

CPF BC-Yukon Branch Board Meeting

Conference Call Meeting Agenda – April 15, 2014 7h-9h10 pm

Minutes: Rebecca Beuschel	Action Items/Timekeeper: Daphne Lu
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Mission Statement: Canadian Parents for French is the national network of volunteers which values French as an integral part of Canada and which is dedicated to the promotion and creation of French-second language learning opportunities for young Canadians.

Strategic plan foci and other topics to keep in mind 2013-2014

Membership	Increasing membership, meeting members' needs	
Advocacy	New programs, media, communications, political and financial partnerships, corporate sources of donation	
Education	Accessibility, new programs	
Cultural Awareness/ Benefits of FSL	Socio-cultural activities, diversity	
Partnerships/Francophone and Francophile	Maintain, monitor, improve, increase	
Organizational strength, Human Resources	Mentoring staff, overview of staff schedules, performance reviews, office budgets	
Board Handbook and By-laws	Continually updating as needed	

Board Members

Patti Holm	President, Finance, ex-officio on all committees
Diane Tijman	Vice President, Human Resources Policy/Board Handbook, Nominations, Awards
Rebecca Beuschel	Secretary, Finance, Nominations, Bouquet de merci
Greer Cummings	Finance/Treasurer, Nominations
Daphne Lu	Youth Director, Action items/timekeeper, Human Resources Policy/Board Handbook, Awards, Bouquet de merci

Staff in attendance

Glyn Lewis	Executive Director
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1. Call to order: 7.08pm

Present: Greer, Diane, Rebecca (note taker), Patti, Glyn. Daphne sent regrets.

2. Review and approve agenda: No changes. By consensus

3. Minutes Feb 23, 2014: M: RB 2nd: DT Approved.

4. Board Focus: CPF mandate strategic plan: if everyone can keep the foci in their minds as they go about their business for CPF.

Diane: Richmond District's decision to remove support for students who are ESL. This will mean a loss of funding to the district also.

5. Discussion of nominations: Glyn gave overview of document (in dropbox) outlining nominations process. It is still vague because there is a move to switch to national's bylaws. Glyn recommends to post positions that are available and nominations committee will present a slate for approval at AGM. Some groups post positions and then the nominations committee will recommend who should stand for each position. Patti – people could apply to board for available positions and then the nominations could interview them and decide the most suitable role for that person.

We must present the President and VP at the AGM.

Next issue of CRU will announce invitation for applications for available positions.

Glyn will check minimum age and requirements for youth director.

Patti – need to determine how to vote at AGM (as slate, individuals, secret ballot etc)

6. Progress and planning for Branch Policies review: Policies review May 31 or June 1 for half day – Sunday morning. Diane – momentum has stalled because of too many commitments of board members. Plan to have something ready for June to work through. Glyn concurred. Jeff Holm will facilitate the half day session.

Diane – employee handbook could be ready with updates for June meeting. Daphne & Diane can present recommendations at June meeting. Glyn is comfortable with this.

Glyn has begun work on operational functions of the organization.

National by-law adoption will occur at upcoming AGM.

Patti – let's look at what we have accumulated and spend 2 days in the summer reviewing and refining national bylaws & policies (proposed dates July 7-8)

7. National AGM and conference (holding the Branch AGM in Ottawa/October 2014)

Glyn provided a summary of format. Every 2nd year the national AGM and conference takes place in Ottawa. BC-Yukon branch has been subsidizing cost for members to attend Ottawa (in addition to national subsidy) and we have held our branch AGM in Ottawa. National bylaws state that branch AGM “must” be held in region where your branch belongs. This presents a conflict of past behaviour. National is considering amending the bylaw so that branches can hold their AGMs in Ottawa but this will be voted on this year which means this year our branch needs to hold a face to face AGM in Vancouver with at least 3 members and we will skype/video conference the

Vancouver-location AGM into the Ottawa location. The logistics need to be clear and we need to be aware of the time difference (BC is 3 hours ahead of Ontario). Board members should be in Ottawa Thursday Oct 16 by the afternoon if possible. Glyn: nominations and agenda need to be circulated at least 30 days prior to the AGM.

8. Funding applications by staff: *Gaming application has been submitted. Volunteer hours are critical to assist application. Projects can't be new – applications have to build on past activities. Request for \$100,000. (O'Canada and Regional Conferences) *Canadian Heritage application "Youth take charge" based on O'Canada tours. *Core funding has been approved through Canadian Heritage (\$303,000). *Socio-Cultural grant has been approved (\$95,000). *2 summer students/Service Canada applications – still waiting for confirmation.

9. Updates on advocacy, media, government & SDs:

Patti, Greer & Glyn attended meeting with Marc Dalton (former immersion teacher), then met with Minister Fassbender & his team. They were introduced in Question Period. The opportunity provided good exposure and profiling for CPF. The meetings were helpful in building understanding and the focussed attention from the Minister was very positive. The advocacy role of CPF was highlighted through these meetings and through on-going discussions in the media and around various districts in the province. The organization is perceived as grass roots and non partisan and this is helpful for working with all levels and parties in government. Following this is the co-presentation at the BCSTA conference at the end of April. The media attention has been beneficial on so many fronts – not the least of which is parents (and new parents) contacting the branch for information. SD level advocacy is starting to build too.

10. Brief report from ED:

Strategic plan – one year review of accomplishments (on May 4 at staff meeting). Going into year 2 of the 3 year plan. Glyn will provide update at May 31 board meeting. Concours – preparations moving ahead well. Registrations closed today. Judges are all lined up for May 3 presentations. Previous participants are being welcomed back as judges. Interviews for summer students will be held next week. Both are due to start 2 days before Concours.

11. Committees tasks' and questions:

Nominations: Diane & Greer will co-chair. Information will go in CRU.

Bouquet de merci: Daphne is chair

Teacher awards: Diane is chair

Policies: this is an on-going task.

ED evaluation report: Diane & Patti met with Glyn and discussed performance. (Will be added to dropbox). Glyn enjoyed and appreciated approach.

Board members' questions: Diane will send out email reminder of dates.

12. Financial Info: Greer is overwhelmed with financial information (it being April “Financial” month!) She is working on investment strategies information and will present her findings to us at the next board meeting in the afternoon of May 31. Glyn and Greer will confirm meeting dates. Q4 meeting scheduled by teleconference for May 15 at 5pm.

13. Review action items: Diane reviewed action items from Feb meeting. See check list in dropbox. Rebecca & Greer will look at tasks and determine what can be done together or by the secretary alone. Everyone should aim to carve out some time to review the documents sent out by Glyn.

14. Adjourn: 9.27pm

Next face to face meetings:

Dates	Agenda items	Location
May 3, 2014	Concours, NO board meeting but Board members are invited to attend. Board and ED will also meet with French Consul.	SFU Surrey campus
May 31-June 1 May 30	Staff reports, .5 day for Branch policies, by-law changes, update on Child Safety protocol Optional attendance at BCCPAC conference	Ocean Promenade Hotel, White Rock Richmond
July 8	Policies’ review (if needed)	
August 16-17	Proposed Board meeting	
Fall Conference and AGM – National -BC & Yukon	Oct. 16-19	Ottawa

Conference calls **DAIL IN Number: 888-330-9943 Code 3214507#**

	Date:	Time:
	April 15	7h pm
July		
August		

Finance Committee Meetings

	Date:	Time:
Quarter 3 Oct-Dec	Mid-Feb	
Quarter 4/ Year end March 31	May 15	5h
Quarter 1 April-June	Early August	
Quarter 2 July-Sept	Early Nov	