

MRFR-NCR Board Meeting

February 17, 2009

Attendees:

Louise Boudreau, Chair
Manuela Lacroix, Treasurer
Gina Heinbockel-Bolik, Secretary
Stephane Caron
Sean Hopkins
Nel Keath-Humphrey
Cecilia Pita
Julie Ricard
Major Shaune Jonasson, Ex-officio
Lori Watts, Ex-officio
Thomas Allgoewer, Executive Director

Regrets of members:

Sylvie Nadeau-Janelle, Vice-Chair
Jason Alderson
Renate Logan

Absentees:

Padre Scharf, Ex-officio

Observers:

None

Special guests:

Shane Romaine, Ascend Business Solutions

1. Meeting called to order

Louise

The meeting was called to order by Louise at 18:32.

She welcomed and introduced Lori Watts, the new PSP manager for DHTC, to the board.

2. Financial Review and Recommendations

Shane Romaine

Shane spent 3 hours with Thomas and Dragan to analyze the financial procedures and practises used by the MFRC.

Main findings:

- reporting is the #1 priority
- time sheets are incomplete/incorrect
- reporting could be improved by using different software
 - currently Excel spreadsheets
- system is too reliant on the person entering the data
 - no instructions available should a third person need to enter any data
- accounts payable should be done continuously
 - pay bills at the end of the statement period to save money
- payroll should be harmonized
 - either all in house or all outsourced

Suggestions:

- determine what should be changed
- prioritise these items

Conclusion: Manuela will distribute an e-version of the findings. The board will then prioritise the recommendations and get Shane to report back with costs.

3. Adoption of Agenda

Louise

The agenda was changed to reflect that item 5.1 was moved up to become item 2. All subsequent items therefore moved down one position on the agenda.

Moved by: Manuela
Seconded by: Stephane

With respect to the selected by-law of the month, 3.01, Thomas pointed out that five directors is the minimum required by Industry Canada but that DMFS would like it to be seven.

4. Approval of January 2009 Minutes

Julie pointed out that point 3 should be December 2008. Stephane pointed out some orthographic errors that needed to be changed.

The minutes were approved with these changes.

Moved by: Julie
Seconded by: Manuela

5. Update from the Chair

Louise

Louise reported that she and Manuela had a meeting with the Commandant and Shaune to discuss policy issues.

Last year a commissionaires' run was organized and it raised about \$30,000 for the PMRFC. The NRC MFRC considered to participate this year with funds raised to be divided based on the deployment ratio of both locations. It was concluded that the costs to the NCR MFRC would most likely out-weigh the benefits and

thus we should pass on participating in this event.

6. Financial Review

Manuela

The recently hired staff will bring the expenses in line with the currently posted surplus.

Manuela suggested keeping a very close eye on the expenses for the last two months of the fiscal year.

For the next fiscal year, she recommended to set up quarterly forecasts, possibly by adding another column to the financial statements. This should be put in place before the new fiscal year.

Conclusion: A meeting needs to be scheduled to look at the budget process.

7. Organizational Review

Louise

Louise had a meeting with the potential contractor for the review but thus far no costs have been determined. The initial gathering of needed information would be outsourced to another consultant for an estimated \$8,000. Louise figures that the total costs will be around \$16,000.

DMSF will pay on a contingency bases for those programs mandated by them (prorated amount).

The Commandant is looking for a way to fund part of this review.

Conclusion: Contingency funding request should be made to DMFS.

The possibility that the MFRC might have to pay for this through its own funds was raised. The treasurer suggested continuing to look for ways to find funding rather than using MFRC funds.

8. 2008/09 Goals Review

Louise

A business plan is needed but it is dependent on the N.A.S. and its results.

Priorities:

- N.A.S.
- Financial Review
 - improved greatly since Sept. 2008
- Organizational Review
- Satellites
- Rockcliffe closure

Conclusion: Email should be sent to the directors to get feedback on what was achieved.

9. Rockcliffe Update

Louise,
Thomas

The KKR afterschool program was extended by a couple of weeks to close just before March Break. The one staff member who could not be retained as a result of the closure has since resigned.

Some feedback from users expressing concern about the early closure was received and addressed.

In anticipation of further closures, others programs have lost users who decided to take a proactive approach. As a result the programs may no longer be able to fund themselves. Together with the loss of staff comes the possibility that we will lose our license.

The satellites working group is comprised of the Commandant, Shaune, two representatives from DMFS, Manuela, Louise and Thomas.

DMFS states to be in full support of the satellites thought at this point, it is not clear if this is mainly morally or financially. Their current view is that the N.A.S. may no longer be needed, however, the Commandant may still require it.

10. ED Update & Business

Thomas

10.1 ED Report

As per update e-mailed in advance, Thomas reported on:

- recent staff changes
- Summit II findings
 - MFRCs will remain at arms length status and NOT become part of the Chain of Command
- Queenswood Heights
 - no longer an option, possibly being acquired by the French School Board
- Incident report
 - lighter and blood were found in a bathroom, no further details and no reoccurrence

The by-laws need to be reviewed. Industry Canada feedback suggests that some minor changes are required. The issue came up to close to the meeting for an in-depth report.

Conclusion: Thomas will look into this and report on how much work will be required.

10.3 Civil lawsuit

In March 2008, a child using the MFRC facilities slipped on a patch of ice in the parking lot. She fell and broke her elbow. Subsequently, a lawyer sent a letter on her behalf to the Department of Justice suing for damages. Our insurer is concerned that this case may eventually include the MFRC as a defendant.

Decision: Increase liability insurance to at least five million dollars immediately.

Moved by: Manuela
Seconded by: Cecilia

11. Summit Update

Louise
Thomas

Comparison to other MFRCs was an eye opener.

The possibility of international comparisons was raised again. Summit I had addressed this in form of a comparison with Australia. The possibility of partnering with legions was one concrete example.

Reports from the individual working groups can be viewed on the DMFS website.

12. Committee Work

Louise

12.1 Needs Assessment

Stephane

The funding application needs to include survey tools. We cannot provide them and thus asked DMFS for advice. DMFS has since reconsidered the demand for a N.A.S. (due to the high costs of these studies, especially if mandated every three years) and may opt for an environmental scan instead.

Question: Could we find a co-op student or a professor willing to donate time to develop a questionnaire?

12.2 Marketing & Communications

Cecilia

The committee held a meeting to do a brainstorming session. It was attended by about nine people including Cecilia, Jason and Thomas, two volunteers and MFRC staff members.

Main points of the session were:

- What can be done without approval?
- Have welcome packages at different points.
- Break the notion that MFRC = daycare
- Use local media to promote the MFRC
- What message do we want to send?
- Confusion between the MFRC and the Family Fund
- Approach the Petawawa MFRC to combine efforts
- DHTC has a mandated way to inform families
- Send any ideas or strategy points to Cecilia

12.3 HR

Nel

Thomas hired his new assistant and so far things are going well. Some of the details regarding the Rockcliffe closure will need to be looked at in March.

12.4 AGM

Louise

The initial plan to report on the findings of the NAS is no longer feasible.

The next program guide should contain a full page add for the AGM set for Thursday June 18 at 6pm.

Directors who would like to continue with the board should re-apply to demystify the selection process.

13. Adjournment and next meeting

Louise

The next board meeting is scheduled for March 25th at the Uplands Centre.
The meeting was adjourned at 21:10.