

**CPF BC and Yukon**  
**Conference Call Minutes**  
**April 7<sup>th</sup>, 2009**

Attendance

Board

President: Debra Pool

Vice President: Victoria Vaseleniuck

Secretary: Brittany Harris

Sabine Schweiger

Marcela Navarro

Staff

Robert Rothon

7:32 Call Meeting to Order

7:33: Approval of Agenda

Wages section of the Finance Report moved in Camera

7:34 Review/Adoption of Minutes

03 March 2009 Conference Call

Sabine Left the meeting after the strategic planning

7:35 Presidents Report

No Comments or questions see attached report.

7:36 Finance Report

Please see attached report

2009-2010 Budget 1<sup>st</sup> draft is completed. This draft contains a deficit. Robert will be looking for areas to cut.

As of 31 January 2009 the 2008-2009 Budget is a surplus budget

The board considered recommendations 1 (review and discuss the policy regarding inactive chapters and rebates and all monies being moved into general revenues after 3 years) & 3 (discuss/and explore policy regarding a grant for new chapters and the setting up of a special purpose liability account for that purpose, determine amount of grant, and the minimum balance of the special purpose account.) of the finance report and motioned the following.

- **MSC Victoria/Marcela ‘That the board rewrite the policy around inactive chapters and rebates such that as of March 31<sup>st</sup>, 2009 and there after any money in the account and all future monies of a chapter that has been dormant for three years or more go into general revenues.**
- **MSC Victoria/Marcela ‘Upon the closure of a chapter that has been dormant for three or more years, \$250 from general revenues should be set aside in a special purpose fund to be used as seed money for the starting of new chapters.**

- Vancouver and Nanaimo are excluded as these chapters are in the process of reinstating. A time frame will be placed upon these chapters.

The board considered recommendation 2 (surpluses to be deposited to term deposits or other such accounts) of the finance report and motioned the following

- **MSC Victoria/Sabine ‘That the E.D. should capitalize on term deposits when applicable and available.’**

The board considered recommendation 4 (explore the possibility of reviewing the books yearly and having a full audit done once every 3-5 years) of the finance report.

- Discussion postponed until the May face to face.

The board discussed recommendation 5 (Explore the possibility of the Branch having an aeroplan card so that points can be used for office travel.) of the Finance Report

- Dimitry to explore this possibility

The board discussed recommendation 6 (percentage returned to chapters from rebates and the issues around the 100% rebates) of the Finance Report.

- Some chapters are giving away free memberships to Kindergarten parents as a way of promoting CPF. To do so they are using the rebated funds of current members to cover the cost of these new members. We have not been clear to chapters on whether or not this practice is allowed.
- Further discussion on whether or not the practice is permissible, or should be encouraged. Decision postponed until the May face to face.
- Debra will learn more on how the membership drive and reimbursement works to report back to the board at our next meeting.

The finance committee reported on recommendations 7 (ED to analyze the fairness of distribution of staff development monies and develop a policy), 8 (ED to carry out a detailed review of one project each year starting with Recontre), and 9 (Susan to create a spreadsheet to track individual governance expenses by Board member). All three recommendations will be carried out.

## 8:30 Nominations Report

Please see attached report

Nominations Committee

- The deadline for finding a volunteer to sit on the nominations committee passed on March 31<sup>st</sup>. One chapter member volunteered and the committee will continue to look for a second member. Please ask any members that you know to sit on the committee.

Nomination to the board

- We contacted last year’s nominees and she agreed to let her name stand. So far she is the only nominee we have, so suggestions from the board for possible candidates would be appreciated.
- We will continue to advertise for nominees on the website, in the CRU, and in the newsletter.

## 8:34 Awards Report

The Award nominations are due on May 15 and we will need three weeks to make a decision and report to the board. The scheduled board meeting for the first week in June

would be too soon for us to come to the board with a decision. We recommend that the board meeting be pushed back until Thursday June the 4<sup>th</sup>, at 7:00pm.

### 8:40 ED Report

See attached.

- Robert noted that half of his time over the last month has been spent finishing up the core funding proposal for CH.
- • Jim Shea, CPF National Executive Director, will be coming out to BC, to talk to the Maillardville folks about the Olympic project, to attend Concours, and to meet with Robert and the Board.
- CLANS' proposal to have Robert sit on their board was discussed, but in the end it was felt that Robert still needed time to settle into his position at CPF before taking on extra responsibilities.
- The board wanted it to be noted that they appreciate Robert's reports, and the way that he has responded to the interests and concerns of the board, and the way everyone's name was mentioned.

### 9:00 Strategic Plan status

- We will be meeting again next week
- The Board feels the need for this committee to wrap up the SP now that the 2<sup>nd</sup> draft is complete
- The second draft will be circulated to the chapters for review.
- Victoria has graciously stepped onto the strategic planning committee, and we have coerced her to continue on.
- It has been shaping up well but there is a lot of work.

### 9:05 Personnel Policies

Discussion and Corrections postponed until next meeting.

### 9:05 New Business

Concours Update

- Volunteers have been slow in coming.
- Board role at Concours will be discussed at the May face to face.

### 9:25 Meeting Moved In Camera

### 9:40 Meeting Adjourned