

**Canadian Parents for French B.C. and Yukon Branch**  
**21 July 2008**  
**Minutes**  
**Conference Call**

- Present: Directors: Debra Pool, (President) Marcela Navarro (VP), Heather Doty,  
Brittany Harris (Youth Director), Sabine Schweiger, Victoria Vaseleniuck  
Staff: Nancy Taylor
- 19:00 **Call Meeting to order**  
Technical difficulties with Sabine phoning in (denied access to the teleconference) caused significant delays in the meeting proceeding.
- 19:16 **Adoption of the Agenda**  
Agenda accepted with acknowledgement that the meeting will have to proceed in order to cover all the items in a timely manner. Brittany to be time keeper.
- 19:18 **Review 30 May - 1 June Minutes**  
Minutes from May/June approved with the following amendments - National meeting in Ottawa in June attended by Marcela and Debra; meeting in September is only National meeting and will not be attended by Marcela and Debra.  
M/S/C - Marcela/Brittany that the minutes from 30 May - 1 June ,2008 be approved.
- 19:20 **ED report**  
It continues to be an extremely busy time. The newsletter is progressing and will only require a few small changes. The Chapter Support position was advertised and 14 applications were received, of which 6 people were short listed and interviewed by Nancy (ED), Victoria (Director) and Anna Madison (National President). Glyn Lewis has accepted the offer, and will start Aug 12<sup>th</sup>. The newsletter will include a welcoming introduction to Glyn. Bilingualism Rocks continues to progress well, with 2 bands lined up, and one contract signed, one pending. The promotional material has been developed but not yet distributed. Material will be sent to all northern and central schools, with an anticipated cost of \$550/show. Chapters are encouraged to apply for social-cultural grants to offer evening or weekend performances to capitalize on the band's presence in their community. Heritage Canada approved \$5,000 of the \$10,000 Quebec 400 request, requiring a change in program outcomes and the omission of the proposed song production. Glyn will be traveling with the band to all of the participating communities. This provides an excellent opportunity to MC the events and manage Bilingualism Rocks on the road, while providing on-site chapter outreach at the same time. Nancy will work with interested lower Mainland schools to determine if there is an opportunity to provide shows while the groups are transiting through Vancouver.  
The staff retreat has been set for August 18-20, with all staff present and the office closed for that period. The current strategic plan will be used as a foundation to develop a work plan for the coming year. Staff will brainstorm bigger fundraising opportunities, and examine website and e-newsletter advertising. Staff will also help develop the workshops to be held at the AGM in Ottawa. The September Board meeting will include all staff. The newsletter is almost complete. Thanks to Debra for helping Nancy get in touch with Anita Bell, one of the first FI graduates in 1968, who is featured in the 40 anniversary of French immersion lead article. Glyn is also a LFI graduate from Burnaby, and ties in nicely with his introduction in the newsletter. Other items in the newsletter are the membership drive and the upcoming conference and AGM. The proposal to advance the newsletter to an e-newsletter is being added the national ED agenda. To make this happen, email addresses would need to be collected by National through the membership application form. National has committed to purchasing one page per Branch newsletter this year, as a mechanism to increase National news without having to

increase the number of national newsletters. The cost per page to National has not yet been determined.

Nancy is working with SFU to determine what can be done to reduce Rencontre costs. While the program is expensive, the evaluations from the participants are extremely positive.

The office in the summer has been very quiet. All emails that usually go to Outreach and info@ have been re-directed to Nancy. The Richmond Chapter has new people stepping forward who will be dealing with the challenge of capping.

Nancy attended the Provincial FSL Ad Hoc Committee meeting, and was very pleased with the tone and depth of the meeting. Unfortunately, the two superintendents could not attend, owing to the time of year that the meeting was set. Britta Gundersen-Bryden from the Ministry of Education provided an excellent overview of FI policy, the new Canadian Heritage "roadmap for Linguistic Duality" announcement, the districts and how funding is spent, as well as reporting. The next meeting is scheduled for December. Nancy sent a follow-up thank-you letter to Britta.

Nancy continues to attend many meetings with partners - and will attend the BAFF meeting in September and the French Education Coalition meeting October 6<sup>th</sup>.

7:56

### **President Report**

Debra thanked Victoria for preparing the agenda and Marcela for attending the national meeting. Debra was pleased with the Council of Presidents meeting that was chaired by Anna Madison. Anna was able to provide an update on national's involvement in the New Brunswick FI advocacy. A letter was sent from the Chapter presidents to NB thanking them for the tireless advocacy work over the past several months - it has raised the awareness of FI throughout Canada. The presidents have made a commitment to always schedule a meeting whenever they are in the same place. Anna will be leaving national and David Brennick will be the new president.

Debra thanked Nancy and Victoria for preparing the Board@Work article for the newsletter.

Marcela encourages Board members to review the National Strategic Plan prior to attending the AGM in Ottawa. It was acknowledged that Rita had a large role in shaping the National Strategic Plan, and that BC/Yukon should consider adopting the National Plan and working from there. There is recognition that the majority of the items in the National Strategy will be led by the Branches.

8:00

### **Action Items resulting from last meeting**

Board members are requested to update the action items in Goggle groups. Brittany indicated that the follow-up list was very helpful. National will discuss a possible increase in membership fees at an upcoming Board meeting. BC/Yukon Board can adjust the rebate apportioned to each Chapter. It is estimated that BC/Yukon could increase the Branch revenue by \$9,000 if the rebate structure was changed to match that of other branches.

Sabine to send the letters advising Board nominations to Debra for her signature.

Everyone was reminded to change the signature block on their email to include the new fax number and the confidentiality statement.

Heather will send everyone a website on Robert Rules of Order. Marcela sent a 16-page document.

Dimitry and Susan have worked out a system for tracking expenses, as a consensus was not reached as to which accounting software would be most beneficial.

Victoria complemented Brittany on her excellent job preparing the Awards Report.

20:16

### **National Conference**

Nancy and Marie-Chantal have been working diligently with Cathy Stone to finalize the AGM and conference details. BC/Yukon will have the hospitality suite for Wednesday

evening, after which national will be the host. Thursday, October 16 CPF-BC & Yukon will offer its delegates a buffet breakfast, followed by 2 workshops ending at 11:30. A 3 course lunch will be held at a near-by restaurant to celebrate BC/Yukon's 30<sup>th</sup> anniversary. Cathy Stone, Anna and Jim Shea have been invited. Delegates will have the afternoon free, with Debra, Nancy and Glyn involved in National meetings Thursday afternoon. National welcome reception begins Thursday evening. Friday am will include the release of the State of FSL Report 2008 press conference, an update from Presidents across the country and some academic researcher presentations. The BC/Yukon AGM will follow, with delegates first receiving lunch. The next scheduled activity will be later in the afternoon (3 pm), allowing several hours for the AGM and discussions if needed. Saturday morning will include National led workshops, with the national AGM after lunch. A celebratory dinner and event will be held at the Museum of Civilization. Nancy will attend the ED's meeting in Ottawa the day before the conference starts. All delegates to book by September 8<sup>th</sup> to take advantage of the early bird registration fee. Debra will confirm with Anna whether Board members can be in addition to Chapter representation, or whether Board members will have to represent a Chapter in order to take advantage of the package rate. Members are to book travel with the travel agent, and fill out the registration form at the same time. Nancy is preparing the content for the AGM documentation. Sabine will format the content and create the Annual Report. Nancy to have the final content ready by the end of September.

20:35

#### **Finances**

Finance Committee received the statements a few days ago, leaving insufficient time to resolve the many questions. \$14,000 of the surplus will need to be utilized to balance the budget. The \$4,000 to the Yukon should be recorded as an in-out (as it will be revenue for Bilingualism Rocks). Finance Committee members need to set up a time to talk about finances.

The auditors report was delivered this morning and the finance committee still has to review it. Marcela thanked the Finance Committee for their work.

Heather reported that she received the first batch of financial documentation in the mail today. It was reiterated that all financial material is to go to Heather for review.

Heather will send it on to Susan. Susan and Dimitry have worked out a system whereby Susan has access to documents via LogMeIn. There continues to be a challenge with documents going back and forth, and coding can be very interpretive.

20:53

#### **Nominations Committee**

At the last Board meeting, it was determined that all current Board members were continuing with their current term, or in the case of Marcela and Victoria, requesting a new two year term. It was also approved that the Board composition would be decreased by one member to reduce Board expense. As such, no new Board members are required for the coming year.

20:54

#### **Awards Committee**

Brittany reported that 14 applications were received, with 6 applicants meeting all of the application requirements. A thorough evaluation process was used to determine that Kyla Bird receive an Award of \$2,000.00. Brittany also outlined a number of recommendations for changes to the application requirements and forms. These considerations will be brought forward at the September meeting. Brittany will draft letters to be sent to all applicants advising them of the Board decision - letters are to be signed by Debra and should include the cheque to the successful candidate.

21:06

#### **Strategic Planning**

Peter Abrams was recommended as the facilitator for the up- coming strategic planning process as he provided the services for the national Strategic planning process, and

would reduce the amount of time required to become familiar with the organization. Peter's costs are estimated to be approximately \$1,500 plus GST. After much discussion, the Board agreed that the most prudent course of action would be to defer the strategic plan update until the new ED is in place. As the Board is recommending adopting the National Strategic Plan, Board members should use the national conference as a mechanism for becoming familiar with the document and the process. The BC/Yukon review will be deferred until the new year.

**Miscellaneous**

Nancy confirmed the Board expectations regarding reporting structure - it is to follow the Strategic Plan outcomes and update what has been accomplished in the past quarter. Nancy requested that she be advised of the Board decision regarding web-site up grades, and Glyn's start date. The Board agreed that having Debra attend one day of the upcoming Staff retreat would be highly beneficial. Nancy left the meeting at 21:37

21:37        In camera  
22:37        Out of Camera  
22:38        Meeting adjourned

Next meeting: September 5-7, 2008, Vancouver