

CPF BC &YUKON BOARD OF DIRECTORS MEETING
MINUTES
Conference call 19:00
Tuesday, 12 December 2007

Present: Directors: Heather Doty, Brittany Harris, Marcela Navarro, Debra Pool, Sabine Schweiger, Victoria Vaseleniuck
Staff: Rita Parikh
Absent: Director: Joy Haley

19:08 Marcela called the meeting to order. Additions to the Agenda included the CPF volunteer appreciation meeting and setting upcoming board meeting dates - both were added to other business. Marcela proposed that the meeting not be formal and members agreed - therefore the agenda was not adopted. The minutes from September 15 were discussed, and as Marcela was the only past board member present at the meeting, she indicated that the minutes reflected the meeting and that the past secretary had incorporated any changes forwarded by other past board members. The minutes of September 15, 2007 were accepted. The Minutes for November 4 were accepted with the spelling changes as suggested. Rita requested that all minutes be sent to herself and Dimitry, and that all in-camera minutes be held by two Board members and be passed on to future Board members.

Executive Director Report

Rita is pleased to report that things are going well. She wished to highlight 5 items:

Move - CPF is in the new space and settling in. Although the space is very small compared with the old office, Dimitry and Heidi are working hard on unpacking and purging boxes and files to make the office ready for the open house. Staff is enjoying the new space and the convenience of getting to work. Rita invited all Board members to drop by the office when they are in town.

- 1) Staff - the staff are all getting along very well. Marie Chantal is very committed to CPF and knows what its like to be a chapter rep. Rita will be conducting staff evaluations soon. Rita currently goes to the office one day every week, with the long term goal of once every other week. Morning check-ins are done by email one morning and by phone on alternate mornings. A staff retreat is being set for Feb/March.
- 2) National Consultation - Five years ago, the Federal Action Plan for Linguistic Duality was signed and known as the Dion Plan. It set federal targets and focused largely on the francophone community inside and out of Quebec, with a smaller focus being on Francophiles across Canada. The provincial school districts draw their funding from this plan to support French language. The Dion Plan expires in March 2008, and it was anticipated that there would be consultation for a new plan. On Thursday November 29, Rita learned that the consultations would occur on Tuesday December 4, and background documentation was received Friday at 4p. The list of invitees was narrow and few organizations involved in French language knew of the consultation. The new direction appears to be more narrowly focused, emphasizing economy and technology and demographic changes (elderly). Rita was unclear how CPF fit into this new vision. The meeting was facilitated well by Bernard Lord, and Rita was able to provide comments on national CPF issues - teacher shortages, the issues with program cuts in New Brunswick, attrition rates, and proposing that federal funding be contingent on the province having a multi-stakeholder group in place. It was difficult to determine how this consultation process would amount to meaningful outcome, as the process was disorganized and very vague - the issues and ideas raised will be different across regions, and there was no commitment that the comments raised at the meetings would be collated in the report. Only the comments submitted on-line would be included in the report. There were no details as to when the plan would be finished, nor what will happen if a February Election takes place. Rita felt that it was valuable that she was able to attend, and she encouraged everyone to submit on-line comments - Rita will submit comments on be half of CPF BC-Yukon.
- 3) Open House - January 11 cinq a sept - the traditional cocktail hour where appetizers and fine wine will be served. Invitations have been sent out and approximately 50 people are anticipated. Marcela will provide welcoming remarks and suggestions for the evening from Board members are welcome. Board members will be recognizable by their scarves.
- 4) Reports - Rita deferred the Chapter reports to the January meeting so that the staff can be present. Preparations for Concours and Rencontre are well under way. Dimitry is trying to establish a

corporate account with a downtown hotel for all Board meetings and needs to know the dates. Hotels for January Board meeting have been booked for Friday and Saturday - any other needs should be individually communicated to Dimitry. The Financial situation is excellent, with cash flow being healthy. The second installment from Canadian Heritage has been received, and the final reports for the Provincial Socio-cultural grant have been submitted and the final payment expected soon. Rita submitted a proposal called "Bilingualism Rocks" and anticipates hearing about the funding levels in the near future. Depending on the % funding allocated, Rita will discuss with Board members whether to proceed with the project or to turn the funding down.

Questions arose from Board members concerning the multi-stakeholder committee in BC - Rita has phoned the provincial office 2X since the November 5th meeting, and has not had her calls returned, likely because the Ministry has not decided whether to have a task force or not.

Staff will join the next Board meeting early on Saturday, to provide background information for further discussions on the weekend. The contracts with Dimitry and Marie-Chantal are similar to the one provided for Elyn, except for the start date. There are no contracts with other casual staff such as Nancy and Heidi - these are informal arrangements to provide services when needed.

Rita indicated that she would be home for the evening should the Board have additional questions. Rita left the meeting at 19:38

Board Meeting in Camera 19:38 to 20:27

Signing Authorities - Board needs to designate signing authorities for 3 people; if the amount is less than \$10,000, only one signature is required and is most often Rita. For amounts \$10,000 or greater, 2 signatures are required.

MSC Victoria/Brittany - That Leila Remfry be removed as one of the signing authorities and that Marcela Navarro and Heather Doty be added as signing authorities. Rita Parikh remains as the third signing authority.

Moving Bank Account.

MSC Victoria/Heather - That the CPF BC-Yukon bank account be moved to the VanCity Savings and Credit Union.

Volunteer Appreciation - Rita proposed a new volunteer appreciation evening - all chapters can apply for up to \$100 (\$10/volunteer member being recognized) to hold a volunteer appreciation evening during French Celebration Week (second week in February). The anticipated cost is \$3,500, and there is sufficient budget this year to hold the event. Board members were concerned about setting an expectation for funding that cannot be met in future years, and discussed approving the funding for a one-year trial period, with an extensive evaluation being conducted after the week to assess the benefit of this form of volunteer appreciation.

MSC Heather/Debra - That a one time grant to Chapters for a volunteer appreciation evening and comprehensive evaluation be approved.

Open House - All Board members have received an invitation to the Open House. Marcela requested a picture of the Board members be taken during the weekend to update the Website.

Board Travel, Per Diem and Mileage - Most Board members agreed that making their own travel arrangements to attend meetings is more expedient and easier to arrange than going through a travel agent, although booking through Lyle should remain an option for those members wishing to use that service and have the travel charged directly to CPF. All Board members are accountable for the expenses incurred and agree that they have an obligation to obtain competitive rates. Victoria sends out emails keeping Board members apprised of seat sales. Per Diem rates were discussed and it was acknowledged that the allowances for meals are low and have not seen any increase in recent history. Board members agreed to table the discussion of per diem rate changes until the January meeting. It was realized that the information on what can be charged for mileage for CPF BC-Yukon business was inconsistent. In recognition of actual costs, the rate of \$.040/km was discussed.

MSC Victoria/Debra - That the allowable rate for mileage for CPF BC-Yukon business is \$.40/km.

Board meeting in Camera 21:06 to 21:30

Minutes should be sent to the Board members first, and changes incorporated and then sent to Dimitry and Rita. Board minutes can only be posted on the Web site after they have been formally approved by the Board - this can happen at a subsequent Board meeting or via consensus through Email. In recognition of posting the minutes in a timely fashion, the email method is proposed.

Next Meeting Date January 12 & 13, 2007. Board members to send Marcela items for inclusion. Marcela to let Dimitry know that Board will have meetings set annually for January, May and September.

MEETING ADJOURNED 21:38