

**MFRC-NCR BOARD MEETING
WEDNESDAY, MARCH 22, 2006**

Attendees:

Louise Boudreau
Eileen Boles
Ilektra Devereux
Christine Etna
Leslie Newell
Shaune Jonasson
Lynne Charbonneau
Cecilia Pita
Cissy Wang
Thomas Allgoewer

Regrets of members:

Arden Grant

MEETING CALLED TO ORDER: 6:35 PM by Louise

1. ADOPTION OF AGENDA

The Agenda was adopted with some changes:

- Election of officers (6.2) was moved ahead of Signing Authorities (6.1).
- DMFS Funding adjustment (7.2) was moved to the end of the agenda and will be an in-camera session.

2. APPROVAL OF MINUTES OF FEBRUARY BOARD MEETING:

Approval of minutes postponed to next Board meeting due to the minutes not being circulated in advance.

3. BOARD ELECTIONS

Cecilia was welcomed to the meeting and everyone briefly introduced himself or herself. Eileen made a motion that Cecilia be accepted as a Board Member. Lynne seconded this. Motion was carried.

4. EXECUTIVE DIRECTOR'S REPORT

Thomas added that: DMFS said that the Board was responsible for managing the funds they receive to the best of their ability and to expend these funds on mandated programs. They did not object to using quarterly advances for GIC investment. Thomas received correspondence from other MFRC Executive Directors indicating that some presently do invest DMFS advances in 30 and 60 day GICs.

Louise made a motion that the MFRC attempt to maximize investment income by investing in secure GICs, while leaving enough funds in our bank account to cover operating expenses. Christine seconded this motion. Motion carried.

It was noted that emails between Board Members must indicate that information is confidential, so that it does not become part of the “public domain”. All Board members should adopt a standard warning. Christine will forward a suitable example.

5. COMMITTEE REPORTS

5.1 Governance and Risk Management – Leslie reported finding some documents, which will assist in organizing activities in this area. She will share this with Board members.

5.2 ED Evaluation – Committee has not met since the last Board meeting.

5.3 Policy Development and Review – Lynne and Eileen have had a meeting. Thomas has provided copies of all existing policies he has been able to locate. A cash management system is being developed as a priority.

5.4 Fundraising – Thomas reported that this Committee is considering a Casino Evening. Also plans are being made for an Invisible Ribbon Campaign Launch, November 3rd that will be a very formal white tie dinner at the War Museum. Several Committee members attended a workshop on “social enterprise”.

5.5 Personnel – Ilektra presented a number of policy changes and made a motion that they be accepted (see attachments). Christine made an amendment that “Contract Employee” should read “Term Employee”. Eileen seconded this. The motion was carried with the said amendment. Ilektra also indicated that an Employee Representative should be selected for the Committee who is not the Executive Director (a current Human Resources policy stipulates the E.D. as Employee Representative, which is not appropriate).

General Discussion: Each Committee must set its own terms of reference (TOR). Ilektra presented Personnel Committee TOR – these do not include Strategic Planning, as it a separate concern. Eileen indicated that all new policies should go through the Policy Development and Review Committee. Christine will forward a link to the Employment Standards Act and Federal Labor Code to Thomas for easy reference.

6. Old Business

6.1 Executive Elections - Louise reported that Arden had indicated she would step down from the Board after the next AGM, but immediately as Secretary. Elections were held for all Executive positions:

- Louise made a motion that Lynne Charbonneau be elected Treasurer. Leslie seconded. Motion carried.
- Louise made a motion that Eileen be elected Vice-President. Ilektra seconded. Motion carried.
- Leslie made a motion that Louise be elected President. Louise indicated that she could only accept this responsibility until Sept. Eileen seconded. Motion carried.

6.2: Signing Authority - Ilektra made a motion that Leslie and Louise be added as signing authorities. Lynne seconded. Motion carried.

7. New Business

7.1: AGM - The AGM will be in early June. Board Members are to respond to dates that Louise will propose by email.

7.2: DMFS Funding Adjustment - This will be an in-camera session at the end of the meeting

7.3: Level - 6 French Course - Thomas indicated that there appears to be a need for such a course. The Board requested a formal proposal and budget for such a project. It was highly recommended that a qualified teacher be sought through university language translation programs.

7.4 Agency Communication Plans: Thomas indicated the need for such a plan. Military issues are very much in the news currently and media have called for information. Also the MFRC needs to reach out to the community more for corporate sponsorships, etc. Louise will forward Thomas some templates to assist developing communication plans. This area is a staff responsibility.

NEXT BOARD MEETING: 12 April 06 at 6:30 pm.

ADJOURNMENT: 7:50 PM