


**CPF BC-Yukon Branch Board Meeting**  
**August 17, 2015 – 6h30 pm by teleconference**

Board members present: Patti Holm (chair); Greer Cummings; Darian Pang, Rebecca Beuschel

Regrets: Diane Tijman, Marguerite Kuiack

Staff present: Heather Bartlett

Minutes: Patti Holm	Action Items: Darian Pang
Timekeeper: Rebecca Beuschel	



PROMOTING AND SUPPORTING  
OPPORTUNITIES FOR YOUNG  
CANADIANS TO LEARN AND USE  
FRENCH

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

***Membership:*** increasing membership, meeting  
members' needs

***Advocacy:*** programs, media, communications,  
partnerships – financial and support

***Education:*** accessibility, quality

***Cultural Awareness, Benefits of FSOL:*** diversity, socio-  
cultural activities

***Partnerships:*** improve and increase

***Organizational Strength:*** Human Resources, effective  
systems

***Governance:*** Board Handbook, Policies,  
Manuals – continual Board education and revision

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1. 6h35 Call to Order

**2. Consent agenda:**

Approve the agenda as printed

Approve July 9, 2015 minutes

Approve the Nov. 15, 2015 CPF BC and YT  
AGM agenda

Review our CPF mission statement and  
strategic plan focuses

**Motion to approve the consent agenda:  
MSC Rebecca, Darian**

3. Finance Report - Greer, Darian, Patti

- First quarter review: two new projects with funding, surplus funds because of some savings in Concours, printing, reduction in Board meetings

- Finance committee approved \$15,000 project from unrestricted reserve funds to create on line training modules for various Chapter board positions
- Some revisions required to the Auditor's report for 2014-2015; Finance Committee will approve Auditor's report at committee meeting on Sept. 8 at 5h30
- Proposed increases to staff's wages: research in process; Greer is the lead. Please send her possible non-profits whom we could contact for wage comparisons.
- Also, the Finance Committee will review the BC pages from the CSAE wage comparison report provided earlier this summer.
- The timeline is to have a report on possible staff wage increases for the Nov. 2015 board meeting with decisions to feed into next year's budget.

#### 4.7h Report from interim ED

- New structures and systems in the light of Glyn's leave of absence
  - Alisha, office support staff, will work an extra day during the membership drive weeks.
  - Weekly staff meetings will continue
  - Ben and Heather have determined funds that are available to hire extra temporary staff during Glyn's unpaid leave of absence.
  - Ministry of Ed reporting (Heather) and CH reporting (Glyn will do)
  - Start up of school messages are ready: Jensen is ready to assist.
- Support Heather foresees needing from the Board
  - Sept. 18 interviews for Outreach Position: Glyn will attend, Patti will attend for the board.
  - Signing items: Patti, Diane, Greer
- Annual report preparation: all reports submitted: BOARD MEMBERS – please resend board reports for the Annual report to Heather.
- AGM preparation:
  - VIP banquet attendees, Heather has begun a list; we will need to increase the AGM conference budget to include 15-20 VIP attendees at the banquet.
  - Board members, please suggest banquet recognition ideas to Heather.
  - The Conference and AGM will conclude before lunch on Nov. 15; no lunch per diems will be provided.
- Next Board teleconference meeting Nov. 5 6h30. Additional teleconference meetings will be called, if necessary.

#### 5. Brief Committee Updates, if necessary

DEADLINE for written committee reports for the Annual Report was July 20.

Finance *Report is ready. Greer will resend to Heather.	Greer, Darian, Patti	
Policy report is included in the President's report. *Diane will resend the edited President's report to Heather.	Diane, Darian, Greer, Rebecca, Patti	
Nominations *Diane will resend the report to Heather.	Diane, Darian	
Bouquet de merci Approved the 2 proposed candidates *Rebecca will contact the two candidates with an invitation to the Conference banquet on Nov. 14 and their guests, up to 4 people per candidate. Rebecca will organize speakers for these two awards: 1) Invite the school principal to attend the banquet and speak about the teacher's qualities; 2) Rebecca could speak herself about the other candidate, or Patti could do this, Heather also.	Rebecca, Marguerite	
Teacher awards *Update - 1 candidate	Diane, Marguerite	

Diane will contact the candidate with an invitation to the Conference banquet on Nov. 14 and Diane will make the presentation at the banquet.	*Patti will confirm with Diane.	
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6. Follow up to action items

Rebecca	The Board recommended inviting a facilitator to a Nov. 13 board development workshop on governance. The board appointed Rebecca to investigate this with the facilitator. *Rebecca will attempt to get a commitment and costs.	
Darian	<i>Will develop a spread sheet to reflect cost analysis for board meetings.</i>	
Marguerite	<i>Will collect governance terms from other organizations.</i>	

7. No other business

8. Review of new action items - Darian

10. 7h20 **Motion to adjourn: MSC Greer, Darian**

Action items from August 17 teleconference board meeting - Darian

**ACTION: Signatures are needed with Glyn out of the office, so either Diane, Patti or Greer will sign for it depending on signing requirements.**

**ACTION: All committee reports for the Annual Report are to be re-sent to Heather.**

**ACTION: Board members to send names and ideas for the VIPs attending the Conference banquet to Heather by Aug 20 (assumption for about 15-20 extra people). Also, send recognition ideas for the banquet to Heather.**

**ACTION: *Will develop a spread sheet to reflect cost analysis for board meetings.***

**ACTION: *Will collect governance terms from other organizations***

**ACTION: Send Greer any non-profit contacts you think of for staff wage comparisons. Also, the Finance Committee will review the BC pages from the CSAE wage comparison report provided earlier this summer.**

Board Committees

Finance
Nominations
Bouquet de merci
Teacher awards
Policy and by-laws

## Board Members

Patti Holm	President, Finance, ex-officio on all committees
Diane Tijman	Vice President, Chair Policy and by-laws, Editor: Board Handbook, Chair Nominations, Chair Awards
Rebecca Beuschel	ED Liaison for Grants Implementation, Timekeeper, Chair Bouquet de merci, Policy and by-laws
Greer Cummings	Chair Finance/Treasurer, Diversification of funding
Marguerite Kuiack	Secretary, Teacher awards, Bouquet de merci
Darian Pang	Youth Director, Action items, Finance, Nominations

Dates	Agenda items	Location
Board development workshop	Nov. 13 (day time) -Proposed governance workshop -Review input on staff wage increases	Richmond  *Please confirm with Patti on which date you will arrive, ie Nov. 12 or 13. Patti will then book appropriate accommodation.
Nov. AGM and Conference	Nov. 13-15 (Fri. evening to Sun. morning)	
Afternoon Board meeting on Nov. 15		
Jan or Feb face to face	Dropbox orientation, budget feedback, staff reports	

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

	Date:	Time:
	Nov. 5	6h30 pm

## Finance Committee Meetings

Quarter 1 April-June	Aug. 17	5h30
Quarter 2 July-Sept	Nov. 3	5h30

Quarter 3 Oct-Dec	Feb. 16	5h30
Quarter 4/ Year end March 31/ Auditors' report	June 8 AND SEPT 8	5h30