

**Board of Directors Meeting
Shilo MFRC
Minutes
August 19, 2025**

Name	Position	Attendance
NICOLE BLANCHETTE	Chair	Present
EVAN ROBICHAUD	Vice-Chair	Present
MARY O'CALLAGHAN	Treasurer	Present
CATHERINE COLE	Secretary	Virtual
RACHEL PARKER	Member	Present
MEGAN NOCQ-MACRAE	Member	Virtual
		Present
ROB LAVIN	Executive Director	Present
CAPT KIM ROODE	Base Rep	Regrets
CAPT TABOROWSKI	Ex-Officio 1RCHA	Regrets
CPT. KRUK	Ex-Officio 2PPCLI Rep	Regrets
CHRIS CABLE	Daycare Director	Present
KAILEN HARTE	Assistant Daycare Director	Regrets

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at 18:02 pm	
2.	Introductions	
	Welcome <ul style="list-style-type: none"> • Interviewed potential board members present for meeting <ul style="list-style-type: none"> ○ Ryan Lamont ○ Don Thomson ○ Jacqueline Beatty 	
3.	Agenda	
	1. Motion to approve the agenda as presented from 19 August 2025. <ul style="list-style-type: none"> a. motion: Nicole Blanchette b. second: Catherine Cole c. All in favour 	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting Shilo MFRC BoD Meeting Minutes 25	

	<p>June 2025 : Mary O'Callaghan</p> <p>a. second: Evan Robichaud</p> <p>b. All in favour</p>	Motion Carried
5.	Old Business	
	<p>a. <u>Outstanding from Previous Minutes:</u></p> <p>b. <u>Emailed Motions:</u></p> <p>1) COLA for MFS Staff 1 April 2025: 7 July 2025</p> <p>1. Motion: Nicole Blanchette</p> <p>2. Second: Evan Robichaud</p> <p>3. All in favor</p>	Motion Carried
6.	Committee Updates	
	<p>a. <u>Executive / Advisory Committee Updates:</u></p> <p>1) Board Applicants</p> <p>2) To explore a new strategic planning session in the near future</p> <p>b. <u>Finance Committee Updates:</u></p> <p>1) June package-</p> <p>1. Motion to Approve June Package as presented:</p> <p>Mary O'Callaghan</p> <p>2. Second by: Evan Robichaud</p> <p>3. All in favour</p> <p>2) July package</p> <p>1. Motion to approve July Package as presented:</p> <p>Mary O'Callaghan</p> <p>2. Second by: Rachel Parker</p> <p>3. All in favour</p> <p>3) BMO Signatory paperwork completed</p> <p>4) ELC Dishwasher replacement</p> <p>1. 3 quotes obtained</p> <p>2. Recommended to approve grand valley quote</p> <p>a. Motion to approve funding for dishwasher replacement from grand valley: Mary O'Callaghan</p> <p>b. Second: Evan Robichaud</p> <p>c. All in favour</p> <p>5) RM of Cornwallis Grant</p> <p>6) MFS Quarterly Report (Q1)</p> <p>1. Motion to approve MFS quarterly report as presented: Mary O'Callaghan</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>

	2. Second Rachel Parker 3. All in favour 7) Provincial winter fair reached out about sponsorship for 25/26 1. Suggested to have Rob look into alternates to be brought for next meeting instead of winter fair. c. <u>Child Services Committee Update:</u> 1) Serious Incident 2 – one child tripped and put teeth through lip, was seen by doctor and no stitches needed. 2 nd child chipped tooth playing with hammer having ricocheted off a rock he was tapping on. Will need dentist to repair tooth. 2) Plan to meet as a committee as needed in near future	Motion Carried
7.	New Business	
	a. <u>Recognition</u> b. <u>Correspondence</u> 1) <u>Daycare communication</u> 1. Letter sent out 2) <u>ELCC Support Wildfires</u> 1. ELCC opened up some child spaces in Winnipeg to help support families affected by the wild fires 3) <u>ELCC ECE Awards of Excellence deadline extension</u> c. <u>Miscellaneous</u> 1) <u>Intranet</u> Consider moving to intranet site as opposed to one drive. 2) <u>Compliance and Assurance</u> 1. Audit completed from CWFS. Should be done every 3 years. 2. 96% score obtained, 4 things needing resolution. a. Annual confidentiality oath signature b. Need to meet with financial auditors prior to AGM c. 4 Items non-compliant with instructions on how to remedy this.	

8.	ED Report	
	<ol style="list-style-type: none"> 1. See drive for report 2. Strategic plan – all goals achieved, will plan to get together for new goals. 	
9.	Children Services Update	
	<ol style="list-style-type: none"> 1. See Drive for report 2. Waiting List update: <ol style="list-style-type: none"> a. 135 on list in total (100 military /9 MFRC-NPF- Civilian DND / 2 MFRC ECE employee / 24 Civilian) b. 4 unborn c. 68 infant d. 51 preschool e. 12 school age 3. Quarterly checks ins made April 25 regarding need for daycare spots. Next check-in to happen end of August/ early September <ol style="list-style-type: none"> a. 1 CCA resigned, interviews are set up b. 1 ECE resigned (school age), interviews set up c. 1 ECE starting Sept. 3rd <p>No updates on sensory space at present, Awaiting license</p>	
10.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: nil 2. 1 RCHA: nil 3. 2PPCLI: nil 	
11.	Volunteer Hours	
	1. Please communicate monthly volunteer hours to the Vice-Chair	All Members
12.	Round Table	
	Next Meeting – 25 September 2025 at 1730	All Members
13.	In Camera	
	Out of camera at 19:51 <ol style="list-style-type: none"> 1. Appointed Jacqueline Beatty as a Director on the Shilo MFRC Board of Directors. 	Motions Carried
14.	Adjournment	
	<ol style="list-style-type: none"> 1. Motion to adjourn meeting at 19:51 pm. <ol style="list-style-type: none"> a. motion: Nicole Blanchette b. second: c. All in favour 	Motion Carried

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Nicole Blanchette
Board Chair
Shilo MFRC Board of Directors

Catherine Cole
Secretary
Shilo Board of Directors

Date Approved: