

CPF BC and Yukon
Office of the Secretary
F2F Regular Minutes
28 to 29 January 2011
Minutes for the Website

Attendance

Board

President: Debra Pool
Vice-President: Victoria Vaseleniuck
Secretary: Patti Holm
Director: Sabine Schweiger
Director: Daphne Lu

Staff - Jan. 28 afternoon

ED: Robert Rothon
Dimitry Morales
Persia Sayyari
Erika Rosales

Meeting Called to Order 1:12 pm

Review and Approval of Agenda

Approval of Last Meeting Minutes

Approved Dec. 3-5 2010 F2F meeting minutes with minor revisions.
MSC Victoria, Sabine

Approval of In Camera Minutes

Approved Dec. 3-5 2010 F2F in camera meeting minutes
MSC, Victoria, Daphne

ED's Report: Robert Rothon

The ED reviewed his report that was previously sent highlighting some activities

- the report to Commissioner of Official Languages' five representatives taking place with CPF Alberta on Feb. 2, 2011.
- This is a precursor to the speech to the Senate.
- This is one of three single meetings this group has (the other two being with FFCB and Educacentre College).
- A key point will be the proposal of the redefinition of francophone to include French immersion students and others who have become bilingual because of French educational programs and who use French sometimes in their everyday life.
- Another key point Robert will make is that more investments from federal funds are required to make linguistic gains and more stringent reporting of use of French funds.
- NFB French Film Festival: less interest this year on the part of Chapters and schools, unsure if this is a question of timing in getting the information out, or a symptom of volunteer fatigue.

A Board member shared a district/school perspective on booking the NFB films versus teachers choosing films that would be appropriate for students and the ease of showing the films in school versus taking students to a movie theatre with busing costs and other logistics to arrange.

Other Staff Reports: D. Morales, P. Sayyari, E. Rosales

Thank you to staff for their reports and their work. It is particularly valuable to read about staff's tasks and accomplishments related to the CPF mission and strategic plan.

Dimitry provided more information about the new CPF National membership database.

- Transitions are taking place.
- Staff training took place on Jan. 28, 2011.
- Members and chapters will eventually be able to logon and check membership status.
- This is better for privacy issues because it will be stored on the server rather than on someone's computer hard drive.

Persia reported that BR went well in the Yukon. While in the Yukon,

- The Chapter discussed Whitehorse Elementary's decision to begin English Language Arts in Kindergarten instead of maintaining 100% French immersion in the early grades.
- The Chapter is determining what advocacy might take place related to this issue.
- A problem related to the Concours competition is that Yukon students have to compete in Vancouver instead of going straight to Ottawa.
- The Yukon Chapter would like to see more research and support specifically related to the Yukon.

Background Information:

- Research needs to be done about the Yukon curriculum and percentage of French in French immersion.

A related research point: the broad topic of vulnerable children in French immersion
Research is needed and CPF informational materials developed related to French immersion for vulnerable children.

Erika – Bilingualism Rocks – continuing to work on booking shows

- 24 shows have already taken place in BC
- 8 shows took place in Alberta in Jan.
- BR shows will be taking place in northern BC
- more shows coming
- 59 concerts will have taken place in BC, Yukon, Alberta

Concours preparation – Erika is beginning to work on this as are other staff. The Board strongly recommended that invitations to key people go out early Feb.

AGM 2011 – Nov. 4 or Nov. 18, 2011

- Location: Vancouver – hotel to be determined : Robert and Dimitry are working on identifying an appropriate location.
- Theme: membership
- Workshops to support members:
 - financial training
 - grant writing
 - fundraising
 - advocacy
 - hands-on training wherever possible
 - Carousel activity related to Strategic Plan: what are chapters doing?
 - youth engagement

- French fine arts performers
- Member recruitment – ideas related to listening and attracting members based on what members like/want to do
- Invite Justin Morrow from Canadian Young for French to attend conference and visit high schools.
- Search out a presentation on chapter support.

Action Items

The Board reminds the ED of the Board's request for an annual staff work plan including dates for items to go into the CRU, etc. (previously requested in the Awards Committee Report, Spring 2010: excerpt from report follows)

*Staff should be responsible for: designing and placing annually all Award advertising through appropriate avenues (including but not limited to newsletter, CRU, website, University contacts); updating the website with current application deadline and past award recipients; receipt of applications and compilation of Awards received; drafting the follow-up letters for the President based on the approved Board recommendations; and following through with Award cheques and letters when the successful applicants have submitted proof of teaching. **It is suggested that these actions be included on the annual office staff timelines/duties being developed.***

Finance Discussion/Budget

Approval of third quarter finance report with the adjustments made
MSC Victoria, Sabine

2011-2012 Budget discussion

Board direction is to revise proposed budget to eliminate the deficit.

In reviewing the proposed budget for 2011-2012

- The Board significantly reduced the Board Governance section in order to cut the deficit in the proposed budget.
- The Board plans to review award categories to ensure that there is a broad benefit to many for the funds, specifically the Begbie Award (\$1500), and others. Our goal is to evaluate whether many students benefit from funds spent.
- The Board sent a follow up budget request to the ED regarding clarity and suggested consolidation related to travel budgets; currently there are four travel budget allocations.

Recommended to become part of the CPF web site tool kits

- Informing CPF members about requirements to have insurance in place related to implementing events.
- Be clear on what insurance is already available from CPF BC-Yukon.

Finance Action Items

- The President will contact legal counsel related to developing templates for employees to include income averaging.
- The ED will ensure Special Purpose funds are invested ASAP.

Nominations Committee – Sabine/Daphne

Daphne Lu and Patti Holm are planning to fulfill their two year terms.

Sabine Schweiger's terms will be completed at the 2011 AGM; consequently, we are looking for a Board member from Yukon. Sabine will speak with the Yukon Chapter to encourage them to speak to members who may be interested.

Strategic Plan

The ED and other staff reported using Strategic Plan goals to provide an update on organization progress on our Strategic Plan. Thank you for keeping the Board apprised of our Branch's progress.

Board Development

Thank you to Dimitry for leading our Zoho Board Development session on Jan. 29.

President's Correspondence

From the National Board

- The Board began looking at the National Board questions related to their mission and tasks.
- Since some time has elapsed, our Board requests that we receive follow up from the National Board and we will respond to their perceptions of the National Board priorities.
- The Board discussed and provided feedback on the qualities for a National ED and made recommendations on the composition of the interview panel.

Executive Director Review

The Board thanks Robert for his self-assessment and goal setting for the future of our organization. The Board is pleased with the work of the ED and encourages him in pursuing Branch goals. The Board approved the ED report.

MSC Sabine, Victoria

May 2011 review of ED contract.

Committee Planning and Terms of Reference Review

The Board did a cursory review of terms of reference for Nominations, Awards, and Bouquet de merci committees and planned for our committee work.

Board 2010-2011

President: Debra Pool

Vice-President: Victoria Vaseleniuck

Secretary: Patti Holm

Director: Sabine Schweiger

Director: Daphne Lu

Committees

Ex-officio all committees

Chair of Finance Committee/Treasurer,
Member of Awards Committee

Chair of Bouquet de Merci, Member of
Finance Committee

Chair of Nominations Committee,
Member of Bouquet de Merci

Chair of Awards Committee, Member of
Nominations Committee

Committees 2010-2011

Finance Chair/Treasurer: Victoria
Vaseleniuck

Nominations Chair: Sabine Schweiger

Patti Holm, Member of Finance Comm.

Daphne Lu, Member of Awards Comm.

Bouquet de Merci Chair : Patti Holm

Awards Chair : Daphne Lu

Sabine Schweiger, Member of Bouquet
de Merci Committee

Member of Nominations Committee

Committee Deadlines:

Bouquet de Merci Deadline is June 30.

Awards Deadline is May 31.

Adjourned 12:00 on Jan. 30, 2011