

MRFR-NCR Board Meeting May 20, 2009

Attendees:

Louise Boudreau, Chair
Sylvie Nadeau-Janelle, Vice-Chair
Manuela Lacroix, Treasurer
Gina Heinbockel-Bolik, Secretary
Stephane Caron
Sean Hopkins
Nel Keath-Humphrey
Renate Logan
Julie Ricard
Major Sandy Hingston, Ex-officio
Lori Watts, Ex-officio
Thomas Allgoewer, Executive Director

Regrets of members:

Major Shaune Jonasson, Ex-officio
Padre Scharf, Ex-officio
Cecilia Pita

Observers:

Jim Buchan

Special guests:

Louise Cameron
Steve Kahler
Gail Cornfield

1. Meeting called to order

Louise

The meeting was called to order by Louise at 18:35.

2. Adoption of Agenda

Louise

The agenda was adopted unchanged.

Moved by:

Louise

Seconded by:

Stephane

Motion Carried

Quick introduction of the directors for the benefit of the special guests and the observer.

3. Presentation by Louise Cameron

Louise

Louise C. gave a power point presentation on a needs assessment study conducted for DHTC. She use a postal code survey method and had a 34.5% return rate with a good representation of the areas served. The assessment allowed her to make or suggest changes based on the needs expressed in the responses.

4. Insurance benefits

Nel

The Board of Directors had invited Steve Kahler from Halpenny Insurance to give an update on the Employee Group Benefits for the NCR-MFRC.

Steve's main presentation points were the following:

- benefits are important to employees
- they help attract and retain employees
- health insurance plans decrease absenteeism
- non publicly funded insurance benefits should be put in place at all MFRCs
- for many insurance products claims do NOT drive rates
- for health and dental the impact on rates is different

Typically, insurance plans get used more frequently within the first year of their implementation. This was true for the MFRC as well but in it's the second year now, the usage pattern looks fairly normal.

Steve provided the directors with a printed benefit summary as well as a generous amount of doughnuts. (Thank you, Steve.)

5. Approval of April 2009 Minutes

Louise

The April minutes were approved without changes.

Moved by:
Seconded by:
Motion Carried

Renate
Stephane

6. Update from the Chair

Louise

6.1 Funding Cuts

A misunderstanding had let the board to believe that the MFRC would lose funding for supplies. PSP has since inform the chair that the MFRC will receive public funding.

6.2 Signing Authority

Over the summer months, cheques need to be signed by a board member. Directors available and permitted to sign are: Manuela, Julie and Stephane.

6.3 Library Support

In the past PSP used to hold a book sale on the concourse of certain military buildings. It was determined that PSP is not entitled to using these spaces. As a result, the MFRC will head this activity to continue benefitting from the free books received through this sale.

7. ED Update & Business

Thomas

7.1 ED Report

Thomas gave a brief update based on his ED report which had been circulated prior to the meeting.

7.2 By-law Changes

At last year's AGM new bylaws were voted on. They have since been evaluated by Industry Canada and need to be voted on with minimal changes. Thomas had circulated the amended version in advance of the meeting.

The only point discussed in more detail was the question of a quorum for the AGM. Thomas had suggested 10.

A motion was made to accept the changed as suggested by Thomas.

Motioned by: Sylvie
Seconded by: Stephane
Motion Carried.

Conclusion: The by-law will be amended and resubmitted to Industry Canada. If further amendments are needed they will be subject to an on-line vote. The amended by-laws need to be posted 2 weeks prior to the AGM on June 18th.

8. Financial Review/Update

Manuela

The 2009-2010 budget had already been discussed at prior board meetings. Due to one outstanding item voted on at the April meeting, the budget was now submitted to the board for a vote.

Motioned by:
Seconded by:
Motion carried.

Sean
Nel

The treasurer suggested that auditors should be changed every few years. Since this contract needs to be tendered there is not enough time to make a change before the June AGM.

Recommendation: The board should initiate a tender for a new auditor after the AGM.

9. Rockcliffe closure

Louise

The division of space at Uplands was addressed. It was decided that the self-help housing units provided to the MFRC by the Commandant will have to be used for storage and offices. Due to Some building code issues they were not suitable for programs.

This change is looked upon as a short term solution, possibly only for 12 months.

The meeting held yesterday will now allow the ED to make a final decision and inform the individuals about the upcoming changes.

Common locations are now co-owned and need to be pre-booked.

The Commandant will oversee the actual move and provide the movers. The programs will close on July 17th and the building will be locked up on July 31st.

10. Service Level Agreement

Agreement with DHTC is in the process of being work out. CFSU agreement is about to be finalized.

Louise

11. Committee Work

Louise

11.1 Needs Assessment Committee

The committee is still looking into the option of an opinion survey rather than a needs assessment study. Since the MFRC is exempt from DMPORA regulations an environmental scan is also still considered. While this is sufficient for DMFS it is not for the Commandant.

The committee will need to look further for a solution.

Both Trenton and Valcartier are working on a mapping project intended to determine what services are needed/available in what specific location.

11.2 Marketing & Communications Committee

Louise

The committee is looking at the possibility to have an information tent at the RCMP Sunset Ceremonies in late June. Since the committee is currently only comprised of two members, some volunteers would be needed to staff the tent.

11.3 HR Committee

Nel

HR business will be discussed at the in-camera session.

11.4 AGM

Sylvie

An AGM agenda proposal was circulated in advance. Currently, we have four potential new board members.

12. In-Camera Session

Louise

Minutes are under a separate cover.

13. Adjournment and next meeting

Louise

The next board meeting is scheduled for June 3rd at the Uplands Centre.

The meeting was adjourned at 22:20.