

CANADIAN PARENTS FOR FRENCH BC-Yukon Branch

MINUTES OF THE BC- YUKON BRANCH BOARD OF DIRECTORS - CANADIAN PARENTS FOR FRENCH

PRESENT: Debra Pool, Victoria V, Patti Holm, Daphne Lu, Diane Tijman

REGETS: Khue-Tu Nguyen

STAFF: (Staff attended parts of the meeting.) Glyn Lewis -ED, Heather Bartlett, Kirsty Peterson, Ben Wong

Items	Discussion	Decision	Completed	Actions
1. Call to Order	<ul style="list-style-type: none"> Meeting called to order 5:15 	--	--	--
2. ED report	<ul style="list-style-type: none"> three themes Updating financial reconfiguration; Ben will take on most of Susan' s tasks, she will be retained for some transition tasks Updating advocacy; have shared our ideas with partners Recommend hiring a 1day per week office assistant Balanced the budget 			
3. Projects officer	<ul style="list-style-type: none"> submitted grant request to the Vancouver Foundation for inclusionary French programs, North Surrey as a pilot project Socio-cultural grants have been well spent, approx \$1000 remaining in this round Concours - try applying through BAFF to see if that can help with reducing the cost. 			Heather - apply through BAFF
4. Outreach officer	<ul style="list-style-type: none"> follow up with chapters to keep them up to date, a regular, ongoing process In process on organizing a Lower Mainland regional meeting Working on the telephone membership drive; soon to hire university students to phone 		-- --	Kirsty - hire students, implement project
5. Office	<ul style="list-style-type: none"> reconnecting office equipment after fire Reconfiguring finance, learning Susan's former tasks Working on solving phone problems at the office 			Ben - ensure phones are working
6. Regional Conference	<p>28 participants, not including staff and board</p> <p>Regional Conference went well. We need more French titles in printed packages.</p>			Heather, other staff - ensure French titles on materials for participants.

7. Finance	<p>Quarter 3 is showing a modest surplus. Special projects are coming in on budget. Victoria reminded the Board that financial accountability is one of the Board's principal responsibilities.</p> <p>2013-2014 Draft budget be approved</p> <p>Staff needs to check on terminating the postage machine and accessing a refund on the postage that is on the machine. This will be a saving.</p>	MSC Victoria, Diane	-- -- --	-- -- Ben - terminate postage machine and access refund on postage on the machine.
8. Staff	<p>The Board discussed the duties that a possible new office assistant would do and approved a 1day per week position. Concern that a 1day per week position will have lots of turnover and necessitate more staff time in training.</p>	Approved in principle	--	Debra - communicate with Glyn
9. Board Schedule	<ul style="list-style-type: none"> Reviewed Board schedule Feb. 26 Canadian Club luncheon - Daphne to attend Regional conference May 24-25 (Victoria not available) or May 31-June 2 with Board meeting ***March Board retreat is postponed. Branch AGM probably @ Radisson Nov 1-3, 2013 Committee reports due by July 31. 			
10. Staff Schematic, proposed additional staff position, other office matters	<ul style="list-style-type: none"> Discussion re: ED position Suggestions: ED role in schematic - separate HR (3%) from Organizational Planning (15%) - add mention of Strategic Plan in ED role Possibly outsource payroll for \$35. Diane will check if this is a realistic cost. Additional staff position for 1day per week - what are the duties? -would the person stay for just one day per week? Glyn to develop job description. -check with two people we previously interviewed Use volunteer students for mailing and other low training options. Develop job description. Ensure that all phones are being answered. 	Glyn Diane Glyn		
11. Strategic Plan and reporting	<ul style="list-style-type: none"> Strategic Plan - Glyn will formulate all staff reports into a 20 minute power point type focused around staff work related to our strategic plan and meeting measurements. - Board meetings 3times per year where staff attend; at that time the ED may ask staff members to provide details related to the report. 	Glyn		
12. Information and possibilities	<ul style="list-style-type: none"> Sponsored verb a thon for Coquitlam Chapter, sponsored by Desjardins 		--	Could this support be expanded to other chapters?

Schedule

Board meetings

Board retreat planned for March is postponed.

**Regional Conference in Okanagan
May 31-June 1 with Board meeting**

Finance

May audit

Cncours May 4

No Board mtg at Concours

Deadlines for Committee reports is July 31.

Conference calls @ 7h00 pm

Dates March 5, April 16, June 4 7h pm

Strategic Plan sub-committee: Daphne, Diane, Patti

Board 2012-2013

President: Debra Pool

Vice-President/Treasurer: Victoria Vaseleniuck

Secretary: Patti Holm

Director: Daphne Lu

Director: Khue-Tu Nguyen

Director: Diane Tijman

Committees 2012-2013

Finance Chair/Treasurer: Victoria Vaseleniuck

Nominations Chair: Patti Holm

Bouquet de Merci Chair: Daphne Lu

Awards Chair: Diane Tijman

Member of Finance: Khue-Tu Nguyen

Member of Nominations: Daphne Lu

Member of Bouquet de Merci : Khue-Tu Nguyen

Member of Awards: Patti Holm

Ex-officio on all committees: Debra Pool