

**CPF BC-Yukon Branch Board Meeting**  
**January 27-29, 2017**  
**Face to Face Meeting @ Ocean Promenade, White Rock, BC**

**Board members present:** Diane Tijman (chair); Greer Cummings; Shawna Larade, Darian Pang; Patti Holm

**Regrets:** Marguerite Kuiack (Skyped in for Sat afternoon)

**Staff present:** Glyn Lewis (Sat), Ben Wong (Skyped in for Sat morning)

Minutes: Patti Holm Timekeeper: Shawna Larade	Action Items: Darian Pang 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 to be in the forefront of Board deliberations:*

- A. *Youth: Create and promote opportunities for youth to learn and use French – quality educational programs, diversity, learner proficiency, exchanges, cultural activities and awareness, accessibility.*
- B. *Parents, Members, Volunteers: recruitment, diversity, engagement and capacity building, value of, and, satisfaction with CPF membership, 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, build expertise, best practices in governance and operations growth diversified revenue financial partnerships*

**1. Friday, January 27, 2017**

Pre-meeting discussion

- Review the agenda
- 16 Personalities Activity : visit <https://www.16personalities.com>
- CSAE Cards on effective board functioning

**Saturday, January 28, 2017**

1. 9h13 Call to Order and Motion to approve the consent agenda

Consent agenda:

- Approve the agenda as printed
- Approve Nov. 29, 2016 minutes
- Review CPF mission statement and strategic plan foci

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

## 2. Finance - Budget review – Ben, Glyn, Darian, Greer

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

- Present the budget (Ben via phone/Skype)

### **Motion to approve the 2017-2018 budget as presented: MSC Shawna, Darian**

**Motion to re-allocate the 2016-2017 operational budget surplus with a special purpose for the next fiscal year (2017-2018). Proposal to use these funds to:**

- **Host a regional conference in the Interior**
- **A special Chapter Tour this Spring - Northern BC & the Island**
- **Support under-funded Chapters to attend the Fall AGM or to add to the 2017 AGM and Conference.**

### **MSC Greer, Diane**

## 3. Other Financial and Policy Topics

- Present flow chart of funding sources and distribution – Diane
  - Reviewed the flow chart created by Diane; the Board appreciated how this information was presented and found this to be a useful document to share with members, the auditor, in the annual report, etc.
- Future policy review:
  - Policy review BSO section - particularly long term contracts & board involvement in the approval of this.
  - Policy Manual revisions - AP-1 and AP-2 - Add ``per item``
- Continue with Dropbox or migrate to One Note
  - Shawna and Diane will reorganize Dropbox.
- In follow up to Board meetings, Glyn proposes that various staff complete tasks as follows:
  - Glyn will ensure that operational action items are completed.
  - After board meeting decisions, Glyn will update policy documents and save to appropriate platforms (eg. Staff server, website, Dropbox or other tool).
  - Ben will update Finance documents.

- The Board secretary will continue to
  - record meeting minutes
  - email minutes to Board members and the ED
  - ensure approved meeting minutes are posted to Dropbox or other selected tool,
  - revise meeting minutes for a streamlined website version
  - email streamlined minutes to the Office Manager to be posted on the website.
- The Board President will monitor action items for completion and provide reminders if necessary.
- Plan for Board Governance/Policy Committee to do a rewrite of the Constitution to match the BC Societies Act and gender neutral language.
  - Committee meetings are planned for May and June 2017.
- Ongoing policy revisions: do during Face to Face meetings June and in the fall on the Sat, but not in January when budget review takes place.

4. Staff reports focused on CPF BC & YT Strategic Plan: Glyn

Reports are July 31 to December 2016.

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

*The intent of staff reports is to:*

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

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

**Strategic Plan categories**

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

**Updates**

**Future plans**

	A recommendation that a summer student update the FI secondary school matrix of subjects taught in French; a document already exists from previous work, it just needs updating.
Socio-cultural grants are in progress.	

Concours: new structure with a Concours Coordinator  New chief judge	Possible Concours keynote speaker: a francophone journalist recommended by Greer, and possibly with Victoria radio station youth
French for the Future is in progress.	Darian will forward info for French for the Future to Elodie. Patti has attended the Jan meeting.  Diane will attend the Feb meeting.
Letter from Victoria from CILS FM Radio – a youth project	

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

***Updates***

***Future plans***

Zoe visited several Interior of BC Chapters to make connections with members.	
Zoe has revamped the online reporting system to streamline data collection.	
Zoe has worked with National to clean up the membership database by coding members correctly by Chapter.	Should our Branch office be sending out emails for Chapters? Re: Shawna’s description of how email communication takes place in her other organization. The side benefit would be that the Outreach Coordinator would be knowledgeable about what Chapters are doing for support, etc.
Membership lists are sent out three times per year: Sept, Jan, May.	Might a gmail database work more effectively?  Concerns about privacy of email addresses  With a new fulltime Outreach Coordinator, might it be possible to extract and send the membership lists once per month?
Yukon and Cranbrook both report very frustrated members who anticipate quitting CPF because they feel they are not getting socio-cultural information and membership information.	The ED will follow up with the Projects Coordinator and ensure information out to members quickly.  The Board requests an update on improved office communication and responsiveness with members at each meeting, both teleconferences and face to face meetings. The ED is requested to collect and report on measures recommended by the Board.

	<p>Would it be more effective to change application-timelines for socio-cultural grants?</p> <p>Share with our members the Ministry of Education-timelines and the requirement to present Chapters' projects to the Ministry.</p>
<p>Lisa and Zoe created a new BC and Yukon membership brochure and are working on a new fundraising brochure.</p>	<p>A plan for communication around FACs</p>
<p>Zoe and Heather have done training modules with four chapters in the fall of 2016.</p> <p>Modules already in place are: Welcome to CPF and Succession Planning.</p>	<p>New modules coming before March 31, 2017: Treasurer, secretary, president, socio-cultural grants, communication</p>
<p>Very healthy volunteer hours for general Chapter work and socio-cultural events</p>	
<p>Zoe was effective in supporting Chapters with submitting their reporting. The green, yellow, red triage system is effective. Three Chapters were revived.</p>	<p>Could there be a mechanism for positive feedback emails to Chapters about what they are accomplishing?</p>
	<p>Could the Outreach Coordinator make regular check in phone calls to Chapters?</p>

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

**Updates**

**Future plans**

<p>French Programs Stakeholder Committee</p>	<p>Diane, Patti are on work teams: (teacher collaboration, inclusion, respectively)</p>
<p>Challenges in Sooke about French funding, in Cowichan about a lottery</p>	
<p>FSL Teacher shortage</p>	<p>CPF National Research Committee, BC Ministry of Education Stakeholder Committee, UBC initiatives re: teachers from France, media interviews by Glyn</p>

ED has been doing various media interviews related to enrollment.	Continue to promote the speaking points that all families who wish their children in French programs should have spots available.
Patti will tentatively attend the BCLCA in Kelowna April 6, 2017. <a href="https://www.bclca.net">https://www.bclca.net</a>	Glyn will post or email possible presentations for Patti to use.

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

**Updates**

**Future plans**

Hiring taking place shortly for Outreach position and Concours Coordinator.  Future hiring for an AGM Coordinator	The Board should collect its volunteer hours. Shawna will create a spreadsheet for Board members to submit volunteer hours.
The Board is looking for a structural overview of office personnel from the ED. There is one in Dropbox; can it be updated?	Become a member of BCATML or CASLT for access to newsletters which may have useful tips for CPF members, as requested by Lisa Birrell.
	Conference and AGM in Kelowna – Sept. 29-30  Friday: reception at a winery?  Sat: am – AGM, followed by programming, ends Sat afternoon at 5h.  Sun – board meeting
	Possibly a Nov. 1 day event with Graeme Fraser and a Vantage Point membership speaker

5. Formation of committees, review of tasks and dates – See table at the end of the minutes

**Sunday January 29, 2017**

**6. Board Governance**

Board Handbook – Diane

- a. Dates have been revised for calls to participate in Nominations, Teacher Awards, Bouquet de merci, eg call for participation in January
- b. At a future board meeting, revise Terms of Reference, then update Board Handbook, Policy documents, etc.

HR Policy review related to ED’s proposed professional development absence

- Entire budget for pro-d for all staff should be no more than 2% of the salaries budget = \$4000
- Approximately \$1400 pro-d allowance for the ED
- The 2% allocation for staff pro-d comes from historic amounts in CPF BC and YT budgets.
- Wages paid during pro-d as per HR Policy Manual 2.7
- Proposed discussions related to the HR Policy Manual
  - Sections 8.2 and 8.3 describe process for revisions to the HR Policy Manual.
  - Wordsmithing change required in the second paragraph of 2.7 ``must``
- Clarity is needed re: professional development as a benefit and to establish parameters related to length of time for pro-d absences and holidays when these are combined.
- Include an additional section for other possibilities of professional development if approved.

Another challenge: Who will be acting ED during ED’s absence? What will these salary costs be? From which budget?

Membership Recruitment ideas from Vantage Point Workshop – Diane

- Effective materials re: strategic plan, board recruitment plan
- Could we adapt these materials to use for workshops for our members?
- Could we invite people from other organizations?
- Diane recommends that facilitator who led the workshop she attended.
- Use advisory committees.
- Ask Chapter members to participate on Board committees.

Budget follow up: Proposed increases in staff salaries

- Staff salaries as of April 2016 – all staff received 7% increase.
- Proposed 2017 salary increases beginning April 2017:

ED 4%	Chapter Outreach 5%	Office and Finance 1.5%	Office Support 1.5%.

- In the interest of fairness and common labor practices, Board members believe that percentage salary increases should be equal among staff.

Proposed process for budget review 2018:

- Review budget with board and staff.
- Ensure that salaries are reviewed.
- Vote one week later.

7. Any other business

Communication concerns raised by Chapters

- The office needs to be staffed and the phone answered 8:30 to 4:30, Monday to Friday.
- Emails from members need quick responses (within 2 working days).
- The Branch needs to demonstrate quick support for Chapters who are having challenges.
- To respond to this ongoing problem, the Board requests the ED report at every board meeting, teleconferences and face to face meetings, on improvements to communication with members.

For the February 21, 2017 teleconference, the Board requests the ED provide the following phone log:

Phone calls received	
Phone calls answered	
Phone calls where messages were left	
How quickly phone messages were responded to	
Challenges Chapters reported during these phone calls and staff's responses	

For a subsequent teleconference, the ED is requested to report to the Board the phone call log and a similar log related to emails.

Emails received from members	
Response time to members' emails	
Challenges that Chapters reported during these emails and staff's responses	

8. Committee Work: Patti will email Lisa B re: a call for the three committees. Does Lisa already have email contacts for all Teacher Ed Programs?

9. Review of old and new action items – Darian



## 10. Board Evaluation

Using the CPF BC and Yukon Board Evaluation form, the Board identified the following areas where they had concerns and wish to work with staff to make improvements.

Procedural operations	<p>Staff reports and the draft budget need to be received at least one week before the Board meeting.</p> <p>Action items need to be completed before the following meeting, or sooner, if the item is time-sensitive.</p>
Strategic orientation	<p>The Board believes that this meeting reflected less of a focus on the CPF mission of: Furthering bilingualism by creating and promoting opportunities for youth to learn and use French.</p> <p>Also, there was less of a forward-looking, longer view. The Board wants to re-establish these as priorities for future meetings.</p>
Governance: Accountability to members and staff	<p>The Board believes that CPF BC and Yukon as an organization is not doing what is necessary to effectively communicate with, and respond to, our members. We aim to improve communication and responsiveness by requesting staff to measure aspects of communication and responsiveness. The board will review this data to identify areas for improvement.</p> <p>The Board is concerned that we are not aware of procedures in place for the safety of staff, volunteers and members and request that the ED provide a summary of safety procedures in place as required by Work Safe BC and other agencies.</p>
External communications: Advocacy, Partnerships, Representations	<p>In completing this section, the Board realized that we have been doing less than in the past related to: external communication, ensuring partnerships are improving, forging new relationships to meet future needs. We want to increase our work in these areas.</p>

## 11. 1h10 Adjournment

## Board Member Committee Tasks

**\*\*Must update dates in Terms of Reference, Policy, Board Handbook, etc.**

This section focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.		
Dates	Chair	Members
Policy Review - May 7, June 25 – Constitution revision related to the Societies Act and using gender neutral language.	Shawna	Diane, Patti
Teacher Awards - January in CRU and email to universities, June meet, August report **Could the Teacher Awards committee revise the deadlines to enable more students to apply for the award?	Diane	Patti
Bouquet de merci – January in CRU, June meet, August report	Shawna	Marguerite
Finance - Feb 21, Yearend Apr 30, Aug report	Darian	Greer, Diane
Nominations – January in CRU, June meet, August report	Darian	Marguerite, Patti
ED Performance Review - spring	Greer	Diane, Shawna
French for the Future – monthly meetings, event in late April (SFU), late May (UVic)		Diane, Patti, Greer

## Board Members' Roles

Diane Tijman	President, ex-officio on all committees, Finance, Policy and Bylaws, Board Handbook, French for the Future, BCSTA Conference attendance
Greer Cummings	Vice President, Finance, Diversification of funding, ED Performance appraisal, French for the Future
Shawna Larade	Timekeeper, Chair: Policy review, Nominations, Chair Bouquet de merci,
Darian Pang	Treasurer, Youth Director, Action items, Finance, Chair: Nominations
Marguerite Kuiack	Bouquet de merci, Nominations
Patti Holm	Past President, interim Secretary, as needed on committees: Nominations, French for the Future

**Board Meetings:**

Dates	Agenda items	Location
Feb. 21, 2017 5h30	Teleconference: Finance Committee + Board teleconference -clarity on salaries -Glyn`s overview of staff roles -approve revisions of dates in the Terms of Reference for Nominations, Bouquet de merci, Teacher Awards -Make date changes in Terms of Reference, Board Handbook, Policy documents. Ensure updated copies are in Dropbox.	Teleconference
Feb. 28, 2017 5h30	Tentative Board teleconference, if required	
March 7, 2017 5h30	Tentative Board teleconference	
April 6-7, 2017	Patti will tentatively attend April 6-7 @ Manteo Resort in Kelowna BC Language Coordination Association conference	Kelowna, Manteo Resort
April 25, 2017	Board teleconference	
May 6, 2017	Concours – Available Board members to attend and help.	SFU, Surrey Campus
May 7, 2017	Policy review	Chez Diane
June 2-3, 2017	Face to Face Board meeting  Policy review: Discussion with the ED related to clarifications of sections in the HR Policy Manual Staff updates on Strategic Plan: Glyn, Outreach, Projects, Communication? Committee work Staff social? Vantage Point presenter?	Richmond with the FFCB AGM

June 25, 2017	Policy review	Chez Diane
Aug 15 2017	Deadline for ALL committee reports to ED for annual report	
Sept 29-30, 2017 Oct. 1	CPF BC and Yukon Conference • BC & YT AGM Board meeting – Policy review	Kelowna

CH Reporting periods	CH Reports due 1 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 board with conference call, as needed.

Finance Committee Meetings - to be confirmed

Quarter 1 April-June	Aug. 2	5h30
Quarter 2 July-Sept	Nov. 22	5h30
Quarter 3 Oct-Dec	Feb. 21	5h30
Quarter 4/ Year end March 31/ Auditors' report	May 31	5h30