

**Board of Directors Meeting
Shilo MFRC
Minutes
September 25, 2025**

Name	Position	Attendance
NICOLE BLANCHETTE	Chair	Present
EVAN ROBICHAUD	Vice-Chair	Present
MARY O'CALLAGHAN	Treasurer	Present
CATHERINE COLE	Secretary	Regrets
RACHAEL PARKER	Member	Regrets
MEGAN NOCQ-MACRAE	Member	Virtual
JACQUELINE BEATTY	Member	Present
ROB LAVIN	Executive Director	Present
LT PEYTON HABRAKEN	Ex – Officio Base	Present
LT MITCHELL SMART	Ex-Officio 1RCHA	Regrets
CAPT LYNCH	Ex-Officio 2PPCLI	Present
CHRIS CABLE	Daycare Director	Regrets
KAILEN HARTE	Assistant Daycare Director	Present

Item	Agenda	
1.	Call Meeting to Order	
	Meeting called to order at 5:31 pm	
2.	Introductions	
	Welcome 1. Interviewed potential board members present for meeting	
3.	Agenda	
	1. Motion to approve the agenda as presented from 25 September 2025. a. motion: Nicole Blanchette b. second: Evan Robichaud c. All in favour	Motion Carried
4.	Previous Minutes	
	1. Motion to approve the meeting Shilo MFRC BoD Meeting Minutes 19 August 2025 : a. Motion: Nicole Blanchette b. second: Mary O'Callaghan	Motion Carried

	c. All in favour	
5.	Old Business	
	<ol style="list-style-type: none"> 1. <u>Outstanding from Previous Minutes:</u> <ol style="list-style-type: none"> a. Strategic Planning <ol style="list-style-type: none"> i. Rob will send a report showing strategic plan accomplishments as a first step. 2. <u>Emailed Motions:</u> 	
6.	Committee Updates	
	<ol style="list-style-type: none"> 1. <u>Executive / Advisory Committee Updates:</u> <ol style="list-style-type: none"> a. Board Applicants 2. <u>Finance Committee Updates:</u> <ol style="list-style-type: none"> a. Community Activities Breakdown (2025-26) <ol style="list-style-type: none"> 1. Motion to Approve Community activities spending (2025-26) as presented: Mary O'Callaghan 2. Second by: Evan Robichaud 3. All in favour b. Final Compliance & Assurance Audit Report (27 Aug) <ol style="list-style-type: none"> 1. All tasks checked off, and Rob is ready to send the final letter c. August package <ol style="list-style-type: none"> 1. Motion to Approve August Package as presented: Mary O'Callaghan 2. Second by: Evan Robichaud 3. All in favour d. Emergency Funding request <ol style="list-style-type: none"> 1. Extra \$26,000 to keep the Deployment assistant until 4 April 2026 e. Restricted Funds – Projected Costs (2025-26) <ol style="list-style-type: none"> 1. Motion to Approve the Equipment/Supplies for "new" pre-school space up to \$25,000 as presented: Mary O'Callaghan 2. Second by: Evan Robichaud 3. All in favour f. Recommend Delegation of Authority <ol style="list-style-type: none"> 1. Motion to Approve the delegation of authority document and include in the Shilo MFRC Finance Policy: Mary O'Callaghan 	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>

	<p>2. Second by: Evan Robichaud</p> <p>3. All in favour</p> <p>g. Canada Summer Jobs/Green Team jobs Final Report/Claim</p> <p>h. Nightly BMO Deposits</p> <p>i. 2026-27 Funding Application Update</p> <p>j. Q3 Download Update</p> <p>k. ELC wages</p> <p>3. <u>Child Services Committee Update:</u></p> <p>a. 29 Aug Outstanding childcare payment</p> <p>b. Breach of information – (resolved)</p> <p>c. Dishwasher/Sanitizer update</p>	Motion Carried
7.	New Business	
	<p>1. <u>Recognition</u></p> <p>a. Military Family Appreciation BBQ (Military Family Appreciation Day 19 Sep)</p> <p>1) Nicole recognized the staff that were involved in making it happen.</p> <p>b. Inspired Program</p> <p>1) Recognize staff, volunteers and community partnerships</p> <p>2) Upcoming in next couple of weeks– recognitions – Tara, community member – donated the fire pit, the Chief of Staff</p> <p>2. <u>Correspondence</u></p> <p>a. Child Care Sustainability Trust Grant</p> <p>b. ELCC: Compliance with Lead in Drinking Water</p> <p>c. ELCC: Important Measles information</p> <p>d. ELCC: New Deputy Minister</p> <p>e. Manitoba ECE: Awards of Excellence</p> <p>f. Board Training: Future-Proof: Building Resilience Through Succession Planning</p> <p>g. Board Training: MFS Empower your Board</p> <p>h. New VP MFS 17 Sep</p> <p>3. <u>Miscellaneous</u></p> <p>a. Board of Directors SharePoint</p> <p>b. Advisory Committee – MOU Implementation Guide</p> <p>c. Spookghetti Luncheon – United Way</p> <p>i. Friday October 31</p>	
8.	Daycare Report	

	<ol style="list-style-type: none"> 1. Report Review <ol style="list-style-type: none"> a. Waiting List update: <ol style="list-style-type: none"> i. 136 on list in total <ol style="list-style-type: none"> 1. 97 military 2. 12 MFRC-NPF- Civilian DND 3. 1 MFRC ECE employee 4. 24 Civilian ii. unborn iii. 71 infant iv. 52 preschool v. 13 school age 2. 4-5 baby spots opening in Oct/Nov time 3. 3 ISP – reappplied and funding received <ol style="list-style-type: none"> a. Meet with coord to discuss more children as more funding 4. Staffing: new school age staff working great <ol style="list-style-type: none"> a. 85.59% trained staff 5. Sensory room <ol style="list-style-type: none"> a. No update 6. Expansion <ol style="list-style-type: none"> a. Flooring completed. Start to install shelving and 7. Sanitizer yay! 8. Len nominated for the ECE Awards of Excellence 	
9.	ED Report	
	1. Report Review	
10.	Ex-Officio Reports	
	<ol style="list-style-type: none"> 1. CFB Shilo: <ol style="list-style-type: none"> a. Inquired about how our CDS visit went. b. Viewed the preschool expansion and youth centre 2. 1 RCHA: <ol style="list-style-type: none"> a. absent 3. 2 PPCLI: <ol style="list-style-type: none"> a. No points 	
11.	Round Table	
	<ol style="list-style-type: none"> 1. Volunteer hours <ol style="list-style-type: none"> a. Please communicate monthly volunteer hours to the Vice-Chair or via the My Impact app 2. Next Meeting – 29 October 2025 at 1730 3. Jacqueline: what committees can she join? <ol style="list-style-type: none"> a. Youth/teen programs: how well attended? Can we get into schools to let kids know about programs? 4. Transfer policy for kindergarteners at Ecole La Source 	All Members
12.	In Camera	

	1. In camera: 1940 2. Out of camera at 1958	
13.	Adjournment	
	1. Motion to adjourn meeting at 19:58 pm. a. motion: Nicole Blanchette b. second: Evan Robichaud c. All in favour	Motion Carried

Signed,

Nicole Blanchette
Board Chair
Shilo MFRC Board of Directors

Catherine Cole
Secretary
Shilo Board of Directors

Date Approved: