

CPF BC and Yukon
Office of the Secretary
F2F Regular Minutes
25-27 August 2011

Attendance

Board

President: Debra Pool

EDs: Robert Rothern, Glyn Lewis

Vice-President: Victoria Vaseleniuck
Secretary: Patti Holm (Fri. Sat.)

During reports: Susan Albion, Dimitry Morales,
Erika Rosales

Director: Sabine Schweiger - regrets

Director: Daphne Lu

Meeting Called to Order Aug. 25 10:00 am

Staff Reports:

ED (Robert) – see submitted ED report for further details

- Council/Coalition for French: CPF wondering if we want a representative on the board. Would this be the ED or a board member? Not a committee, but a Board of Directors. The recommendation is that we do become members. The CPF Board says, that yes, as this already a board directive.
- Begbie: Victoria asked if this was a national cost. Our Branch is the only one who has an active interest in this, although other provinces have participants.
 - Robert: discussed with Glyn about changing the format of the Begbie, O Canada (Why we vote) because we can't guarantee the money.
 - Victoria: concerned that BC is providing the money for a national contest.
 - Other Branches and/or National need to fund Begbie.
 - No deadline for the response on funding the French contest was given. In summary there are two concerns, funding & stability of the program. The activity is a worthwhile one, in terms of being an extra-curricular activity in French, and boosts the curriculum, but we need to explore how it is being run.
- Historica/Encounters with Canada (referring to an email sent by Robert): He was looking for a response re: our future participation as a partner. Have not yet responded, he is being aggressive about a future agreement, \$3000. Not an attitude of partnership, for a three year agreement. We need more recipients, because we have not had enough BC students participating in relation to the funding currently being spent.
 - Victoria: would it be better to say we would be willing to give ten students \$300 of travel costs?
- The Senate presentation topic was brought up by Victoria, Robert can follow up in Ottawa. Issue is that Parliament is not in session.
- In terms of funding, the "Why we vote" initiative is a way to ensure more socio-cultural money is being spent. BC would be a managing partner, has been discussed with other Branch EDs. No conflict of interest, because Glyn will no longer be ED when the proposal comes through. The Board would like more clarification from Robert because they are worried that there will be a conflict of interest. He will get back to the Board with more information.
- Follow up needs to be done with Persia about her exit interview. Victoria & Debra: Should Erika do an exit interview? This is up to the ED's discretion, as there is no current directive because it is not procedure to do when staff transitions between positions.
- Staffing, Robert brought up contract templates. Will follow up tomorrow, with Robert & Glyn.
- Newsletter, the only element not on the report that Robert was working on.
- Victoria thanked Robert for the reminder of changing signing authorities for the Branch accounts. Robert needs to be removed and Glyn needs to be added. This directive will need to be moved, in the Board meeting tomorrow. Robert: Glyn also needs authority needs sign on behalf of organization for official documents. Also will need to be moved.
- Debra asked for advice on budget exercise with a new ED. Needs to be planned well in advance.

Interim (Glyn) – verbal report RE: ED training

- Discussed training: is pleased with his understanding of the networks. Is still learning where his strengths and weakness are in terms of his grasp of Branch as ED.

Office & Systems (Dimitry) – verbal report (emailed a report)

- Briefer report – thank you.
- Socio-cultural grants: all processed. There has been a decline in the program. Chapters were late, and our Branch is not receiving a lot of calls.
- AGM: preparations have been made, just content to clarify.
- Social media: was discussed in the staff retreat. Have not had the time to administer our future social media presence, although for now posting has been automated.
- Website: have not heard from National on their proposed changes. All the chapters who have requested websites have them. Although chapters with new websites have not been trained on how to manage their new websites
- Summer VSB camp: went through process of preparing, but the camp did not run. There was a lack of communication within the VSB. Had elements in place, but had issues with enrolment and how to coordinate.
- Financials: sent outstanding items. Didn't understand the administration of the DELF program. Chapter reporting was paid out every 15 days for chapters that were outstanding. Thanked Erika for her help on chapter reporting update status. Victoria: brought up the earlier discussion of the 1 time a year deposit of chapter membership rebates. Was wondering if there any complaints. Dimitry clarified our procedures. There is a rationale for the current process.
- Audited statement was pretty straightforward this year. Some follow up needs to be done by the Board.
- Worked with Rachel on the pamphlet, was not gender neutral. Adjustments were made for this.
- Everything is up-to-date, items have been paid, and direct deposit saves times.

Chapter Support & Outreach (Erika) – verbal report (full notes that were presented will be folded into the written Chapter Outreach & Work Report that will be submitted for the Sept 2011 Board F2F)

- Discussed her training
- Since she started, has been working on: catching up on Persia's emails, requests received in the office for various things, and inquiries (membership, research & stats), CRUs, updating contact lists, archiving old server files associated with Chapter Support work, Chapter reporting, corresponding with Chapters.
- Summarized interesting developments in notable chapters (to be summarized in future report), chapter visits, impressions, issues, future outlook, etc.
- Had contact with partners and community members: Attended BCSTA AGM & Conference Suzanne Leclerc of Vazzy, Socio cultural grant request from the French Cultural centre of the Yukon, Vancouver International Writer's Fest (Brenda Berck), FFCB (Mylène Letellier).
- Discussed future plans for the fall: Follow up for chapter reporting, chapter visits (i.e. parent information nights), preparation for Membership drive, preparation for AGM, housekeeping email to chapters (which would include several tools: most recent membership lists, info about number of delegates they can send, letters to send to new members in the fall, kindergarten orientation package notes, parent info session guides), complete the advocacy toolkit, create a best practices Toolkit, Scan older files to sync paper and electronic, keep things up-to-date, school trustee election in November, create a better yearly plan (or best practices guide for Chapter support officers).

Staff: Thank you for your reports and your very fine work.

Aug. 26, 2011

Review and Approval of Agenda

Consensus approval

2011 August 25-27 Regular Minutes

Approval of Last Meeting Minutes

Approved July 5, 2011 teleconference minutes, regular minutes and *in camera* minutes.

Approved July 14, 2011 *in camera* minutes.

Consensus approval

Awards Committee – Daphne

Discussion of possible revisions to the Awards application based on an email from Wendy Carr, UBC Teacher Ed Program; Wendy asked for a revision of our awards criteria.

Patti will draft a response to Wendy Carr's queries and will forward to Debra.

Bouquet de merci – Patti

Two candidates have been selected and their Chapter or Branch has been contacted about funding their travel and making other arrangements to be at the Conference. If candidates cannot attend, they will be recognized at the Conference.

Nominations committee – Daphne and Victoria

Proposal to broaden the Board composition with the possibility of a partner group sitting as a director on our Board, or adding an Advisory Board.

Composition: regional, a partner group (e.g. Francophone Association, education association - language coordinators, BCTF, trustees, superintendents), other cultural groups to attract allophones

New idea: have an advisory Board with whom we meet with high profile people, leaders in different linguistic communities, media, National Bank, university faculty, Vancouver Foundation, politicians. *Glynn has experience in implementing an advisory board; Victoria has experience working on another board with an advisory committee.

Board members are requested to do Internet and print research related to Advisory Boards and share those resources with other Board members and staff.

The Board will follow up to the Advisory Board topic at our Sept. meeting after having done some research.

AGM Planning

Much discussion of AGM planning, keeping the focus on membership, how to tap into a younger demographic and address their interests in membership, key note speakers.

Keep our focus on recruiting youth in the future. Possible of addition on Fri. evening of booths related to youth involvement and other resources for parents and families – decided not to do this.

The Board requested the program to go out asap, hopefully by the week of Sept. 12, latest date Sept. 15.

Signing Authority

Effective Aug. 30, 2011, we remove Robert Rothon from signing authority and add Glyn Lewis as the new signing authority in his capacity of interim Executive Director.

M/S/C Victoria, Daphne

Proposed National By-law Changes

Discussion on the National by-law proposals: the President is requested to bring forward our questions and concerns at the national Council of Presidents meeting in Sept.

National by-law changes will be shared with BC-Yukon members at our Nov. 2011 AGM. Changes will be planned for discussion at our BC-Yukon AGM in 2013.

Future ideas for retained earnings

CPF memberships for all K parents

Website tutorials on reporting, financials

Moving the office, projected summer 2012

Podcasts on our website

The Board began reviewing the Comparison document prepared by Janetta Ozard May 2011 and planning for the minimizing of employee banked time.

Adjourned at 12:20 pm August 27, 2011.

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Board Schedule

Sept. 30 –Oct. 2

Finance committee
Concours
Conference calls @ 7h30 pm

Board 2010-2011

President: Debra Pool
Vice-President: Victoria Vaseleniuck

Secretary: Patti Holm

Director: Sabine Schweiger
Director: Daphne Lu

Committees 2010-2011

Finance Chair/Treasurer: Victoria Vaseleniuck
Nominations Chair: Sabine Schweiger
Bouquet de Merci Chair : Patti Holm
Awards Chair : Daphne Lu

Sept. 30-Oct. 2 1h meet with staff for reports Venue:
tba

Next call in Oct.

Committees

Ex-officio all committees
Chair of Finance Committee/Treasurer, Member of Awards
Committee
Chair of Bouquet de Merci, Member of Finance Committee
Chair of Nominations Committee, Member of Bouquet de Merci
Chair of Awards Committee, Member of Nominations Committee

Patti Holm, Member of Finance Committee
Daphne Lu, Member of Awards Committee.
Sabine Schweiger, Member of Bouquet de Merci Committee
Member of Nominations Committee