

MFRC–NCR Board of Directors Meeting
Monday September 15th 2008
MFRC Uplands – Croil Private

In Attendance:

Louise Boudreau
Sylvie Nadeau-Janelle
Manuela Lactoix
Crystal Gallinger
Gina Heinbockel-Bolik
Stephane Caron
Denis Couturier
Nel Keath-Humphrey
Major Shaune Jonasson, *Ex-Offio*
Renate Logan
Cecilia Pita
Julie Ricard

Thomas Allgower

Observers:

N/A

Sent Regrets:

Padre Scharf
Jason Alderson

Absent:

N/A

Meeting Minuets

1) Call to Order & Introductions

The meeting was called to order at 6:37pm by Sylvie, acting as the chair.

2) Roundtable Introductions

Board member introductions were made.

3) Adoption of the Agenda

The agenda was amended to change item 4 to read “Approval of May 2008 Minutes” from “Approval of June 2008 Minutes.”

Moved by: Stephane Seconded by: Crystal
CARRIED

4) Approval of the Minuets for the May 2008 Board Meeting

The minuets of the previous board meeting were amended to add Stephane Caron to the list of observers.

Moved by: Cecilia Seconded by: Crystal
CARRIED

5) Elections of Board Officers

Stephane volunteered to be the Acting Secretary for this meeting.

CHAIR

Louise was nominated to serve as Board Chair.

Nominated by: Sylvie

CARRIED by acclimation

VICE CHAIR

Cecilia, Stephane, & Sylvie stood for election for the position of Vice-Chair of the Board. Sylvie was ELECTED as Vice-Chair by secret ballot.

TREASURER

Manuela was nominated for the Treasurer

Nominated by: Sylvie

CARRIED by acclimation

SECRETARY

Crystal was nominated for the Board Secretary position.

Nominated by: Sylvie

CARRIED by acclimation

6) Executive Director's Report

SUPPLEMENTAL AGREEMENT

The MFRC-NCR now has a supplemental agreement with CFSU-O after renegotiation. The initial agreement proposed was not feasible or desirable as it would require the MFRC-NCR to be accountable to the Commandant of CFSU-O for all activities, including programs that receive no funding from military sources. This issue was resolved in subsequent drafts of the agreement so that the MFRC-NCR would only be accountable to CFSU-O for the funds it provide the MFRC-NCR. The Executive Director signed the agreement during the board meeting.

MFRC-NCR BUSINESS PLAN

The Executive Director is re-writing the MFRC-NCR business plan in order to secure a needed increase in funds for office supplies and expenses.

CHILDREN'S PROGRAMS CRITICAL INCIDENT REPORTS

Critical Incidence Reports from Children's Programs not mentioned in the written Executive Director's report included a burst water pipe at the Rockcliffe location that shut down the site for half a day. Staff was able to move to another site nearby and parents and children's needs were met.

Also mentioned was an incident when a 9 year-old boy falsely claimed that he fell off a play structure. The child's parents took the boy to the hospital to be examined, and we have not heard back of the outcome of this examination. As the boy has made many false claims of illness / injury in the past, and his parents continue to send him to the after school program, the issues is considered closed.

The board also discussed an issue raised in the Executive Director's report relating to groundhogs living under the shed in the day-care's playground, preventing the use of the

playground. Several options were discussed for the removal of the groundhogs including urine, hair, and a dig barrier. As the groundhog problem was viewed by the board as a structural issue, the issue was passed on to the CFSU-O for action. As there is another playground nearby, this is not a major issue. Of greater concern is the fact that the groundhogs are preventing the MFRC-NCR from re-licensing its daycare operations at the Uplands site. Ministry inspectors tend to co-operative when it comes to temporary problems such as the groundhogs, so current work-arounds the problem is expected meet short-term needs.

UPDATE ON DND FUNDERS & CALL FOR VOLUNTEERS

DMSF is currently in the mist of restructuring and is looking for military families to serve on committees examining various aspects the restructuring. The Executive Director will send details to board members by e-mail.

CMP is launching its "Family Covenant" policy on Monday the 22nd and is looking for military families to attend the launch at NDHQ. The Executive Director will send details by e-mail.

7) Financial Review / Update

SIGNATORY

The Treasurer will made a co-signatory on checks issued by the MFRC, along with the Chair and Vice-Chair. The Executive Director is always the primary signatory.

FINANCIAL STATEMENTS

The Executive Director presented financial statements as of July 2008. The MFRC is currently in a small deficit position of \$10 000.00 appx. (1.5% appx. Of the total MFRC-NCR budget). This is in spite of the fact that the financial statements show a surplus of \$8 400.00. This is due to a combination of factors: delays in funds being issued by funders such as the United Way & DMFS, slight overspending by MFRC programs (mostly on salaries), higher demand for MFRC programs etc. Funds collected from fundraising and the MFRC reserve fund is expected to cover this deficit. The Executive Director explained that due to the complicated nature in which the MFRC is funded (through DND, City of Ottawa, United Way, etc.) the timing between when the MFRC receives funds and spends funds tend to be off slightly. The board expressed that it preferred that the MFRC have a small deficit over a surplus as it shows that all funds are being used in program delivery.

The board deferred approving of the financial statements until the next meeting, in order to allow the Treasurer to more closely examine them.

EMPLOYEE BENEFITS

In an attempt to retain employees the MFRC began to offer full-time employees a full benefits package a year ago. At the time it was expected that the premiums on these packages would increase as they were frequently used. The increase in the premiums occurred on the 1st of September, and were larger then expected (40% increase). Of particular concern was the supplemental health & dental packages, which is paid on a 1/2 – 1/2 basis by the MFRC and the employees. The increases in the premiums have the effect of eliminating the pay increase that MFRC employees recently had. The Executive Director is considering moving to 2/3rds - 1/3rd basis (the MFRC paying the 2/3rds).

The Board deferred making a decision on the matter until the next meeting to allow for further study (possibly by a full Human Resources Committee). If at the next meeting the Board agrees to the 2/3rds – 1/3rd proposal, MFRC employees would receive back pay to make up for the period when the policy was not in place.

The Board appointed Nel to further examine the issue of the portion of employee benefits that should be paid by the MFRC as the employer.

Moved by: Cecilia Seconded by: Stephane

CARRIED

8.1) Proposed MFRC Satellites

The Board briefly discussed how this proposal was to be funded. If the MFRC is given funding directly from DND to lease building then the MFRC could act quickly (as is necessary). If DND arranges the leases itself, then the process could take longer, as it is expected that a tendering process would occur; however the MFRC would benefit from DND's expertise.

The Board agreed that the proposal needed to be acted upon quickly but more time needed to be provided for Board members to examine the details of the proposal more thoroughly. The Chair agreed to consolidate questions and comments that board members had about the proposal and to send them along to the Executive Director via e-mail. The Executive Director will respond to the comments and questions prior to sending the document up the funding chain early in the subsequent week.

8.2) Supplemental Agreement

This issued was address in the discussion on the financial review / update.

8.3) Exchange of Ideas Between the Board & Parade

FUNDRAISING

The Board discussed fundraising ideas. Proposals ranged from selling custom watches, to a white-tie gala. The Board agreed that these ideas merit further study and possibly the establishment of a permanent Fundraising Committee. The Executive Director mentioned the 2009 Commissionaires Ottawa-Petawawa Walk would raise funds for both the Petawawa and the National Capital Region MFRCs.

BENEFITS / ENHANCEMENTS FOR MILITARY SPOUSES

The board discussed programs that other MFRCs were doing to enhance the lives of military families. The discussion included a Vancouver MFRC program where Costco and gym membership cards were lent out to military families.

Also discussed was an NCR-MFRC shopping discount program that is in development. Store-front stickers for participating businesses expected to come in from Japan shortly. The board discussed having the wife of the CDS get her Dependent Card at the MFRC and then use it to get a discount at a participating store with the media following her as a way to promote the program.

ORLEANS SANTA CLUSE PARADE

The Board discussed participation in the 2009 Orleans Santa Clause Parade as a way to promote awareness of the MFRC and to collect letters for troops serving on deployments. It was noted that the MFRC was successful at the 2008 Santa Clause Parade, winning an award community organization floats. Cecilia agreed to head up an ad-hock committee to organize this year's float. It was agreed that Board members involvement in this project would be to focus primarily on logistics, budget, and oversight, with a greater roll for the MFRC Youth Centre in building and manning the float. A possible problem was pointed out that the military flatbed tuck

used last year is currently not available. It is hoped that starting earlier on the float this year would reduce the rush of work involved in organizing the float last year.

DEFERMENT

Further discussion under this item was deferred until the next Board meeting.

9) Committee Set-Up & Discussions

The Board discussed the trade-offs between using an ad-hock committee structure and a standing committee structure. With ad-hock committees Board members would have more flexibility to participate in committees as time allows as the committees are struck on a per-issue / project basis. With a standing committee structure the Board would benefit from committees that have developed expertise in their respective areas.

The Board decided that the discussion committee structure and the type of committees that the Board would strike would not be too useful without determining the strategic plans and priorities that the Board feels that it should pursue. It was agreed that a substantial portion of the next MFRC meeting would be spent on determining plans and priorities for the MFRC.

10) Next Board Meeting

NEXT MEETINGS

The chair took a poll to determine which day worked best for the Board members to meet. It was determined that **Tuesdays** worked best for the Board members. The Board agreed to hold its meetings on the **3rd Tuesday of each month** (the next regular meeting would be on October 21st at the Rockcliffe MFRC).

The Board agreed that it would be beneficial to have an earlier meeting to discuss plans and priorities, as well as some of the more urgent business deferred from this meeting. It was agreed that the Board would meet on October 8th at the Uplands MFRC for this purpose.

BOARD TRAINING

The conversation then turned to Board training. Various options were discussed from presentations on MFRC programs to brining in an expert to brief Board members on the issues facing not-for-profit organizations' boards. How the training would occur was also discussed. Opinions included a full-day retreat, and training spread out over two afternoons. It was agreed that the Chair would send a survey to Board members inquiring about their preferences for Board training.

11) Adjournment

The meeting was adjourned at 9:20 pm.

DRAFT Minutes by: Stephane Caron