

MFRC-NCR BOARD MEETING
Wednesday, December 5, 2007
Minutes

Attendees:

Thomas Allgoewer
Monique Arsenault
Ilektra Devereux
Shaune Jonasson
Sylvie Nadeau-Janelle
Mary Neilans
Rachel Bilmer
Crystal Gallinger

Kenneth Piercey
Padre George Scharf
Michelyn Maloney
Pam Parent
Yan Tong
Monique Gieshardt
Diane Blenkiron

Regrets:

Christine, Cecilia, Cissy

MEETING CALLED TO ORDER: 18:35

ADOPTION OF AGENDA:

Motioned by Sylvie. Seconded by Kenny. Carried.

APPROVAL OF OUTSTANDING MINUTES (Nov. 7):

Thomas requested a change regarding a motion to increase daycare spaces from “to 16 spaces” to “by 16 spaces” on page 3 of minutes.

Motioned to accept minutes, with change, by Monique. Seconded by Sylvie. Carried.

MFRC PRESENTATIONS:

Thomas introduced MFRC presenters. The following presentations were provided:

- 1) Volunteers and Second Language Training – Monique Gieshardt
- 2) Childcare programs – Michelyn Maloney (ELC NS Uplands), Pam Parent (CAPAC), Yan Tong (Kids Klub and Kinder Club), Rachel Bilmer (Daycare), Diane Blenkiron (Childcare Overview)

Two actions arising from staff presentations were noted.

Ilektra to investigate the possibility of accessing a bus for PD day trips - contact Master Warrant Officer Filion.

Pam Parent to provide more background information and details of CAPAC funding issues, in order for Board to schedule a discussion in February regarding CAPAC funding.

HOUSEKEEPING:

Ilektra commented on the Christmas Parade being an excellent experience. She shared the trophy and photos acknowledging the MFRC as “Best Community Group” contribution.

Two candidates are being considered for Information and Outreach Coordinator. Both candidates are excellent and Thomas is hoping to find active positions for both.

Following a brief discussion on whether Dwyer Hill could use one of the candidates as an MFRC rep, Shaune was actioned to investigate if Dwyer Hill is considered separate from the NCR MFRC and whether she could represent both locations as ex-officio.

The motion was made, with the condition that IF it is determined that Shaune cannot represent both locations as ex-officio, an ex-officio also attend Dwyer Hill MFRC meetings. Motioned by Ilektra. Seconded by Monique. Carried.

Ilektra commented that she sent a thank-you note to Colonel Rochette and indicated that she is arranging to meet the new Commander when he becomes available.

Ilektra invited Board members and their families to her home for a get-together on Saturday, January 5th. Ilektra to email details later.

Thomas collected November volunteer hours from Board members.

Crystal volunteered to take on the Nomination Committee for recruitment of new Board members.

The motion was made to have Ilektra suggest to Christine that she act as Member-at-large to consult with legal and corporate questions. Motioned by Ilektra. Seconded by Monique and Sylvie. Carried.

Ilektra then motioned that Sylvie take over the Fundraising Committee. Motioned by Ilektra. Seconded by Crystal. Carried.

EXECUTIVE DIRECTOR’S REPORT and FINANCIAL REVIEW

Thomas reviewed the draft policy regarding Emergency Housing. Some questions arose. Who is responsible for 3rd-party liability insurance? Could credit cards be provided to families for use in hotels (with Padre to maintain access to credit card)? Perhaps this could be a useful interim solution until the emergency housing situation is resolved.

Thomas was actioned to determine how the MFRC can best support emergency situations in the interim, until emergency housing situation is finalized. Family Crisis Team will be consulted to provide pros and cons of credit card scenario. Thomas to draft a proposed interim solution for a Board e-vote.

A Communications Plan is needed. Thomas commented that he will draft a Communications Plan for follow-up and review in 2008.

There was some discussion regarding Rockcliffe childcare programs and the likely move to Orleans for these programs. Locations need to be investigated. The Base Commander would need to provide financial support. Since the Rockcliffe location may close in 2008, options need to be investigated soon, particularly for programs that cannot or should not be moved to Uplands. Thomas actioned to investigate Orleans options, including a recent school closure mentioned by Shaune.

Reallocation of 2006/07 surplus funds – need to spend \$15,000 for prevention, support, and intervention by March 2008. Thomas will apply to change recipients if necessary.

Family Discount Program discussion was deferred to January meeting.

Cissy’s suggestions for financial changes will be presented for discussion in January.

Attendance policy and by-law discussion deferred until scheduled as part of overall by-law review in 2008.

Ilektra will investigate current suggestions and options (from DMFS and other sources) regarding finding family doctors and medical care for military family members. Will prepare for discussion in January.

Mrs. Dixon is now working with the Military Family Fund for her fundraising project.

A Strategic Planning session needs to be scheduled for the Board to draft a Strategic Plan. This should be scheduled for a lengthy discussion/retreat in 2008, but following the Community Needs Assessment. Ilektra will raise suggestions for retreat plans later in 2008.

CURRENT ACTIONS Updated and NEW ACTIONS Added:

Action	Owner	Status
Review policies relating to Emergency Housing	Thomas	In progress. Issues to be resolved.
Schedule discussion at upcoming Board mtg, regarding how to address need for family doctors for military families	Ilektra	In progress. Will be added to Jan. agenda.
Investigate and develop a solution for shipping family packages to deployed members	Thomas	In progress. Esquimalt and Halifax being consulted.
Investigate discount policy and issuing of dependent cards	Thomas	In progress.
Prepare Bylaw discussion schedule for Jan.-May.	Monique	In progress.
Investigate existing policies and procedures templates that could be used by Board.	Monique	In progress.
Ensure that relevant Military Family ID information is posted on the website.	Thomas	In progress.
Ensure that some blue or purple is added to the Military Family Discount Program to indicate support for all three services.	Thomas	Logo and program development in progress.
Determine approval process for Military Family Discount Program logo and branding.	Thomas	Program development in progress.

Action	Owner	Status
Consider pros and cons and consider possible vendors for the Military Family Discount Program, for discussion.	ALL	Program development in progress.
List the minimum and maximum number of children for all childcare program operations.	Thomas/Diane	Closed.
Investigate possible daycare facilities in Orleans, as a long-term replacement for the Rockcliffe location.	Thomas	In progress.
Continue further discussion via email re: Mrs. Dixon/Zellers proposal.	ALL	In progress.
NEW ACTIONS		
Action	Owner	Status
Investigate the possibility of accessing a bus for PD day trips - contact Master Warrant Officer Filion.	Ilektra	
As there are ongoing efforts required to apply for various grants to ensure funding for CAPAC, perhaps a percentage of deployment support funds could be contributed to ensure stable funding – more background information and details of funding issues are required to schedule a discussion in February regarding CAPAC funding.	Pam Parent	
Provide information to Padre Scharf, regarding contacts for shipments for humanitarian aid.	Ilektra	
Investigate if Dwyer Hill is considered separate from the NCR MFRC and whether she could represent both locations as ex-officio	Shaune	
Suggest to Christine that she act as Member-at-large to consult with legal and corporate questions	Ilektra	
Research pros and cons of credit card scenario for interim emergency housing solution and propose interim solution for MFRC to support emergency situations until emergency housing situation is resolved. Board to perform e-vote on proposed interim solution.	Thomas to propose / Board to e-vote	
Draft Communications Plan for follow-up and review in 2008.	Thomas	
Investigate options for an MFRC location in Orleans that could house some MFRC programs, including childcare. A possible option could be recent school closures in Orleans.	Thomas	
Investigate DMFS and other suggestions for doctors and medical care for military family members, for discussion in January.	Ilektra	
Determine scheduling and details for a 2008 Strategic Planning session with Board members – should follow Community Needs Assessment.	Ilektra (with input from Thomas and Board)	

NEW BUSINESS:

Already discussed during Chair's housekeeping and Action follow-up.

NEXT MEETING:

Wednesday, Jan. 9, 6:30-9 pm, Uplands

MEETING ADJOURNED: 21:36