

Canadian Parents for French B.C. and Yukon Branch
February 23 - 24, 2008
Minutes
Vancouver Office Boardroom

Present: Directors: Heather Doty, Joy Haley, Brittany Harris, Marcela Navarro (President),
Debra Pool (VP), Sabine Schweiger, Victoria Vaseleniuck
Staff: Nancy Taylor

February 23

08:30 Arrival and set-up

09:15 Call Meeting to order

09:15 Agenda approved by consensus with the following additions:
Time permitting, Google.com discussion group added to Saturday during wrap-up
Exit Interview added to In-camera ED Agreement
2010 Olympics added to Other Business

09:18 January 12 Minutes approved by consensus. Nancy to forward typos to Sabine. In the future, minutes are to be recording minutes with action items, resolutions and consensus items repeated in a separate summary document. Victoria to provide a sample summary. Sabine to ensure minutes are sent to Susan Albion, Nancy and Dimitry. Minutes are to be posted on the website for transparency and as a model that Chapters can follow.

09:38 Executive Director Report

Nancy provided a written report to the Board and will email this document to Board members. She reported that she has had a very positive 5 weeks, and is still on a steep learning curve. Overall, Nancy's goal is to find the way to provide the best customer service, a way to say yes to members. Let's not be nay sayers and let's not let personality differences get in the way of doing our job. This will mean taking on fewer projects, working smarter and providing better customer service. Nancy suggested that our core strengths are providing opportunities to learn French, helping parents by providing support and information, and advocating for stronger French language education. This will need to be taken into consideration during the next strategic planning process.

Website Nancy is working through typos and edits on the website. Board members to submit suggestions for website changes to Nancy and Dimitry

Concours Dimitry has completed the on-line registration process for Concours, as the website contractor was not delivering on time. The rest of Concours is coming along - the only major hole is that of fundraising. The initial letters have been sent, and offer sponsors the opportunity to support one or more of the next three CPF events - Concours, Rencontre and Plein Air. Marie Chantal is to complete the follow-up phone calls. The space for Concours once again has its challenges - there is very limited space for the market place, and the awards ceremony has been moved to a large foyer, requiring chair rental and manual set-up by volunteers. It was suggested that perhaps the chairs could be borrowed from the school district. All the judges have been finalized. Marcela will let Nancy know which Board member will be present at Concours and Nancy will email her expectations for the Board duties at the event (staff CPF table, hand out gifts, VIP welcome).

Policy Nancy suggested that the Board should research Triple Bottom Line and develop a resolution/policy for the AGM. Items that could be included when possible are use of public transit in the lower mainland to attend meetings; double-sided documents; purchasing of items for resale/gifts that are ethical and fair trade.

Job descriptions are obsolete. National EDs are working on common ED job description. Nancy to work with staff to review and recommend changes to office staff job descriptions. A staff manual also needs to be created to put into place all protocol and policies affecting staff (including but not limited to); staff benefits and when they take effect; format/template for staff reports; procedures such as report by staff to Nancy to Board.

Outreach Powell River is officially a new Chapter. Vancouver is being split into three chapters based on the high school catchment-areas. A letter has been received from a Richmond parent that the waiting list for Kindergarten has reached the multiple hundreds.

Partners	Marcela and Nancy met on separate occasions with Stéphane Audet who was very excited about CPF's potential partnership in the 2010 Olympics. Nancy circulated the proposal for Olympic involvement. Nancy also met with the liaison with the Federal Government and manager of everything French), who would like to do a joint project with CPF. Nancy will do more exploratory work in this area, and ensure that our costs are at least covered. It was recognized that Rita made significant progress with partners.
Intensive French	Money is in the budget for an intensive French road show. Rita has approached Nancy to have the contract to complete the project. Nancy is waiting to hear the outcome of French immersion versus intensive French debate in New Brunswick. Nancy suggests that intensive French may have its place in BC, in regions that will never have critical mass for a full early or late program. Heather raised the issue of promoting a program where teacher supply is low or unpredictable. Debra asked if Vernon could be considered for inclusion in the road show, as the district is moving the late immersion to a more central location (to try to address attrition between elementary and high school), and intensive French is seen as an option for the outlying school that will lose its FI.
Media	Recognized that we need to kick up the media, and that there needs to be a good angle for them to be interested in CPF. Need to develop a communication strategy including issue papers on specific issues - such as the teacher shortage, attrition,...and these issues need to be strategically and consistently repeated in the media.
Questions	What is the status of the French Second Language Task Force that was established in late 2007/early 2008?
11:55 National	President Report Marcela circulated various documents from National. The tension between National (wants to keep control) and the Branches (feel they have no say and are not being heard) continues. Presidents will be meeting in June.
12:34	Nominations Committee report Two enquires have been received for Board positions, and all current Board members indicated that they would like to continue with the Board. Brittany informed the Board that she will be graduating in the summer, and then applying for grad school for September 2009. The Board agreed that they would like to see Brittany stay on the Board, despite the fact that she may be unavailable for the last month of her Board term. Sabine and Debra are to contact the two interested people, advise them that we are going to proceed with the process despite there not being any Board openings. This leaves the possibility to nominate a new member, should a current member resign before the next AGM.
12:45	Awards Committee report Joy circulated draft ToR for the Awards committee for discussion. It was noted that the name has been changed to Award (past minutes were not clear if discussion resulted in consensus), and should include future students wishing to teach core French.
13:00	Susan Albion presentation Dimitry joined the presentation by Susan on reading the financial statements and how to develop a budget. Items resulting from the discussion included: <ul style="list-style-type: none"> • Inventory of all fixed assets, date of purchase, serial numbers,...for insurance purposes as well as planning future fixed assets replacement requirements. • Inventory for stuff being sold versus stuff donated as prizes needs to be categorized - suggest determining the % of gifts that we would like to make (e.g. 10%), physically separating gifts/sale items in the office when they are first received and letting Susan know the value. When the gift box is empty, staff/Board can determine if an additional gift allotment will be taken from the sale items that year. • Shipping of items to the chapters is reimbursed, and put back into shipping • Change all references of Bursary to Award in the financial statements. • Having Susan present financial statement 101 as a workshop at the next in province AGM
14:48	Financial Committee Report Susan will resend the December 31, 2007 statements. CPF/BC is in good standing and will end the fiscal with a modest deficit, which will be covered by the surplus - there are several outstanding reimbursements that have been submitted but have not been received yet.

New Auditor (update)

Susan has been emailing back and forth with the auditor and expects to receive a list of requirements shortly. Susan will then work with Dimitry to compile and verify the requirements. The audit is expected to be on schedule for May.

15:12

Dimitry left
In Camera

Out of Camera

Interim Executive Director Contract

Any contractor needs to be covered by workers compensation. We can afford to pay Nancy for a one year term on the premise that in total we will pay the same as if she was an employee. We need to specify that we want Nancy to complete the work, and not someone else in her husband's company. We assume that the company assumes liability for Nancy, even when she is on CPF business. Suggest that we ask Nancy to submit her own terms for the contract, and then go from there. Susan will provide the costs associated with Nancy if she was an employee so that we can base the contract on that amount. The Board should think about the ideal time in the year that a new ED should be starting.

15:39

- Susan left

15:50

CPF 30th Anniversary Celebration

The new logo and letter head was presented to the Board and will be used throughout the year. The official date is in late September, well situated to take advantage of the back to school theme. Nancy indicated that there is no current budget identified for celebration costs. Rita had visualized a low key event, with a press conference. It was recognized that someone newsworthy would need to be a key speaker. If it is a bigger event involving entertainment, we could invite partners and set the price at \$20. If the event becomes larger so that it involves children, more coordination and effort will be required by staff. At this late date in the year, suitable venues are likely booked. Marie Chantal would like to be involved in the event planning. Victoria suggested that the celebration celebrate the past 30 years and look towards the next 30 years, starting with involvement in the 2010 Olympics. All events planned for 2008 will celebrate the anniversary starting with Concours, partner with BCFT at their annual conference and celebrate in Ottawa at the AGM. A collection of slides of children over the past 30 years would be great, which could be incorporated into a PowerPoint slide show to be run at events. A commemorative book could be produced, with sponsor and partner advertisements recovering production costs. A history of CPF BC/Yukon needs to be compiled, with previous teachers, students, Board members,...highlighted. The Board discussed the various options and agreed to hold a press conference in May to coincide with the next board meeting, providing there is sufficient lead time to organize the event

16:59

Adjournment/Next day Meeting

Sunday February 24, 2008

Present: Directors: Heather Doty, Joy Haley, Marcela Navarro (President), Debra Pool (VP),
Sabine Schweiger, Victoria Vaseleniuck
Staff: Nancy Taylor
Regrets: Director Brittany Harris

08:45

Call Meeting to order

IN CAMERA

08:45

January 12 Minutes (in Camera) accepted by consensus.

OUT OF CAMERA

09:00

AGM Evaluation - progress reported by Heather and Marcela. Committee would still like to have Marie Chantel's report and input. Heather to follow-up with the outstanding facilitator report that was an expectation/outcome of the Victoria AGM. In reviewing the comments from the Victoria AGM, members want only one motivational speaker, and they want choices for workshops. If the AGM is to be held in Ottawa, an extra day should be added to allow for BC to meet their own members and share history, stories, challenges and successes. Heather

will email Elyn the chapters that requested specific help/information/volunteer for future AGM hosting on their evaluations for follow-up. Heather and Marcela to draft an AGM - what we heard - newsletter article to be sent to all chapters or included in the next newsletter. It needs to be recognized that the Board President hosts the AGM and the hospitality suite. Nancy to develop AGM budget and present options for Thursday night dinner and celebration with CPF BC/Yukon members in attendance - seek an off-site venue if feasible and affordable.

- 10:15 **Strategic Plan Review** - Nancy reiterated the need for CPF to do less and do it better; CPF needs to focus on its core activities. She shared with us the reason why she left CPF in the past - she felt that she could not be successful in her job. Nancy to prepare a SWOT analysis of the office and the Board to prepare one of its functions/capabilities.
Policies - (postponed until a later date)(stating no work completed on policies could indicate that the committee did not do its homework for the meeting)
- 12:30 **Other Business**
Dates for upcoming teleconference meetings
Meeting scheduled for March 5 cancelled
Meeting set for April 8th 7 pm. The same protocol for agenda and minutes will be followed for conference calls. As visual cues are not possible, everyone will have the opportunity to speak for two minutes on a subject in rotation.
Dates for upcoming Face to Face meetings
Next meeting May 31-June 1 - focus to be on strategic planning. Nancy to determine if a press conference can be arranged for Thursday, May 29th in the afternoon. September meeting either 4/5/6 or 11/12/13. Sabine and Marcela to work out which weekend works better and notify other board members.
RRO (Course) - scheduled for September meeting in preparation for AGM.
Volunteer recognition
The Board reached a consensus that they would like to recognize and acknowledge Lorraine's contribution to 30 years of success. Marcela to write a letter of thanks and an invitation to be present at the 30th year press conference. Nancy will have a 30 years certificate made to be presented to those that have contributed to success of CPF. Others to consider for the 30th Anniversary award include the first Board members. The Bouquet de Merci will remain a separate award, presented at the AGM, and selected from nominations from members.
- 13:20 **2010** - this project has great potential. Stephan Audet FFCB would like CPF to be a partner. Marcela to invite Anna Madison (CPF President-National) to the discussion from a national perspective - although the event is taking place in BC, there is potential to have a bigger, national picture. The official working languages of the Olympic committee are French and English. Nancy has had discussions with FFCB concerning the Granville Island and virtual torch relay projects. Torch project has the potential to involve bilingual children from across the country - they create a video clip of their school and torch relay, which will parallel the real torch relay. Nancy to determine if FFCB can attend the May Board Strategic planning process
- 13:40 **Concours** will be held May 3rd, and a Board member will be present. Concours has no budget for board travel.
- 13:50 **In Camera**
- 15:00 **Adjournment**
Next Teleconference April 8th 7 pm
Next Face to Face May 29th - June 1st