

MRFR-NCR Board Meeting

December 16, 2008

Attendees:

Louise Boudreau, Chair
Sylvie Nadeau-Janelle, Vice-Chair
Manuela Lacroix, Treasurer
Gina Heinbockel-Bolik, Secretary
Stephane Caron
Nel Keath-Humphrey
Renate Logan
Cecilia Pita
Padre Scharf, Ex-officio
Major Shaune Jonasson, Ex-officio
Thomas Algoewer, Executive Director

Regrets of members:

Jason Alderson
Sean Hopkins
Julie Ricard

Absentees:

Denis Couturier

Observers:

None

Special guests:

None

1. Meeting called to order

Louise

The meeting was called to order by Louise at 18:33.

2. Adoption of Agenda

Louise

The agenda was approved without changes.

Moved by:
Seconded by:
Motion Carried

Manuela
Stephane

3. Approval of September 2008 Minutes

Louise

The minutes were amended to edit/capitalize the position of Capt.(N) Bisson.

Moved by:
Seconded by:
Motion Carried

Stephane
Manuela

4. Update from the Chair

Louise

Louise reported on the Sear's Operation Wish campaign which had received a lot of coverage on TV and radio. Sears donated \$500.00 for a deployment party.

Update on the DGPFSS survey was deferred to Thomas.

The information billboard is still not completed.

The literacy project at Uplands Catholic School needs further Review particularly with respect to the funding situation.

Thomas suggested getting a second report to strengthen the case for the continuation of this programme. He pointed out that the minutes of the board meetings need to be posted electronically as well as on the billboard. Lastly, he reminded the board of the upcoming DGPFSS conference this spring with its mandate to report back on the priorities set at the 2008 conference.

Shaune gave a quick recap of last year's conference.

NEL and MANUELA were selected to represent the MFRC Board of Directors at the next conference.

Padre Scharf asked for clarification why the literacy programme is located at that particular school.

Sylvie gave a quick overview on possible workshops for board training. Two evening workshops are available in January in different areas of Ottawa in addition to the all day Saturday one on January 24, 2009.

The following members indicated interest in the various options:

East (January 8 & 15): Manuela, Gina, Cecilia, Shaune

Central: (January 21 & 28): Renate, Nel

Full day on January 24: Stephane

This is subject to availability and Sylvie will send email to confirm.

Louise pointed out her desire to familiarize board members with the by-laws by adding them, bit by bit, to the agenda (in italics at the bottom).

5. “Parade of Lights” Committee

Cecilia

For the second year in a row the MFRC entered a float in the Orleans “Parade of Lights” and was once again voted best community float. The trophy presentation took place on December 3 at the TD branch on St. Joseph and was attended by Renate, Gina and Stephane. At that time, the organizers pointed out that trophy winners are guaranteed a spot in next year’s parade.

Cecilia pointed out that the majority of people want to be part of the actual parade. Help with the assembly of the float was for the most part carried out by the committee members and some board directors as well as family members of these individuals.

Gina added that more members in uniform are needed as this year’s parade only had one.

6. ED Update & Business

Thomas

The Royal Bank had sent out a sheet asking for personal information of the directors. Several directors were reluctant to give such information without further details as to why this is needed and whether it is needed from every directors or just from those with signing authority. The matter was deferred until January to address the concerns voiced.

6.1 ED Report

Thomas gave his update as per October report circulated in advance. An important point raised, was a conversation with an insurance broker. As a result current coverage of 1 million dollars per person per incident should be raised to 2 million for the next fiscal year.

6.3 DMFS Participant Survey

Some issues raised were already addressed while others still need to be considered. It was the second survey and the response rate increased. A management response from should be created to indicate what items were dealt with versus those still in need of work.

Results that say “slightly less” should ideally be “slightly above”.

In general the results were positive with a response rate of 13%. Negative experiences tend to find their way into surveys more easily while positive one tend to be forgotten faster.

The survey was not specifically about the MFRC but about the community in general.

One question is how to make people feel more welcome when they arrive in Ottawa. This topic will be discussed as part of February's action plan.

6.2 Administrative Support Staff Position

Decision sheet was circulated in advance to inform directors about the intension to hire an assistant for the ED as the workload has grown and because some project require more time than the ED can set aside for them.

Current volunteers could be possible contenders for this position but no one has been approached at this point.

If no assistant can be found, fundraising might suffer as not all the work required can get done.

This position will only be for the remainder of the fiscal year. Funding for 2009/2010 will be considered in February.

Moved by:	Renate
Seconded by:	Cecilia
Motion Carried	

7. Financial Review/Update

Manuela

Manuela stated how much more transparent the financial statement have become. She thanked Thomas for all the he put into this change.

Since the last review \$96,000 were moved from restricted to unrestricted funds.

Currently there are \$320,000 in equity.

\$671 is earmarked for a playground structure.

CAPAC shows a surplus do to funding received in advance.

Daycare program access is restricted to short term clients.

Louise placed renewed emphasis on how much time and effort had gone into the statement changes.

The documentation review needs to comply with government rules. This was deemed a take away item for Manuela.

8. Business Plan for Rockcliffe Site

Louise

A town hall meeting had been set up by the Commandant on December 3rd to discuss some of the detail for the upcoming closure of the Rockcliffe base. Thomas, Louise and Manuela went as board representatives although the meeting was primarily intended for families still living on base.

Mandated programs may be relocated to Uplands which will result into a need for extra space. Modular buildings might be one solution.

Louise stated that she spent hours writing up a business proposal/analysis for the Commandant but that she did not receive any feedback from the board after circulating her draft. As a result she wanted to re-circulate the document to the board.

9. Satellite Offices Project

Louise
Thomas

Any new satellite offices cannot be opened at this point as the funds for these are locked until the needs assessment results are available.

A possible alternative proposal could be a "surplus school" in the Fallingbrook area. Space could be leased if the site is purchased by the city of Ottawa. This could become a potential way to approach the satellite structure.

Concern that many spaces, in some programs 100% percent are currently taken by civilians. Their payment for these programs subsidise other programs. Ideally, MFRC programs should be unique

and not just services or programs already available in the community.

A number of discussion points were made, including:

- Youth programmes were sometimes more appealing when the military youth was able to bring a non-military family friend.
- The MFRC should explore workshops that use “technology” delivery mechanisms in connecting people or to included them into certain programmes.
- MFRCs tend to play a higher profile role at certain stages in life/family development
- Trenton has a welcome book that was an excellent tool - This could be addressed in the needs assessment.
- we might lose subsidised daycare spots if the Rockcliffe programs cannot be relocated.
- Input from the board might make the business plan stronger

Regarding the surplus school relocation option:

The city is scheduled to vote on the purchase proposal in January. If the Commandant is not supportive of the surplus School option, other business models need to be considered. The MFRC could go alone but would then not receive funding.

- Some concern was addressed about the ability to turn a profit despite the fact that the building is already paid for. The size of the MFRC daycare does give them much room when not all spaces are filled.

10. Needs Assessment

Renate

A company is needed to do the survey for the needs assessment study. Only one company sent a proposal.

The committee wanted to know how much authority it had or how much board involvement there should be. E-voting was suggested to give the board some say.

A consultant will join the committee ex-officio to make give advise and make suggestions.

The proposal received did not address the request for focus

Group input and thus does not meet the minimum requirement as outlined in the proposal request.

Some comments tabled:

- Some follow up work with another company is still ongoing. The other option is to have another call for proposals with some reworked requests.
- Cost for the proposal is very low with only \$12,000. This is possibly because of the electronic nature of the proposal.
- Have other bases used consultants for their MFRCs?

It was determined that the committee should have the authority to do a pre-screening.

11. Committee Work

Louise

An HR Committee is needed due to the pending closure of the Rockcliffe site. Nel has lots of HR experience and agreed to work on this committee. Gina expressed interest to work with Nel but only in a minor role. At this point, the committee has no lead person.

The set up of a Governance Review Committee was deferred to the January meeting.

12. In-Camera Session

Louise

Minutes under separate cover.

13. Adjournment and next meeting

Louise

The next board meeting is scheduled for January 20th at the Uplands Centre. The meeting was adjourned at 21:50.