

CPF BC and Yukon  
Office of the *Secretary*  
F2F Regular Minutes  
05-07 February 2010

## Attendance

### Board

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

### Staff

ED: Robert Rothern

## Call Meeting to Order 9:00am

### Review and Approval of Agenda

Agenda approved by consensus, with a longer break, and earlier end time built in.

### Approval of Last Meetings Minutes

Approved 06 January 2010 conference call meeting minutes with the following corrections  
Put Reviewed and Distributed under Review of Old & New Action Items  
Please note that it was the CHCP not the ministry that had wanted monthly financial reporting.

### Approve receipt of in Camera Minutes

Approved

### Review of Past Action Items

Reviewed

### Google Groups

Victoria, has changed our setting to ensure that we only get one GGs e-mail per day, and she will be holding a GGs tutorial later this weekend.

### Presidents Report

Please see attached.

### Finance Committee Report

Please see Attached  
Forecasted Retained Earnings are likely to be 41,134.

## **Bouquet de Merci**

The Board would like Dimitry to order the new vases for the Bouquet de Merci, and as a gift for outgoing board members.

## **Awards Committee Report**

They have no report to submit at this time. In light of Selena's resignation, Sabine will chair this committee, and Victoria will sit as a member of this committee.

## **Nominations Committee**

The nominations committee would like to discuss the nominations package at the next Board meeting, and would like to see the board develop a transition plan for incoming Board members to ease them into life on a volunteer board.

## **Membership Committee**

The Board is of the opinion that there is no need for a Board membership committee, as membership is an operational matter; instead all Board members will sit on a Bylaws Committee, tasked with an annual revision of the Bylaws.

## **Chapter Support and Outreach Officers Report(CSOO)**

Please see attached.

The CSOO has been largely occupied with developing the organizations advocacy capacity, and working with the chapters in the Cariboo-Chilcotin region to ensure that French Immersion Programs are not shut down. Parents in this school district are writing letters to MLAs and Trustees, and may threaten opening a private school, homeschooling or creating a francophone school. At this time, it does appear as though budget deficits are forcing school districts across the province to shut down choice programs, and consolidate schools.

Glyn is currently drafting up a training manual and a best practices case study booklet.

## **Office Managers Report(OM)**

Please see attached.

Recently the OM has begun working with our Olympic correspondent, and is continuing to work closely with the office assistant.

It looks like much of the OM's time over the next few weeks will be spent developing a hotspot map for our website.

The OM has begun to reduce his hours of overtime.

## **Executive Directors Report(ED)**

Please see attached

The ED is working to complete the CPF BC-Yukon funding proposal to Canadian Heritage over the next week. Money is being reallocated, based on how the proposal relates to the national strategic plan. It has been suggested by our CH representative that we seek more funding, however, we must recognize that if we do receive a larger envelope, we are taking money away from other provinces or from national which may later lead to friction.

CPF BC Yukon is now sitting on the Olympic working group.

The Branch is currently working to develop partnerships with cultural community groups and organizations (such as ArtStart) to help bring more cultural events to the Chapters. We are still waiting to hear back from National on membership numbers decline. French Immersion enrolment number continues to climb with a slight increase this year of (1.4%), compared to last year's (3.4).

### **Draft 2010-2011 Budget**

Robert has presented the Board with a balanced draft budget. This budget has built the CSOO position in as a contract position with the summer off, has made small cuts to other sections, and has reduced the cost of Rencontre to \$15,000. If Rencontre remains as is we will have a deficit budget.

There are several other funding and fiscal considerations that have not been worked into the proposed budget. First, we could save money by making our annual report the fall newsletter. Second, there is a possibility that project and government funding will increase over the next year. Third, sustained fundraising efforts targeting the membership may increase funding. Fourth, we could increase the amount the Branch takes from the membership rebate.

The Board instructed the ED to retain an 80% rebate during the membership drive and continue to highlight the prizes offered to those who register during the drive.

The Finance Committee would also like to know what the budget implications of the strategic plan are.

### **Retain Earnings**

The Branch can use our current retained earnings to either create a restricted project-leveraging fund, or put it towards the award. The Board, with staff input, would like to brainstorm ideas for the retained earnings.

### **School District #93**

Currently, the membership rebate from school district 93 members comes directly to the Branch. There has been a request to have this money reallocated to the Chapters in which the school is located. This would represent a small loss, about \$1300, in revenue to the Branch.

Decision is to redistribute SD#93 membership as of April 1, based on school's geographic location. However, Chapters should be asked not to actively recruit parents through francophone schools as these schools do not benefit from CPF membership, and it upsets our partners Le Conseil Scholaire Francophone.

### **Board Recruitment**

It has been suggested that the Nominations Committee look for Board members outside the active membership by actively recruiting community partners. This would bring an alternative, outside perspective to the Board, and widen the pool of potential candidates. The Board will work to determine what kind of individual and expertise the Nominations Committee should target.

To facilitate this process the Nominations Committee will ask Robert for a list of partners, and individuals who might be interested in sitting on the CPF-BC Yukon Board. The membership committee will conduct a general call out for individuals to step forward from the membership.

The Nominations Committee will look for individuals who have volunteer experience, financial experience, Board experience, increase Regional representation, are comfortable with technology, and have advocacy experience.

**MSC Victoria/Marcela**

To have a minimum of 5 and maximum of 7 board members one of which is youth and one of which is Yukon. We will always budget for 6 board members.

### **Quorum ByLaw**

The Board requests Office write up a rationale for a new Quorum ByLaw, motion passed at the last AGM that can be sent out to the membership and call Haley Humphrey and Stacey Fussell who raised issues with the bylaws wording at the AGM. The rationale should note that in person includes those who are present at the chapter AGM or present via conference call but not by Proxy votes.

The Board asks that the office prepare a statement on whether or not by proxy votes should be allowed at AGMs. Currently the Board does not wish to accept the use of by Proxy votes.

Lastly the Board asks that the office prepare a one page explanation on how a Branch AGM should operate which can be included in the AGM package (it should note when issues can be aired and what it means to call a question, etc).

### **ByLaw Review**

Sabine will contact Robert to review the project, pay, and hours connected to hiring a contract person to conduct a bylaw review and harmonize the old BC bylaws with the Branch's bylaws. Sabine is the point person for details on what is involved in this revision.

**MSC Victoria/Brittany**

To contract out our bylaw revision with a draft completion date of April 30<sup>th</sup>, 2010. Monies are to be taken from Board Governance expenses, category 5310 board development, and category 5320 organization development/planning.

### **Robin's funding proposal**

This mail out would provide us with a great opportunity to highlight the events that the Branch organizes. The proposal needs to tell us where in the budget we can absorb the costs of the mail out, what the cost for Robin's time would be to complete the mail out and the phone call, and the cost of attaching a return envelope. The Board also questioned if a call for donations could be circulated in the newsletter, if there is a higher return on phoning than on e-mailing and whether or not it would be successful to make this a targeted campaign with monies going to a particular project. The Board thanks Robyn for the funding proposal but finds it incomplete and has sent it back for more information.

## **BC Heritage Fairs Society**

The Award proposal will be discussed via e-mail, after an electronic copy has been forwarded to each board member with a decision to be made at the March financial meeting.

## **Bylaws Committee**

The Bylaw committee is a 'Board of the Whole' committee

MSC Sabine/Debra

To accept the Bylaws Committee ToR .

## **MSC Sabine/Brittany**

To accept the changes to policy Gov 4.1.1, 4.1.1.1, 4.1.1.4.

Gov 1.1 was reviewed.

## **Action Items arising during the meeting**

Reviewed

## **Board Meeting Review**

Completed

Adjourned 3:30