

## CANADIAN PARENTS FOR FRENCH BC-YUKON BRANCH

**MINUTES OF A TELECONFERENCE MEETING OF THE BC-YUKON BRANCH BOARD OF DIRECTORS  
OF CANADIAN PARENTS FOR FRENCH  
DECEMBER 1st, 2013**

PRESENT: Patti Holm, Diane Tijman, Daphne Lu, Rebecca Beuschel, Greer Cummings

STAFF: Glyn Lewis

REGRETS:

Minutes: Rebecca

Action Items &amp; Timekeeper: Daphne Lu

Items	Discussion	Decision	Complete	Actions
Call to Order	<ul style="list-style-type: none"> <li>7.04pm</li> </ul>			
Review and approve agenda		By consensus		
Minutes Nov. 3, 2013 meeting		No changes or additions. By consensus		
Board focus: CPF Mandate strategic plan  Future fundraising possibilities	Agreed to keep focused on the mission statement so as to avoid going off on tangents. Strategic plan is about 8 years old so good idea to review it and ensure it is relevant. Will help focus our discussions. Greer suggested the future possibility of greater corporate donations.	Will give ED guidance on potential partnerships we have experience or knowledge of.		Review mandate and mission statements and strategic plan. Keep this topic as regular agenda item.
Board comments and questions from new members, returning members	Greer and Rebecca shared that questions will surely come but for now they are busy absorbing information and learning. One question was about all board members attending regional conferences.  Greer has spent some time with Ben and Susan and will determine a schedule of deadlines for reports and meetings.	Agreed attending the conferences was good learning for all participants and helped strengthen the relationship between directors and membership.		
Report from exit interviews with three resigning board members What do we need to do differently in the future? How can we integrate this learning into what we do?	Rebecca interviewed Debra, Victoria and Khue-Tu. Much information was shared regarding what these past board members enjoyed about their experience and what needs improving. The current board will take all feedback forward as they develop strategies and make decisions on behalf of the membership.	The practice of exit interviews is invaluable.		Exit interviews will be integrated in the board handbook.
Planning for ED's performance review: when, what, input	Lisa Marie has some questions we can use to create a guide for the performance review. Staff will also be interviewed as a form of performance review.	Will plan for F2F interviews on Jan 25 or 26 (TBC)		Confirm dates and set schedule for reviews.
Initial information about CPF BC & Yukon HR policy – Christmas office	When we follow the HR policy decisions are straight forward. Details in the employee handbook specify: <b>"Unless otherwise determined by the Executive Director, the office may be closed each year from the close</b>	Agreed it would help for Glyn to review HR policy		Diane and Daphne will share more

closure/staff paid time off	of business on December 24 to the first business day after New Year's Day. Employees will be fully compensated during this period."	with the board.		information at our January meeting.
Dropbox update	Greer still waiting to accept invitation to join. We will learn as we go!			All will become more familiar with drop box.
Brief report from ED on staff work related to our mandate and strategic plan	<p>Funding opportunities being pursued – Youth Take Charge (Canadian Heritage). O Canada activities being planned.</p> <p>Heather and Kristy working on special project – on-line version of Concours. Recognition of middle and high school demographic being underserved.</p> <p>Glyn attended a Multi stakeholder meeting – 5 year action plan</p> <p>Discussion on budget for regional meeting. Who has not been served? Tap into retained earnings. We had budgeted \$45,000 and have spent \$34,000 so far. Upcoming regional meeting in Feb will include guests from Sunshine Coast and Whistler as well as lower mainland areas. Will use money from retained earnings.</p> <p>Motion: Add in dinner per diem per participant to the circulated budget taking the total amount for the regional conference to approximately \$6500.00</p> <p>Office environment is healthy – everyone has 2-3 years experience and this seems to be paying off with good activities being pursued and a “growth oriented” workspace.</p> <p>Fall BC-Yukon newsletter will remain in place. The Winter and Spring editions will be replaced by the National newsletter (good feedback on this as it is professional looking and full of great information for chapters).</p>	MSC Greer/Diane		Newsletter will be distributed to all members. BC-Yukon newsletter will be distributed in the Fall.
ED input on follow up to Nov. 3 board training on roles and responsibilities	Glyn agreed it was helpful. Nomination/election process (AGM) needs clarity.			
CPF BC-Yukon Board Handbook	Diane shared draft edition at the November board meeting. The intent is for a user friendly document that will ease the integration of new members to the board.			Please send feedback and questions to Diane.
Action Items	Daphne reviewed her items. Some have been completed.			Daphne could you attach your notes to these minutes?
<b>Meeting Adjourned December 1, 2013 9.25pm.</b>				

### Board Schedule

Dates	Agenda items	Location
Jan. 10-11, 2014	Staff reports, .5 day for budget preparation, by-law changes	Richmond?
Feb 21-23, 2014	Metro Vancouver regional conference, Board meeting	Burnaby
May 3-4, 2014	Concours, staff reports, Board meeting	SFU Surrey campus and meeting?