

CANADIAN PARENTS FOR FRENCH BC-YUKON BRANCH

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

January 11 – 12 2014

PRESENT: Patti Holm, Diane Tijman, Daphne Lu, Rebecca Beuschel, Greer Cummings
 STAFF: Glyn Lewis, Heather Bartlett, Kirsty Peterson, Ben Wong, Alicia Rooney – Saturday meeting only
 REGRETS:
 Minutes: Rebecca Beuschel
 Action Items/Timekeeper: Daphne Lu

Items	Discussion	Decision	Complete	Actions
1. Call to Order 9.00am				
2. Board Focus: CPF Mandate and Strategic Plan Glyn present.	Mission Statement – Branch vs National. Are they aligned? Keep strategic plan in mind as we work through discussions and receive staff reports.			Further exploration required.
3. Oreintation to HR policy/Employee handbook	Glyn provided some context. 2007-8 National office developed their own handbook. BC-Yukon adopted it. The National one is posted to dropbox. The “Employee Handbook” was revised in March 2008. Glyn has the 2007 version. Diane and Daphne worked to revise handbook to make sure policy reflects reality. All current staff contracts have been signed using the 2007 handbook/policy. Contracts need to be reviewed to ensure they align with 2008 version. Discussion of specific points that seem poorly worded or inapplicable to BC Yukon Branch. Agreed to 1) Examine the issue 2) Clarify 3) Re-write	They are the same document.		Diane will send Glyn the revised one. Glyn & Greer will look into whether we can make changes.
4. STAFF ARRIVED Alicia, Heather and Kristy left after lunch.	Staff reports read and discussed. Find reports in Dropbox. Board members appreciative of the work being done so diligently and thoroughly.			
5. Budget planning. (Glyn & Ben present) Ben left.	Greer provided some principles for framework. When the budget aligns with Strategic Plan, activities are focused and executed with confidence. Glyn: Budget needs to be approved today because PCH needs the written resolution when considering our funding application. 3 year contract being negotiated. Greer has added percentages column – helps give perspective. ♦Discussion on attending National AGM. Is this value for money? BCY branch typically holds their AGM in Ottawa. If the branch AGM is not in Ottawa, how & when & where would we host it? ♦Is “illuminate” a more cost effective option for Board teleconference mtgs? ♦Discussed increases in staff wages. ♦The \$2200 budget surplus goes to AGM subsidies for delegates, postage for magazine, emergency travel. Motion to approve 2014-15 budget as presented and amended	Ask Heather to develop post-regional conf. evaluation. Will it impact attendance at other events? Ben to investigate M: Diane, S:Greer Carried		
6. Board vision for donations	Tabled to future meeting			
7. National by-law changes	Glyn provided background: National by-laws given to BC and adopted 2008.	Look into how to		

	Some unrealistic pieces such as 20 people make a chapter quorum. Changes were made in 2009. We need the templates from Nat so we can adopt new by-laws. 10.2 is almost entirely new. Tightens up National's control.	structure branch AGM at National AGM and whether we can.	
8. Confirm the rubric to use for Glyn's performance review.	Diane has a template to use. Patti will ask Lisa Marie to share her ED evaluation document. To be amalgamated. Glyn will adapt his to use for staff evaluations.	Patti & Diane will finalize document.	Present at Feb meeting for approval
9. National Abuse Protocol document	Too big for our branch to thoroughly review. Changes will impact BC as we have the biggest & most active branch.	Glyn will take feedback to National –Joan Hawkins.	
10.	SATURDAY MEETING ADJOURNED AT 5.44pm.		
11. 9AM Call to Order Sunday Jan 12, 2014			
11. Agenda	Motion to adopt agenda as amended	M: Greer S:Diane Carried	
12. Minutes from Dec 1	Motion to approve minutes from Dec 1 meeting.	M: Rebecca S: Greer. Carried	RB to forward minutes to Ben
13. Board Functioning Form Planning for by-law changes	Reviewed various documents & will compare to handbook. National looking for our branch to adopt Nat by-laws. Create a shared dropbox for staff and board for bylaws & employee handbook.	Greer will initiate a process for staff evaluating board. Financial manager (Ben) in charge of this function.	
14. Follow up from Sat.	Board self evaluation. Existing policy for iPads works. At the end of 1 st (2 nd year) term the board member may purchase the item for the equivalent of the depreciated value. Planning for future board meetings – Feb, May, Retreat?, October, December	Greer will send reminder email. Patti will collate. Everyone research 2 things they would like Pro D on.	
15. New ideas for strategic plan. Letter to UVic	Align plan board has with staff's version. Have in hand while listening to staff reports. Regarding their decision to eliminate 2 nd language requirement. We will make inquiries.	Diane & Greer will write letter to UVic.	
16. CPF BC Y handbook	We engaged in a literal cut and paste activity using documents from handbook, Alison's sheet (from Nov board meeting) and Board evaluation sheet. Diane led us through a review of the most recent version. Please forward any feedback to Diane.	Patti will create draft doc for review. Aim to use for Feb mtg.	
17. Dropbox update	Daphne oriented us to dropbox.		
18. Review action items	Develop rubric for awards and use consistently.		