

**CPF BC and Yukon**  
**Conference Call Minutes**  
**December 1<sup>st</sup>, 2009**

**Attendance**

Board

President: Debra Pool  
Secretary: Brittany Harris  
Vice-President: Victoria Vaseleniuck  
Director: Sabine Schweiger  
Director: Marcela Navarro  
Director: Selena Mell

Staff

ED: Robert Rothern

**Approval of Last Meetings Minutes**

Minutes from the face to face meeting of November 8<sup>th</sup>-9<sup>th</sup>, 2009 have been adopted with the following change: change the meeting adjournment time to 3:30.

Minutes will go up on Google Groups please we ask that any changes to the minutes be made there.

**Executive Directors Report**

See Attached

We are looking into hosting a university event in January with SFU support and will likely have a university evening in the fall sponsored by U of Ottawa.

Britta from the Ministry of Education has asked to meet with the board. She does not want to give a speech at concours but may be willing to judge them.

As part of their Christmas party (or in lieu of a party) the staff would like to make a charitable donation to the food bank.

The staff will be sending out an electronic Christmas card and a few paper Christmas cards that will be sent to key partners. Robert will let the board know which key partners have received a paper Christmas card.

Yukon has a large bank account because the Yukon government has occasionally given them money on an ad hoc basis, such money has been received directly by the chapter without first coming to the branch. However, the chapter still needs access to the socio-cultural grant, which can provide a steady stream of funding.

Currently Robert is drafting a request for interest in organizing Rencontre. In this system, an outside party would organize the weekend with the office managing registration. My hope is that interested parties who come forward will partner with a Chapter and put on Rencontre as a socio-cultural event. If no credible candidate comes us then we can still put Rencontre on ourselves. The finance committee would like to see this request and any related documents before it is released to any interested parties.

We just got our membership numbers for Dec 1, which give us the results of the membership drive (9,349) members, a slight decrease when compared to last year.

## **Finance Report**

See attached report

We expect to realize a modest surplus and recommend redistributing money saved from Rencontre en Plein Air across all expenses.

MSC Victoria/Marcella

The Office Manager is to send an email to the President requesting permission to pay the executive director. The emails should include the amount, receipts and the period for which the payment is being made. The Executive Director should obtain permission from the President to sign his own pay cheque, via email. Emails are to be printed and kept in the payroll file.

Change to motion: replace Debra's name to president or vice-president.

Letter to Van City has been sent, though we have not yet heard anything back.

Robert continues to work analyzing and developing a policy to ensure the fair distribution of staff development monies.

A membership drive policy has to be written in

Meeting dates have been set and will be put the board schedule.

## **Bouquet de Merci**

The Terms of Reference have been sent to the board and put up on google groups, though no one has made any changes to it.

A discussion then ensued about whether or not the award should be used to recognize members, or if the purpose of the award was to recognize those who aligned themselves with our mission statement.

## **Face to Face Retreat**

The conference centre will meet our per diem but will have to charge us for our meeting space, which may be more expensive.

It is logistically possible for CPF Alberta to meet with us on these dates.

Remember we arrive Thursday and depart Monday, and will have to come in close together to keep down the cost of transportation from Calgary to Banff. To facilitate close arrivals the board needs to submit a flight schedule.

## **New Business**

A number of chapters who run summer camps integrate a membership fee into the camp fee. This inflates our membership numbers, and devalues the worth of the membership. As a result, we may want to create a policy for trial memberships. We have decided in the past that this was not something that we could monitor, and therefore could not initiate a policy around this issue. Furthermore, we have no problem with making camps only available to members. If Dimitry is concerned that the chapters are holding onto the membership money without sending it (and a membership application) forward to national, then this is an issue

## **Christmas Bonus**

MSC Victoria/Selena That for 2009 we give a monetary bonus to the office staff