes in the arrangement and order but no additions. – ED decision document, Fundraising and policy moved ahead to accommodate quorum and numbers of attendees.

Agenda adopted with changes made by Louise and 2nd by Eileen – motion carried.

3. Approval of the past Minutes

- 3.1 February - Minutes were accepted by Christine and 2nd by Arden – Minutes were formally accepted.
- 3.2 March – March Minutes were accepted as is by Eileen and 2nd by Christine – Minutes were formally accepted

4. Fundraising report – was carried through as part of the newly formatted ED Decision Document.

(a) **Corporate Sponsorship packages** – to accept the documents and package type in moving forward in soliciting corporate sponsors with the Fundraising committee. Sample packages were circulated to the board.

Christine motioned to accept the packages – this was 2nd by Arden – Motion was carried.

(b) **Invisible Ribbon Gala** Nov. 3rd. A Gala Dinner at the War Museum that recognizes the contributions of military families, who serve our country without wearing the uniforms, and raises funds for services that benefits them. ***Cecilia has volunteered to join the Fundraising Committee and assist with the Gala...*** Approval to move ahead with plans, i.e. invite honored guests, send out corporate sponsorship packages and sell tables, tickets, etc. Tickets would be \$150 per person.

Louise motioned to allow the event (also part of fundraising committee component) to move ahead with plans as venues required booking, however only up to \$20 k could be spent before returning to the board for new funds. 2nd by Christine – Motion was carried.

(c) **Christmas Craft Market** is proposed for the Southway Inn, Bank St. & Hunt Club West. Venue costs . Rental for the ballroom will be about \$2500. The MFRC may need to advance some of this money. At this time the rental would not need to be paid until September – however the board generally felt that the rental may be a little high and asked that other venue opportunities be explored and re-presented to the Board for approval.

5. ED Report was presented by the ED – some discussion with regards to the hiring of the new social worker and that process – Decisions required from the board included:

6. Committee Reports

6.1 **Committee Review** (Board Training) – general discussion that some PD funds were available to Board members as well and should any members be interested this might be considered. Also proposed that at the Board Orientation in the Fall it may be good to have Program Presentations followed by a review of all the board committee Terms of Reference so that we might all better understand the parameters for each of the committees and identify any gaps.

6.2.1 Governance and Risk Management - no update

6.2.2 ED Evaluation – Louise reported that she and Lynne had had a brief meeting and were hoping to meet shortly to further discuss any ongoing business.

6.2.3 Policy Development and Review – Lynne presented the milestone document for when the board would seek to review the new components of the policy manual. Lynne made the motion to accept the deadlines, this was 2nd by Christine – Motion was carried.

6.2.5 Personnel – committee member and another board member assisted with Social Worker hiring process.

7. Financial Update
Thomas

Lynne &

Discussion that the tracking methods of non public funds differs within the current system

Lynne discussed the option of adopting a new financial accounting software – Lynne with Dragon and Thomas would review other potential software to see if there was merit in changing from Simply Accounting.

7. New Business

7.1 Board Selection – Eileen now heading the Nomination group - Interview conducted with potential new member – not recommended as member perhaps with committee.

7.2 Professional Development – for BOD – some funds available for board member and can consider going forward . Some samples:

<http://learn.serebra.com/charityvillage/index.cfm>

8. Date and Location of AGM **Wednesday June 14 1800hrs for 1830hrs at Uplands**

8.2 Next Board meeting 10 May 2006

9. In-Camera

Louise

10. Adjournment 20:40 hrs