

CPF BC-Yukon Branch Board Meeting Website Minutes

April 19, 2016 6h30 pm

Conference Call Meeting

Board members present: Patti Holm (chair); Diane Tijman; Marguerite Kuiack; Greer Cummings

Absent: Darian Pang

Staff present: Glyn Lewis

Minutes: Marguerite Kuiack Timekeeper:	Action Items: Patti Holm Calendar: Diane Tijman
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CANADIAN PARENTS FOR FRENCH FURTHERS BILINGUALISM BY PROMOTING AND CREATING OPPORTUNITIES FOR YOUTH TO LEARN AND USE FRENCH.

Strategic Plan focuses and other topics for the forefront of Board deliberations

- A. Youth: Create and promote opportunities for youth to learn and use French – education, exchanges, socio-cultural activities, accessibility.*
- B. Parents, Members, Volunteers: recruitment, retention, training, services, collaborative network*
- C. Decision-makers: inform, influence – research and championing our cause to the public, media, governments, partnerships.*
- D. Organization: dynamic, strong, effective network – informed, effective, best practices in governance and operations, growth, diversified revenue, financial partnerships*

1. 6h36 Call to Order

2. Consent agenda:

Approve the agenda as printed

Approve Feb. 12-14, 2016 minutes

Review CPF mission statement and strategic plan focuses

Motion to approve the consent agenda: MSC Diane, Greer

3. Reports from recent meetings and events – Glyn, Patti, others

Updates focus on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.
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Meeting and Event Reports Related to Strategic Plan categories

A. Opportunities for youth to learn and use French

- Jeunes Artistes

- reports and photos look great, students were creative and enthusiastic, numbers of participants = 245
- BCLCA and Richmond SD provided positive ideas to try in the future, but other school districts want to also maintain the current model of Concours.
- provide a 2 to 3 year timeline for full implementation of Jeunes Artistes

- Some secondary schools may have had challenges with the early March dates because of the difference in March break holidays in various school districts and the semester change of some schools at the end of January.
 - Preparation for Concours
 - everything is coming together well
 - looking for judges and a keynote speaker
 - Preparation for French for the Future (SFU and Uvic sessions) – all coming together
- B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network, strategies for member recruitment
- See Heather's report posted in Dropbox April 19 – volunteer training is planned
 - Staff is applying to BC Gaming for another grant for volunteer training.
 - Lisa, CPF BC & YT Communications, is being very helpful providing information about opportunities to our members. Lisa's work is valuable and parents are responding positively to it. Lisa's position has helped us to catch up on information sharing with members.
 - Also, Lisa, Zoe, Patti, Diane monitor and respond to the CPF BC & YT Leadership Facebook page which is a helpful forum for members to ask questions and get ideas.
- C. Decision-makers: research, championing our cause, public, media, governments

In all of these meetings, it was evident that Canadian Parents for French was valued at the table for the research and information our organization (both National and BC & YT) could provide.

Our meetings and information sharing is moving the FSL teacher shortage to the forefront and reinforcing collaboration with other partners: specific, tangible recommendations are developing. CPF is effectively using these meetings to promote and leverage CPF pillars.

March 15 and 16 meetings in Victoria

- French Programs Director at the BC Ministry of Education re: teacher shortage.
 - supportive of collaborative work with many partners.
 - Round Table with FSL partners coming on May 25; CPF has one seat at this table.
- Journée de la francophonie reception
 - not cost effective to attend unless this is coordinated with other Victoria meetings.
 - This event always takes place mid-March when the international Journée de la francophonie falls.
- Teacher shortage meeting with BC Ministry of Skills and Labor
 - met with ADM and ED; they are attempting to predict employment needs and guide workers into professions that will be in demand.
 - They were interested in using CPF BC & YT FSL teacher data to supplement their data, which is not as granular as the CPF FSL Teacher Shortage report.
- Teacher shortage meeting with BC Ministry of Advanced Education – There is little communication between universities and the government related to the job market in education.
- Subsequent questions from the BC Education critic – raised teacher shortage with the Minister of Education. Receptive ear with critic as he raised points with the Minister
- Lots of momentum for French Immersion right now – high demand for enrolment in several school districts
- The issue of the FSL teacher shortage is coming together as a collaborative effort with contact at Ministry; attention at the universities, with other stakeholders.

- CPF BC & YT is effectively promoting this pillar of our policy; we are finding a positive reception to input and the message of CPF.
- Yukon consultant's report – can look at this report in more detail at a future meeting
- Outreach Coordinator met with Yukon board and French Language consultant for the Yukon Dept. of Education
- Current concern that CPF member registration is not working well; it is too slow.

April 6 and 7 meetings in Ottawa

- FSL promotional breakfast to celebrate the 50th anniversary of French immersion where BC and YT profiled the Where Are They Now? Project – incredible and very positive event
- Canadian Heritage re: funding envelope, strong message from government re: quality FSL programs and proficiency outcomes, promoting DELF as a proficiency measure, connecting with the Minister through her staff – positive and were able to reinforce CPF's goals/pillars. NB: A DELF B2 benchmark is effective in order to teach in Immersion.
- Commissioner and Deputy Commissioner of Official Languages re: the future – very positive meeting; included future visioning
- Senatrice Tardif's office – staff member with whom we met was very interested in the teacher shortage topic, what had been done in the past, and what could be done to improve the situation
- French Ambassador and Education Attaché re: how to collaborate on improving FSL instruction and the teacher shortage
 - very keen to help support FI programs and improve the teacher shortage through agreements between regions in France and Canadian provinces
 - signing agreements in BC May 2015
- Policy advisors to the Prime Minister – were able to share CPF's priorities with these staff members

April 15 BCSTA meeting – Glyn

- Talked with Penticton trustees, Smithers, Terrace, Hazelton, Tofino re: French immersion review and low enrolment in secondary FSL programs
- Important conference to meet with stakeholders, strategic priority

Advocacy focus: FSL teacher shortage – Glyn

- What's been done – see above points
- What's next? Open letter to be written, MoE organized Round Table on May 25, French Embassy facilitating signing agreements between France and BC re: teacher shortage

- D. Organization: dynamic, strong, effective network, informed, effective, best practices, growth, diversified revenue

Items from National

- BC & YT recommendations for National Board nominations May 13 deadline; encourage BC & YT grassroots members to apply
- COED motion to look at having territorial Branches (NWT, a possible Nunavut Branch) become affiliates of a provincial Branch – somewhat controversial, in process, continue discussions

4. Planning related to Strategic Plan categories *This section is for taking notes during the above generative discussions.

Planning focuses on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

A. Opportunities for youth to learn and use French

French for the Future – Darian, Patti, Greer attending these spring sessions.

Jeunes Artistes

- BCLCA and Richmond SD provided positive ideas to try in the future, but other school districts want to also maintain the current model of Concours.
- provide a 2 to 3 year timeline for full implementation of Jeunes Artistes

B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network

Staff is applying to BC Gaming for another grant for volunteer training.

Yukon Chapter needs more support.

C. Decision-makers: research, championing our cause, public, media, governments

Next step re: teacher shortage

- What's next? Open letter to be written, MoE organized Round Table on May 25, French Embassy facilitating signing agreements between France and BC re: teacher shortage

D. Organization: dynamic, strong, effective network, informed, effective, best practices, growth, diversified revenue

- Encourage BC & YT grassroots members to apply for the National and BC & YT boards.
- Monitor what is taking place through CPF National related to affiliate branch status.

5. Quarterly update – Glyn, Greer

Budget and finance sections focus on supporting A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

a. Q update – 4th quarter info will be available later; yearend was March 31.

b. Finance action items from Feb, 2016 meeting

-Staff is implementing a multistep process for thank you letters, etc to improve the mechanisms and include promotional materials. Timeline: summer database work, donations requests for the late fall

ACTION: Glyn and staff: Thank you letters to donors who provide charitable donations; could send with receipt.

ACTION: Glyn and staff: Develop a mechanism to accept charitable donations by credit card.

ACTION: Glyn to follow up with possible donor from Nov. 2016 AGM.

6. Short term action Items completed?

ACTION: Diane, Patti, Marguerite
-revised exit interview questions and bring forward to the board. **Marguerite will send her draft of interview questions to Patti.**

ACTION: Patti, Diane: Finalize ED contract. **Patti to meet with Glyn for final signing on April 27 and place in personnel file.**

ACTION: Follow up board discussion on our Branch doing our own member registration rather than National. Find out from National how the registration process could improve.

Yukon is very frustrated because the online system works so poorly.

Survey chapters and collate feedback re: membership and send it on to National ED – Glyn and staff

ACTION: **All board members – before the June board meeting, check on nominees for Bouquet de merci, Teacher award, Board nominations.**

ACTION: **Diane and Marguerite:** ED performance appraisal

ACTION: **Patti:** Gift for departing board member.

ACTION: Darian: Continue liaison with French for the Future. Involve staff and other board members, as needed, Patti and Greer. **French for Future at UVic – Patti will invite Linda from MoE.**

ACTION: **Glyn: Provide new letterhead to board members.** Begin using new CPF brand for all communications.

7. Committee Work Reminders

a. Committee deadlines coming up. For the June 3-5, 2016 meeting, please review committee expectations from the Terms of Reference and check on nominations for award, board, bouquet de merci.

b. Committee reports and Annual Report deadline – **Deadline is Aug 15 for committee reports to be submitted to the ED.**

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

c. ED Performance review – planning, delegation – Diane and new designate: Marguerite

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

8. Gift for departing board member – Thanks for checking in, Marguerite. Patti will purchase gift.
9. Any other business
10. Review of new action items
11. Motion to adjourn at 8:10 pm **MSC Diane, Marguerite**

Long Term Action Items in Strategic Plan Categories

A Youth: Create and promote opportunities	-Glyn, Diane: Chapters connecting with Gr. 12 grads. Maybe a mini-project: Where Are You Going? Set up mechanism, on line form, privacy protocols to begin accessing emails from Gr. 12s to continue connections. Possible summer student work – Glyn -Glyn and board: Look for ways to additionally publicize the CPF BC & YT Teacher Award. Faculties of Ed, French Coordinators in SDs. -Get emails from Gr. 12s to continue connections. Staff
B. Parents, members, volunteers: recruitment, retention, training	-Diane: Plan for board members’ knowledge re: board policy documents and board handbook, info re: board/staff relationships. Annual board orientation and ongoing basis at every face to face meeting. -Follow up board discussion on our Branch doing our own member registration rather than National. Find out from National how the registration process could improve.
C Decision-makers: inform, influence, champion	Glyn: Possible summer research on differences between EFI and LFI – research is already in National website
D Organization: dynamic, strong, effective network	Diane, Darian: Possible Board development: Meyer’s-Briggs for board – Oct. 16 board meeting?

Board Committees Chairs:

Finance	Greer
Nominations	Greer
Bouquet de merci	Patti
Teacher awards	Darian
Governance: Policy and by-laws	Diane

Board Members

Patti Holm	President, Finance, ex-officio on all committees, Nominations, Chair Bouquet de merci
Diane Tijman	Vice President, Chair Governance: Policy and By-laws, Board Handbook
Various	Timekeeper

Greer Cummings	Chair Finance/Treasurer, Diversification of funding, Chair Nominations
Marguerite Kuiack	Secretary, Bouquet de merci, Teacher Award
Darian Pang	Youth Director, Action items, Finance, Chair Teacher Awards, Policy and By-laws

Dates	Agenda items	Location
May 7	Concours d'art oratoire	SFU Surrey
April 29 SFU May 26 UVIC	French for the Future	Burnaby Victoria
June 3-5	Face to Face Board meeting	Vancouver Possible social with staff June 3 afternoon, update from Glyn on New Societies Act Staff updates on Strategic Plan: Glyn, Heather, Zoe could attend. Review and approve Policy Manual revisions and Governance Directions document. Inform board of how the 3% of total budget has not applied to special projects budgets. Committee work
Aug 15	Deadline for committee reports to the ED for the annual report	
Oct 13-16, 2016	CPF National Conference <ul style="list-style-type: none"> ○ BC & YT AGM Oct. 13 7h pm ○ Board meeting on Sun, Oct. 16 	Ottawa

Conference calls

	Date:	Time:
	April 19	6h30 pm
		6h30 pm
	Sept 6	6h30 pm
	Dec. 6	6h30 pm

Finance Committee Meetings

Quarter 1 April-June	Aug. 2	5h30
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Quarter 2 July-Sept	Nov. 22	5h30
Quarter 3 Oct-Dec	Feb. 16	5h30
Quarter 4/ Year end March 31/ Auditors' report	May 31	5h30

CH Reporting periods	Reports are due to CH one month later	Recommended dates for staff updates on strategic plan activities
April 1-June 30	July 31	
July 1-Sept. 30	Oct. 31	
Oct. 1-Dec. 31	Jan. 31	Late Jan, early Feb
Jan. 1-March 31	April 30	Late May, early June
		*Other quarterly updates emailed to the board with conference call follow up, as needed.