

# MRFR-NCR Board Meeting November 18, 2008

## **Attendees:**

Louise Boudreau, Chair  
Sylvie Nadeau-Janelle, Vice-Chair  
Manuela Lacroix, Treasurer  
Gina Heinbockel-Bolik  
Stephane Caron  
Jason Alderson  
Julie Ricard  
Nel Keath-Humphrey  
Renate Logan  
Sean Hopkins

Padre Scharf  
Major Shaune Jonasson, Ex-officio  
Denis Couturier  
Thomas Allgoewer, Executive Director

## **Regrets of members:**

Cecilia Pita

## **Absentees:**

None

## **Observers:**

None

## **Special guests:**

Capt(N) Lynn Bisson

### **1. Meeting called to order**

Louise

The meeting was called to order by Louise at 18:36 after Gina had volunteered to take today's minutes. Louise then welcomed Capt(N) Lynn Bisson who was in attendance that evening.

### **2. Adoption of Agenda**

Louise

The agenda was approved without changes.

Moved by:

Manuela

Seconded by:

Nel

### **3. Round Table**

All

Board members briefly introduced themselves to Capt(N) Bisson.

Louise pointed out the success of the November 12, 2008 training session. She commended the presenters from the MFRC for their efforts and willingness to stay late on that day. Sylvie circulated "Thank you" notes for the board members to sign.

#### **4. Approval of September 2008 Minutes**

Louise

The September 15, 2008 meeting minutes were amended to show the correct spelling of Gina's last name.

Moved by:           Stephane  
Seconded by:       Sylvie  
CARRIED

Louise commented on the neglect of the MFRC website as currently the posted minutes end with the June 2007 meeting.

The October board meeting had to be cancelled for weather reasons, therefore no October minutes exist.

Board members had been asked to vote electronically on three separate items before the November meeting. All three motions were approved.

#### **5. Executive Election**

Louise

Due to the resignation of Crystal Gallinger for personal reasons, the position of secretary was vacant.

Gina volunteered to take on this position.

Seconded by:       Stephane  
CARRIED UNANIMOUSLY

#### **6. Presentations and Overviews**

Capt(N) Bisson  
Maj. Jonasson  
Thomas Allgoewer

##### 6.1. NCR Support Unit by Capt(N) Bisson

Capt(N) Bisson, the commandant of the CFSU Ottawa since December 2007, introduced herself to the board members. She presented the board members with a hard copy of her power point slides and spoke about the following topics:

- CFSU (O)'s Mandate
- Organization
- Support to the MFRC
- Lines of Responsibility
- Goals

- Challenges of the NCR
- Expectations

Capt(N) Bisson stressed her willingness and interest in supporting the MFRC in any way possible. She grew up in a military family and experienced many of the challenges associated with relocation and deployment first hand.

She further explained the challenges particular to the NCR and its military members and families. With approximately 7000 military members, the NCR is home to one of the largest military contingents which varies greatly in age, rank and family status. In addition, there is no base in the true sense in the NCR, rather work facilities, services and places of living are spread out over a large geographical area which included two provinces. Accommodations and resources are likewise scattered and limited, especially with the upcoming closure of Rockcliffe.

Capt(N) Bisson outlined her expectations to the board. She stated the importance to overcome the unique NCR challenges through meaningful and transparent support to the military families.

Capt(N) Bisson then introduced Maj. Shaune Jonasson, who is her representative at regular board meetings.

## 6.2. Duties of the Ex-Officio Member by Maj. Jonasson

Maj. Jonasson has been the ex-officio member to the board since July 2005 and is the first reservist to hold this position which is a secondary duty. She explained that in her role as ex-officio she acts as the commandant's representative, and she is to provide communications between the MFRC and the commandant. She attends all board meetings, provides guidance and advice to the BOD chair as well as the executive director. After any board meetings she reports back to the commandant. Her position is a non-voting position.

After the presentations a short discussion, initiated by Renate, ensued on the uniqueness of the NCR and the state of the Rockcliffe facilities. Political decisions in the early 1990s led to an anticipated reduction in NCR located military personnel. Support personnel and funding were adjusted but the actual numbers of military members did not shrink to the anticipated level.

### 6.3 Overview of the MFRC Mandate by Thomas Allgoewer

Thomas gave an overview on the demographics of the MFRC and spoke about the role and relationship with Director General Personnel and Family Support Services (DGPFSS) formerly DMFS. He explained that site specific services are locally funded.

- Padre Scharf expressed his concern about the lack of activities for “single” spouses during times of deployment.
- Stephane raised concern about municipal funding due to budget issues
- Jason asked about funding options and discussed fundraising
- Louise explained that so far it is not organized in part because of access to funding issues
- Sean pointed out that due to the affluent nature of the NCR communities there must be options waiting to be utilized
- Julie raised the issue of competition for funding with the “Military Families Fund” (MFF) and pointed out that is some confusion and that some donations no longer end up at the MFRCs
- Capt(N) Bisson explained that currently no guideline exist and suggested that this question should be put forward to DGPFSS with a request for clarification
- Thomas provided an example of donor confusion which underlined the need for more public awareness as to whom particular donations go to (MFF ≠ MFRC)
- Louise called this brand competition
- Louise, with respect to the need to fill any open daycare spots, pointed out that having a couple of empty spots can be a life saver when families get posted outside the regular posting season

### **7. Financial Review/Update**

Manuela

Manuela indicated that she had met several times with Thomas to discuss the financial statements. They agreed to make changes to the statements to make them more transparent and that Thomas should receive some support in this, possibly by a volunteer.

Manuela suggested adding some extra columns for the months updates to facilitate understanding of the fiscal situation during any given month.

She explained that the deficit situation indicated in the balance sheet memo results from the timing of invoicing. Some funding only comes in toward the end of the fiscal year but needs to be spent earlier.

She noted that the supply budget did not adequately reflect the increase in numbers of families the MFRC currently serves. She suggested looking for any surplus funds that might possibly still be available to cover the difference. In addition she stated that a contract for shredding documents on a monthly basis is not needed and that this issue should be revisited when the contract comes up for renewal.

- Capt(N) Bisson commented on the different needs within the military community and that some members consider the program guide useless to them, thus receiving it by mail, is seen as a waste by them. She suggested the MFRC should look for a way to remedy this problem.

## **8. ED Update and Business**

Thomas Allgoewer

### 8.1 ED Report

Thomas gave his update as per October report circulated in advance.

### 8.2 Mileage Rate

No pressing need for this item due to recent drop in gas prices.

### 8.3 School Project

A decision sheet was circulated prior to the meeting, explaining the project and its success in improving literacy rates through coaching by an educational assistant.

Moved by: Nel  
Seconded by: Renate  
CARRIED

While the motion was carried, Capt(N) Bisson suggested we seek to find out why the school board would not be supporting this cost. This was deemed a take away item for Thomas.

## **9. Satellites Offices Project**

Louise et al

Louise reported on the current state of the satellites and the response she had received from Luc Girard at DGPFSS. The project will only go on once a needs assessment study has been conducted. DGPFSS has agreed to pay for this study.

Capt(N) Bisson pointed out that a needs assessment study could help Validate the findings of the last study and thus strengthen the MFRC's argument for certain satellite locations.

## **10. Needs Assessment**

Thomas  
Committee

Official needs assessment committee was struck and is composed of Manuela, Renate, Stephane and Julie. The committee was given the authority to work with Thomas to set time lines.

Manuela cautioned that we should not rush matters but rather insure thoroughness of the study.

Capt(N) Bisson suggested to advertise the survey through the chain of command.

## **11. Committee work**

Louise  
Sylvie

Louise raised the issue of including volunteers in committee groups when matters do not need to remain within the board's discretion.

Committees needed at this point:

- finance
- HR
- fundraising

It was pointed out that fundraising should be separate from finance.

## **12. In-Camera Session**

Louise, Sylvie  
Nel, Manuela

Minutes under separate cover

**13. Adjournment and next meeting**

The next board meeting is scheduled for December 16<sup>th</sup> at the Rockcliffe Centre.  
The meeting was adjourned at 22:20.