

Halifax and Region Military Family Resource Centre

2020-2021 Annual General Meeting

Online via MS Teams

Wednesday June 16, 2021 @ 5 p.m.

Attendance:

Jacquelyn Stevenson Shelley Hopkins Lisa Purdy Kent Gregory Kim Bulger Larissa Page Leah Wood Bridget Ebsary Christine Van Kooten Alena Mondelli Darren O'Connell Erica McCurdy-BDO Jessica Skinner-BDO Kara MacNeil Sara Jean Mannelle Roscoe Bi Aaron Wright-BT Amanda Lutz Myrna Stewart Anne Sampson Roach Isabel Markert Tracey McDonald Mora Giovannetti Carolyn Mercer Charlie Reid Christine Saldon Darcy Burd Emily Snow Hannah Hachey Col. James Hawthorne Capt. (N) Sean Williams

Call to Order: 5:04 pm by Board Chair – Jacquelyn Stephenson

Confirmation of Quorum: Yes, no less than 9 members of the board and proper notice was given as per bylaws

For voting purposes, please raise hand via tool provided in the platform, keep cameras off and muted unless speaking

Land Acknowledgement: The HRMFRC would like to begin by acknowledging that we are gathered on the traditional and unceded territory of the Mi'kma'ki people. This territory is covered by the Treaties of Peace and Friendship. We are all Treaty People.

Session Recording: 5:09 pm commences

Approval of Agenda: *Motion to approve the agenda, as presented.*

Motioned by: Tracey McDonald Second by: Kent Gregory

MOTION CARRIED

Welcome and Introductions:

Welcome to Capt (N) Sean Williams, Base Commander and Col. James Hawthorne, Wing Commander

Aaron Wright, Baker Tilley

Jessica Skinner and Erica McCurdy, BDO

Introduction of HRMFRC Board of Directors – as per slide.

The HRMFRC board is an independent, not for profit, volunteer board that works with the chain of command and Military Family Services (MFS). Membership is comprised of 51% of military family members who vote to set the strategic direction for the Centre.

Introductions of staff members by Shelley Hopkins, Executive Director: Myrna Stewart, Darren O’Connell, Chris Saldon, Sarah Jean Mannette and Kara MacNeil.

Presentation of Year in Review video – Thanks to communications and marketing for creating the video.

Approval of 2019 Minutes: *Motion to approve the 2019-2020 AGM minutes as reviewed.*

Motioned by: Amanda Lutz Second by: Darcy Burd

MOTION CARRIED

Financial Portion of AGM:

Introduction of Aaron Wright, Baker Tilley

- H&R MFRC Registered Charity
- Adheres to not for profit accounting standards
- \$4.7 million dollar operating budget
- Mandated and non-mandated funding
- 2020-2021 – a significant year of change

Preface of Covid 19, noted in financial statements. The impact of Covid and then re-opening the Centre at 50%. Late April reduction of capacity and is relevant to current fiscal year. Considerations given to the ongoing impact of all subsidy programs available and were taken advantage such as childcare and wage subsidy.

Statement of Financial Position – as of March 31, 2021:

| | |
|-------------------|--------------------|
| Total Assets | \$2,315,083 |
| Total Liabilities | \$1,499,178 |

Cash Flow Statement:

| | |
|--------------------|-------------------|
| Opening cash value | \$1,424,961 |
| Net decrease cash | <u>\$ 704,341</u> |
| Ending Cash | \$ 2,129,302 |

Budget Year *Approved Bottom Line*

| | |
|-------|------------|
| 21/22 | \$-33,966 |
| 20/21 | \$-47,028 |
| 19/20 | \$-108,907 |
| 18/19 | \$-225,256 |

Budget for 2021-2022 Priorities:

- Continue to leverage technology (specifically with Baker Tilley), changed financial institutions
- Present a modest budget
- Simplify budget structure
- Evaluate the usage of programming vs. cost of casual staffing
- Lean but strong

Key Highlights

- Total revenue/funding budget of \$4.103 M (including \$73K from CFB – one time)
- Total expense budget of \$4.137 M (including \$73k from CFB – one time)
- Total budgeted deficit of \$34k (including ESA \$26k & amortization of \$8k)
- CFB Halifax funding reduced from \$324,000 to \$300,000

Payroll

- 1.5% increase (cost of living)
- Overall decrease in total payroll expense (\$3.59M to \$3.48M)
- Organizational changes and attrition
- Addition of a finance clerk
- Significant reduction in casual wages (\$30k)
- Fund development position reduced to part time 50%

Child Care Centres

- Upgrades to playgrounds not completed due to Covid
- No capital items
- 12 months of child care
- Cost recovery achieved but challenges related to Covid impact staffing and revenues

Other

- Earned Service Award (payout in December)
- Fundraising adjusted to reasonable targets to cover non-funded programs

Covid 19

- First quarter was budgeted to reflect status quo of Covid impacts
- Second quarter progressively started adding in expenses to align budget with pre-Covid operations in Q3 and Q4
- Board conference expense was removed this year as its not anticipated to occur, provided in can move forward but will require board approval

Overall and impact on payroll, child care Centre's, other (Earned Service Award) and Covid 19. \$70,000 of project funding not in total funding but shows in deficit of \$-33k. Cash flow for affordability of providing programs (timing of cash received in March 2021). Assuming quarter funding will not come early next year.

No questions to note. Thanks to Aaron from Baker Tilley and the slides provides a great visual to see the numbers in perspective!

Introduction of Erica McCurdy and Jessica Skinner from auditor, BDO

Completed audit, no significant deficiencies and relatively clean audit report (always a risk that money could disappear). Shows great management by BT and MFRC.

No questions to note, thank you Erica.

Motion to present and approve BDO as the external auditor for 2021-2022

Motioned by: Carolyn Mercer Second by: Larissa Page

All in favour

MOTION CARRIED

Note that voting is not required for budget as per bylaws.

Bylaw Revision:

Bylaw 7.7

Denotes changes to NS daycare legislature. No daycare parent required for board, there will be a committee. Board feels comfortable removing but representation ie. Demographic to nice to have.

Revision to board composition from daycare parent to Veteran community at large

Removing daycare parent to 7.10

Motion to accept bylaw provisions 7.7 and 7.10

Motioned by: Tracey McDonald Second by: Lisa Purdy

All in favour

MOTION CARRIED

New Board Members & Slate of Officer Presentation:

Recruitment for the 2021-2022 began in April seeking three board members to replace those that have completed their board terms and did not renew. We extend a huge thanks to them for their time and commitment to the board.

With an AGM slated for June 16th, the Recruitment and Development Committee met and decided that a board recruitment campaign would commence via social media and the Centre's website in early April and run for a two week period. The Committee received 7 board applications and selected 4 candidates to interview, with 3 being selected and presented this evening:

1. Lindsey Coshell
 - a. Currently stay at home parent, starting own business - AquaClean.
 - b. 9 years of HR experience
 - c. Working towards CPHR designation and Business Degree.
 - d. Partner to a currently serving member on HMCS Shawinigan; Daughter of a Retired Naval Officer; and sister to a current serving Naval Officer.
 - e. Parent of 2 children (4 & 2).
 - f. Previously volunteered with Ronald McDonald House; Currently volunteering with Rethink Breast Cancer as a Support Mentor; Volunteered with business organizations on various committees (ie. Social and Sport)

2. Hannah Hachey
 - a. Federal Public Servant with a background in Disability
 - b. Holds Certifications in Change Management and Management Essentials
 - c. Bachelor's of Science (Biological Sciences)
 - d. Previous work experience in non-profit organization as Program Coordinator, including supervising a team & understanding of governance Board
 - e. Partner is in the Air Force (NCM - AVN), previously an Army Reservist (Artillery)
 - f. Bilingual (English/French)
3. Emily Snow – Veteran Community Seat
 - a. HR Professional with 13 years of experience in the Financial and Defense industries with a focus on Strategic HR Management and Talent Acquisition.
 - b. Holds a Bachelor's degree from Saint Mary's University with a Diploma in HR Management.
 - c. Also holds the Registered Professional Recruitment designation and a Mental Health first aid certificate.
 - d. Spouse of recently retired Reg Force Member who served across multiple elements (RCAF- AERE Officer, previously RCN- Comm Tech and Army- Combat Engineer Reservist)
 - e. Parent of one child- 2 years old.
 - f. Previous volunteer work consists of volunteering with the United Way, Veith House & Byrny house. As well as Feed NS and various Animal shelters.

I also want to extend a sincere thanks to Kathy Willis, Erica Armstrong and Leah Wood for their time and efforts spent on the Recruitment and Development Committee.

Motion to accept the three new Board of Director Candidates for the 2021-2022 HRMFRC Board – Lindsey Coshell, Hannah Hachey and Emily Snow.

Motioned by: Mora Giovannetti Second by: Tracey McDonald

All in favour

MOTION CARRIED

The following are the 2021-2022 Slate of Officers for the HRMFRC:

Chair – Jacquelyn Stevenson 1 year term extension due to Covid-19

Vice Chair – Larissa Page 2nd year of 2 year term

Treasurer – Lisa Purdy 1st year of 2 year term

Secretary – Mora Giovannetti 1st year of second 2 year term

Tracey McDonald

Amanda Lutz – Community Seat
Kim Bulger
Isabel Markert
Lindsay Coshell
Hannah Hachey
Emily Snow – Veteran Community Seat

Chief Petty Officer First Class Alena Mondelli Base
Chief Petty Officer First Class Tom Lizotte Fleet
Chief Petty Officer First Class James Haas Formation
Chief Warrant Officer Bruno Poirier Wing
Chief Warrant Officer Leon Legister 5th Division

Motion to accept the 2021 2022 slate of officers as presented for the HRMFRC Board of Directors.

Motioned by: Mora Giovannetti Second by: Amanda Lutz

All in favour

MOTION CARRIED

Presentation of Departing Board Members:

Carolyn Mercer, Kathy Willis, Erica Armstrong, Leah Wood, Kent Gregory and Darcy Burd

Commanding Officer Remarks:

Colonel James Hawthorne

Great support to Shearwater, steadfast supporter of the Wing. Thank you for your time and support.

Captain N Sean Williams

Welcome to new board members, it's an important role in making the organization what it is. Great thanks to you, to those leaving, for your huge commitment and appreciate your time. Thanks to everyone for all that you do. Members couldn't do what they do without the MFRC support. Constantly impressed with MFRC in Hfx, leadership in Centre with Board as well we are very lucky and have solid governance. Reflections on the last year, it's been a year like no other. Can't emphasize enough and that the additional support that people require and the adapting is amazing and continue to provide creative ways to provide services and support. Thank you.

Closing Remarks:

Thanks for coming, much appreciated. Thanks to Shelley and her never say no team as we work toward being a workplace of choice.

Call for Adjournment:

Motion to adjourn AGM at 6:08 pm.

Motioned by Amanda Lutz

MOTION CARRIED

Respectfully submitted by:



Mora Giovannetti
Board Secretary

Jacquelyn Stevenson
Board Chair