

CPF BC Yukon Branch Board Meeting

Haddon House, Buckingham Street, Burnaby

February 23, 2014

Present: Patti Holm (chair), Diane Tijman, Daphne Lu, Greer Cummings, Rebecca Beuschel (minute taker) and Glyn Lewis (ED)

1. Call to Order 8h35
2. Additional items – added as numbers 11-14
3. Agenda accepted as amended.
4. Board focus – what are our passions?
 - ♦ Advocacy and partnerships. Feedback from lower mainland conference re fostering membership.
 - ♦ Discussion of value of outreach visits (Kirsty) in light of budget restrictions. We need to prioritize budget items.
 - ♦ Success of O'Canada and the potential to build membership as a result.
 - ♦ Daphne's motivation to join CPF was the scholarship option.
 - ♦ GL: funders (PCH) see us as advocacy/lobbying/promotion organization. Contrasted with our members who see us as a socio cultural organization. Two very concrete perceptions of value.
 - ♦ Glyn has never known there to be such a demand for FI. Wait lists and advocacy for FI growth is huge. There is no growth factor built into the federal funding formula for FI. There will be the same allotment but with more students it will mean that each student's allotment shrinks.
 - ♦ Discussion touched on all of the pieces of the Strategic Plan.
 - ♦ Joint events calendar with chapters and Branch makes sense.

Action item: Task the office staff with researching options for developing this.

5. Approval of January 2014 Board minutes:

Motion to adopt the minutes as circulated M: PH, 2nd: GC. Approved

6. Finance Topics: focus on transparency and continuity. There seems to be good alignment. Q3 report – Actual position at the end of Q3 2013-14 resulted in a decrease to the projected surplus. Timing and flow are the reasons. The \$8500 was a result of additional AGM expenses of \$3500, increased travel of \$4000, legal expenses approximately \$1000.

Future action item: Look at the investment strategies related to our restricted and unrestricted funds.

Motion (A) Be it resolved that we review and amend August 2013 minutes to include the payment for the 'Chapter visibility banners' be deducted from unrestricted earnings. M: GC 2nd: DT Approved

Motion (B) Be it resolved that we amend the 2014-15 budget to include the magazine/newsletter expenses of approximately \$7000 for a second news magazine. M:DT 2nd: DL. Approved

Motion (C) Be it resolved to use unrestricted retained earnings for payment of expenses related to the 2 regional conferences in Kelowna and Metro Vancouver in 2013-14. M: DL 2nd: DT. Approved

Motion (D) Be it resolved to disburse sociocultural funds to chapters that have applied for SC grants before the branch receives MOE monies and not to exceed the current balance in unrestricted earnings. M: GC 2nd: PH. Approved

7. Hosting CPF BC-Yukon AGM in Ottawa: By laws stipulate members must be in person and AGM held in our jurisdiction so CPF BC-Yukon must hold their AGM in BC. Decision to wait until next board meeting to decide whether we host our AGM in Ottawa or in BC for 2014.
8. Brief introduction to new policy manual: there is very little clarity re many of our policies. Glyn would like to see a policy manual developed specifically for our BC-Yukon Branch. How do we put this together and how do we go about adopting it? Glyn has developed a draft manual. This will create efficiency and better practice.
Action Item: Glyn will send as an email attachment for review and each board member will review thoroughly and discuss at our next face to face meeting.
9. Advocacy Issues:
 - ◆ Letter to UVic needs to be signed and sent. It has been edited and suggestions have been made to send it to certain individuals as recommended by Greer.
Action Item: send letter to Glyn for letterhead.
 - ◆ Surrey Issues with FI registration: some social media and local news coverage. Glyn will write a letter to the editor of Surrey Now and The Leader in White Rock, and he will aim to get on the agenda for a school board meeting. He will work with Kirsty on this. Galvanize parents who are on a wait list for FI Kindergarten.
 - ◆ BCCPAC conference May 29 – June 1: Those board members interested in attending can sign up for Friday May 30. Valuable networking opportunities.
 - ◆ Ministry of Education letter: concerns about Nicole Couture's position and she being moved to another department.
Action Item: Glyn will work on potential dates for meeting with different ministers (March 24 or 31 as possible dates).
10. Nominations: Glyn wants clarification on the process. Diane is the chair of the committee. Call for nominations goes out April 1st. Interviews start taking place mid-June (until mid-July). If the list of nominees goes into the member CRU the deadline is July 30. We present list of nominees at least 30 days prior to AGM. The slate that is presented at the AGM will attach names to the positions.
Action Item: Diane will approach BAFF re a youth member.

CPF BC-Yukon branch will look into contracting a new lawyer for general purposes.

Glyn's action items: Ask about the HR policy – can be amended as long as they are in line with National's policies. This is long term work with regular reviews.

Action Item: Diane and Daphne will meet and report back at the next meeting.

Regional Conferences –very valuable feedback. *Can we put this forward as consideration for the 2014-15 budget?* Attendance at Regional Conferences might be impacting (negatively)

attendance at the AGM. There is no evidence to support increase in membership due to conferences.

11. ED Rubric: Patti asked Lisa Marie for a performance review template but hasn't received anything. April 6th is the date for the ED review, 10am.

Action Item: Rebecca will share Steve Patty's ideas for evaluation with Diane

12. Board Conference Calls: April 15, 7pm. Committees will report out on their activities. Q4 call May 13 at 6pm.

13. Board meeting dates: May 31st & June 1st following the BCCPAC conference. Staff reports will be presented by staff on the morning of Saturday May 31.

14. Follow up to Feb 22nd Lower Mainland Regional Conference: Feedback from members to Patti –
- ♦Concerns about delays in membership sign up and membership reality. Time from submitting application form in hometown to receiving confirmation from Ottawa is too long.
 - ♦Concerns about not having an easy to use format for transferring membership contact information into chapter data bases (secretary 101 as an example of break out session at conference). Help make the job of being volunteer CPF secretary or treasurer easier.
 - ♦Perception of FI programs at the high school level being in competition with other programs students would like to participate in (culinary arts, sports, specialized academies, music).
 - ♦Has FI become a lower priority after grade 7? Is this contributing to attrition?
 - ♦We need more projects to keep students motivated (such as O'Canada).
 - ♦Can we work on articulating value? Ideas on giving elevator speech to CPF members!

Action Item: Glyn to talk to staff (Kirsty) about providing sound bites for members to share with other potential members.

15. Review of CPF BC-Yukon strategic plan: Reminder to board members to review strategic plan and think of manageable ways to use it to measure effectiveness of staff activities.

Action Item: Diane will create a template. Refer to page 11 of Handbook as a model.

16. Board Handbook: Diane shared the updated Handbook. It is a living document and review and updates will be ongoing.

Items needing to be added are:

Terms of Reference for Finance Committee

Terms of Reference for ED Review committee

Terms of Reference for Policy Committee

**Feedback – we will need to work through the continuity of this document with the policy handbook.

17. Motion to amend minutes August 2013: **Be it resolved that August 13, 2013 minutes item #2 be amended to read "Be it resolved to purchase 44 outdoor banners at a cost of**

approximately \$45 each to be funded from unrestricted retained earnings as gifts to chapters at the November 2013 AGM". M: PH, 2nd: DT. Approved.

18. Complete board functioning form: Review of CPF BC-Yukon Board Evaluation. This is a working document for us to use at the next 2-3 board meetings so we can decide if we want to adopt it.
19. Review Action Items: Daphne reviewed the list of action items.
Action Item – look into signage for outside street level of building.
20. Adjourn: 4.00pm