

**CPF BC-Yukon Branch Board Meeting Website Minutes**  
**February 12-14, 2016**  
**Face to Face Meeting @ Ocean Promenade Hotel, White Rock, BC**

Board members present: Patti Holm (chair); Diane Tijman; Marguerite Kuiack

Present for part of the meeting: Greer Cummings; Darian Pang

Regrets: none

Staff present: Glyn Lewis, Ben Wong (via Skype) – both for part of the meetings

Minutes: Marguerite Kuiack Timekeeper:	Action Items: Darian Pang, Patti Holm Calendar: Diane Tijman
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CANADIAN PARENTS FOR FRENCH FURTHERS BILINGUALISM BY PROMOTING AND  
CREATING OPPORTUNITIES FOR YOUTH TO LEARN AND USE FRENCH.

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*Strategic Plan focuses and other topics for the forefront of Board deliberations*

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- A. Youth: Create and promote opportunities for youth to learn and use French – education, exchanges, socio-cultural activities, accessibility.*
- B. Parents, Members, Volunteers: recruitment, retention, training, services, collaborative network*
- C. Decision-makers: inform, influence – research and championing our cause to the public, media, governments, partnerships.*
- D. Organization: dynamic, strong, effective network – informed, effective, best practices in governance and operations, growth, diversified revenue, financial partnerships.*

**Feb. 12 2016**

3h00 Attendees: Diane, Greer, Patti, Glyn

HR Policy Manual working session chez Diane – final review and revisions

\*This document is ready to go to the board for approval.

**Feb. 13, 2016**

1. 8h45 Call to Order

**2. Consent agenda:**

Approve the agenda as printed

Approve Nov. 15, 2015 minutes

Review CPF mission statement and strategic plan focuses

**Motion to approve the consent agenda: MSC Diane, Darian**

3. Exit interview report summary with departing board member
  - a. CPF BC and YT does well:
    - Supports ED in his role
    - Takes a keen interest in members' needs and develops programs
    - At conferences – board connects well with members
    - Reviews membership numbers
    - Board orientation session was very helpful
    - Openness of the board to ideas
  - b. Where the BC & YT Board can improve:
    - board schedule needs regularly scheduled dates and locations, yearly schedule
    - Reduce staff reporting during meetings
    - Be clear during the board orientation whom board members contact and boundaries with staff
    - logistics of transportation to meetings
    - central location for ease of access to meetings
    - There is some confusion between the Board Handbook and the Policy Manual
  - c. Skill sets for board members
    - computer skills
    - be able to fluently use Skype and Google Hangout
    - reduce travel by using these technologies
    - willingness to listen and learn
    - celebrate more, thank ourselves more
  - d. Action item from this exit interview:
    - Revise the exit interview questions.
    - Review the above recommendations and integrate into practice.
    - Ensure board orientation.
4. Board planning re: Canadian Heritage reporting dates

CH Reporting periods	Reports are due to CH one month later	Recommended dates for staff updates on strategic plan activities		
April 1-June 30	July 31			
July 1-Sept. 30	Oct. 31			
Oct. 1-Dec. 31	Jan. 31	Late Jan, early Feb		
Jan. 1-March 31	April 30	Late May, early June		
		*Other quarterly updates emailed to the board with conference call follow up, as needed.		

Planning of future board meetings and conference calls:

- Next face to face: June 3-5, 2016 with staff updates on the strategic plan progress  
Possible June social on June 3 - 3h beach picnic \*ED to discuss this social option with staff.
- Oct. 14 to 16 in Ottawa is CPF National Conference and AGM
  - Oct. 14 7h pm is BC and YT AGM in Ottawa
  - Oct. 16 is BC and YT board meeting
- Conference call dates and Finance Committee dates are listed in the tables at the end of this agenda.

5. Staff updates focused on CPF BC & YT Strategic Plan

Staff updates focus on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

The intent of staff updates is to

- provide the board with an overview of strategic plan goals,
- those goals accomplished and those goals which will continue to need work
- share with the board the measurement of the goals, ie how well have the goals been met.

This is a generative, collaborative discussion where staff and board generate ideas related to future goals and strategies.

Board/staff ideas re: reports

1. A suggestion that only the ED attend Board meetings; other staff provide the ED with their reports. \*This is what took place at the present board meeting except for the budget and finance section where the Office Manager joined the board by Skype.
2. A further suggestion that the board and staff join together once in a while to pursue a development topic together, possibly during a retreat.

**Staff Reports Reported in Strategic Plan categories**

A. Opportunities for youth to learn and use French

- *Jeunes Artistes, Where Are They Now?, Concours*
- *Jeunes Artistes finalists will present at Le Festival de Bois, Coquitlam*
- *Where Are They Now? Project has the potential of longevity and connecting CPF with youth as members.*
- *A possible extension might be Where Have They Been? Where Are They Going?*
- *Communications Officer's portfolio: communications and research of opportunities for youth learning and using French*
- *Collaborative activities with Fort Langley – Parks Canada*
- *Many social-cultural events successfully took place in 39 different communities.*

B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network strategies for member recruitment

- *Where Are They Now? 400 person database has been developed.*
- *Membership is stable.*
- *Outreach Coordinator wants to add a welcome letter from BC & YT Branch in addition to the National welcome letter.*
- *Member survey coming, as requested by the board Nov. 2015*
- *More communication and fine tuning with BC Family French camp*
- *Using BC Gaming grants:*
  - *online volunteer training took place: 89 volunteers participated in 5 different workshops.*
  - *In addition, Chapter board position specific online training took place.*
- *AGM and conference, Nov. 15, 2015 provided excellent training and take-aways including a Power Point presentation CPF members could make to groups.*
- *New Communication Officer role is working well: contributing to social media, monthly CU, also researching and sharing options of activities in French for youth. New role has greatly increased social media use related to CPF BC & YT.*

C. Decision-makers: research, championing our cause, public, media, governments

- *public polling and follow up media releases*

- *regular back to school media releases*
- *plans for meetings re: teacher shortage and other topics with Ministry of Education partners, other partners and government MLAs*

- D. Organization: dynamic, strong, effective network, informed, effective, best practices, growth, diversified revenue
- *new staff: 1. new outreach and 2. communications and research of opportunities for youth learning and using French*
  - *Huge increase in CPF BC & YT Facebook, Twitter members, strategic emails*
  - *5 year diversification plan: funding for Concours from La Banque Nationale*
  - *CPF BC & YT HR Policy Manual revised and completed with board approval*

6. Budget review – Ben, Glyn, Greer

Budget and finance sections focus on supporting A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

- a. Board and two staff reviewed the proposed budget  
**MCS Greer, Diane Budget approved.**

- b. Q3 update – referred to Finance Committee meeting on Feb. 16, 2015

- c. Revisions to Finance policy and Terms of Reference are completed. – Greer

- d. Ensure smooth options for charitable donations, ie. Credit card options. Send a thank you letter to donors with the charitable receipt.

7. Policy – Glyn, Diane

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

Board and ED completed the final review of the HR Policy Manual.

**MSC Greer, Diane board approval of the HR Policy Manual**

8. Planning related to Strategic Plan categories

**A. Opportunities for youth to learn and use French**

French for the Future – Darian, staff

- Two forums will take place in 2016: late April at SFU (Patti, Darian) and UVic (Greer)
- *Where Are They Now? Project has the potential of longevity and connecting CPF with youth as members.*
- *A possible extension might be Where Have They Been? Where Are They Going?*

**B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network**

Collaboration and training for BC & YT members: National Strategic Plan, work plan for chapters, future member survey; CPF BC & YT Power Point- All being implemented by staff.

Regional conference – Perhaps 2017

Reaching non-attendees of the Nov. 2015 AGM and conference

- Links were sent.
- A member survey going out during 2016 regarding members' needs.

- How will we reach out to the northern chapters? A conference in Yukon in Feb 2017 or a visit from Branch staff.

Membership registration: could our Branch do this? Follow up to this.

Upgrading web site and reviewing how we send and present emails, being selective.

**C. Decision-makers: research, championing our cause, public, media, governments**

Planning re: Canadian Heritage school visit and partnership profile – March 2016

Advocacy topics: FSL teacher shortage, Campus St-Jean visit to discuss teacher shortage

Growing trend of some school districts to attempt to change the FI model, confusion about the role of DELF

A continued concern about high attrition from some FI programs

**D. Organization: dynamic, strong, effective network, informed, effective, best practices, growth, diversified revenue**

BC & YT Strategic Plan: revised by staff in Jan. 2016

Plan best time for staff reports, twice a year reporting to the board - planned

Is a presentation by Glyn for the board on the New Societies Act possible for a future board meeting? June board meeting

9. New Action Items

ACTION: Diane, Darian: Possible Board development: Meyer's-Briggs for board

ACTION: Diane, Patti, Marguerite: Follow up to exit interview including:  
 -ensuring board orientation for new board members with a focus on board dynamics  
 -clarity on board operations and staff interactions  
 -revised exit interview questions.

ACTION: Glyn, Diane: Chapters connecting with Gr. 12 grads. Maybe a mini-project: Where Are You Going?  
 Set up mechanism, on line form, privacy protocols to begin accessing emails from Gr. 12s to continue connections.

ACTION: Glyn: Possible summer research on differences between EFI and LFI

ACTION: Diane: Plan for board members' knowledge re: board policy documents and board handbook.  
 Annual board orientation and ongoing basis at every face to face meeting.

ACTION: Patti, Diane: Finalize ED contract.

ACTION: Glyn and board: Look for ways to additionally publicize the CPF BC & YT Teacher Award.

ACTION: Glyn and staff: Thank you letters to donors who provide charitable donations; could send with receipt.

ACTION: Glyn and staff: Develop a mechanism to accept charitable donations by credit card.

ACTION: Glyn to follow up with possible donor from Nov. 2016 AGM.

ACTION: Follow up board discussion on our Branch doing member registration.

ACTION: Glyn, Patti, other board members: March 17 la journée de la francophonie in Victoria, also with other government meetings

ACTION: Glyn, Diane: Maybe an Edith Piaf concert as a fundraiser

ACTION: Diane: Check page numbers in HR Policy Manual.

ACTION: Patti: Next face to face meeting the Board will review 1. draft revisions to the RS section of the Policy Manual and 2. Draft of Governance Model.

ACTION: Patti and Marguerite: revise and consolidate the exit interview questions and bring these forward to the board.

ACTION: Diane and Marguerite: ED performance appraisal

ACTION: Marguerite, Patti: Gift for departing board member and invitation to two CPF events.

ACTION: Glyn: Check with staff on possible social event June 3 afternoon.

ACTION: Darian: Continue liaison with French for the Future. Involve staff and other board members, as needed, Patti and Greer.

ACTION: Glyn: Provide new letterhead to board members. Begin using new CPF brand for all communications.

ACTION: Get emails from Gr. 12s to continue connections. Zoe is doing.

ACTION: Patti: Add to the Nominations report a sentence that will be the motion read at the AGM.

**Feb. 14, 2015**

**8h45**

**10. Policy review – Diane (VP) led the board in reviewing the R section of the Policy Manual.**

This policy section focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

*Two-thirds majority of the board (Diane, Marguerite, Patti) drafted revisions to R-5 2.b and 3.b*

*R-8*

*R-9*

*R-11*

*R-12*

*This is notice that these revisions will be brought to the next face to face board meeting for approval. Minor wordsmithing was done in several R sections that did not change the meaning, particularly R-6, but also minor word changes in a few other sections.*

**11. Policy Governance Model – Patti**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

As follow up to Nov. 13, 2015 board discussion on governance models, the board reviewed the summary document written. Some revisions were made to this document. The revised document will be reviewed by the board at the next face to face meeting.

**12. Board Handbook - Diane**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

The board reviewed some sections of the Board Handbook and re-affirmed its use for board orientation after each AGM.

**13. Committees – Plan for June meeting time for committees**

- a. Nominations statement for the AGM in the Nominations report – Patti will complete.

This agenda item focuses on section B of the Canadian Parents for French BC and YT Strategic Plan.

- b. Publicity in Chapter Update for Nominations, Bouquet de merci, Teacher Awards - Patti

This agenda item focuses on section B of the Canadian Parents for French BC and YT Strategic Plan.

- c. Committee reports and Annual Report deadline – **Deadline is Aug 15 for committee reports to be submitted to the ED.**

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

- d. ED Performance review – planning, delegation – Diane and new designate: Marguerite

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

**MSC Patti, Diane to designate Diane and Marguerite to work with the ED on performance appraisal.**

- e. Gift for departing board member – Delegated to Marguerite to check about gifts, attending social event June 3-5 (no funding) and/or Oct 14-16 in Ottawa as a chapter rep.

- 14. Any other business – Diane provided proposed National by-laws, not yet approved, as information for board members.

- 15. Review of new action items

- 16. Board evaluation

- 17. Motion to adjourn at 12:41 **MSC Marguerite, Diane**

**Board Committees Chairs:**

Finance	Greer
Nominations	Greer
Bouquet de merci	Patti
Teacher awards	Darian

Governance: Policy and by-laws	Diane
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**Board Members**

Patti Holm	President, Finance, ex-officio on all committees, Nominations, Chair Bouquet de merci
Diane Tijman	Vice President, Chair Governance: Policy and By-laws, Board Handbook
Various	Timekeeper
Greer Cummings	Chair Finance/Treasurer, Diversification of funding, Chair Nominations
Marguerite Kuiack	Secretary, Bouquet de merci, Teacher Award
Darian Pang	Youth Director, Action items, Finance, Chair Teacher Awards, Policy and By-laws