

CPF BC-Yukon Branch Board Meeting Website Minutes

June 3-5, 2016

Face to Face Meeting, Vancouver, BC

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

Regrets: Marguerite Kuiack was unable to attend the meeting but was able to Skype in to several sections of the meeting.

Staff present: Glyn Lewis

Minutes: Patti Holm Timekeeper:	Action Items: Darian Pang, Patti Holm Calendar: Diane Tijman
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CANADIAN PARENTS FOR FRENCH FURTHERS BILINGUALISM BY PROMOTING AND CREATING OPPORTUNITIES FOR

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.*
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YOUTH TO LEARN AND USE FRENCH

June 4, 2016

1. 8h56 Call to Order

2. Consent agenda:

Approve the agenda as printed

Approve April 19, 2016 minutes

Review CPF mission statement and strategic plan focuses

Motion to approve the consent agenda: MSC Greer, Darian

3. Staff updates focused on CPF BC & YT Strategic Plan

Staff updates focus on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.
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The intent of staff updates is to

- provide the board with an overview of strategic plan goals,
- those goals accomplished and those goals which will continue to need work

- share with the board the measurement of the goals, ie how well have the goals been met. This is a generative, collaborative discussion where staff and board generate ideas related to future goals and strategies.

Staff Reports Reported in Strategic Plan categories

A. Opportunities for youth to learn and use French

- Jeunes Artistes a successful start: 245 participants for the first time.
- Recent French for the Future events at SFU and UVIC
- Concours d'art oratoire: new funder, La Banque Nationale; thank you letter needed with photo
- Summer events: camps in Chapters, BCFFC camps in 3 locations

B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network strategies for member recruitment

- Outreach Officer is refining Chapter reporting and data collection; this is almost complete.
- Outreach and Communications are integrating the new branding; this has been time consuming.
- Outreach and advocacy is continuing although the workload, in general, has been high.
- Volunteer training has not taken place; it is planned for fall 2016.
- Feb 2016 survey from CPF National was a long survey. We're not sure how much information BC & YT can distill from this lengthy survey.
- A BC & YT survey is coming in June or Sept.
- Two visits to the Yukon Chapter will have taken place in 2016, March and June.
- Plans to investigate challenges that two Chapters state they are having with Branch support.
- Created a welcome email for new CPF members from BC and YT.
- A discussion about ideas for speeding up membership: Chapters need to focus on on-line sign up.
- CPF magazine mailed out.
- BC & YT membership numbers are stable.
- ED meets with Outreach staff member each month to hear about health of Chapters.
- Request Outreach to send out more times per year the updated membership list for each Chapter.
- Working on re-creating Vancouver CPF Chapter.

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

Recent Advocacy

- Open Letter to MLAs with copies to the media – several media interviews resulted
- May, 2015 strategic meetings in Victoria with MLAs
- Ministry of Education Stakeholders' Meeting May 25, 2016
- Attended 50th anniversary in Ottawa for FI programs and presented the Where Are They Now? program
- Looking to celebrate 50th anniversary of FI in BC – 2017 or 2018
- Meetings in Victoria and Ottawa with politicians for advocacy related to the recent Open Letter about the FSL teacher shortage.
- ED attended BCSTA and engaged with trustees – important for ED and some Board members to attend.

- CH consultation in March and upcoming in the summer for the Action Plan for federal funding.
- Outreach working with Smithers, Hazelton re: FI and DELF issue.
- Program advocacy in several districts as FI programs are being moved.
- Stakeholders' meeting organized by the BC Ministry of Education; President attended the May 25, 2016 meeting. There are plans for a fall meeting.

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

- Office support has worked with Outreach to streamline Chapter data collection and Chapter membership rebates.
- Communications staff member is updating website, receives information from partners and shares this, have considerably increased social media presence on Twitter and Facebook.
- Response to mail out to legacy supporters; will contact these supporters in the fall for funding.
- Where are They Now? Outreach to these people as funding supporters.

Discussion re:

- Staff attend one face to face per year for reports, probably the June meeting
- The second face to face meeting, the ED reports for staff.
- The focus is staff reporting related to the strategic plan pillars and on related generative planning.

National Strategic Plan Implementation – CPF has one mission, one strategic plan.

Branches and Chapters initiate work plans using the CPF mission and strategic plan pillars.

National: The possibility of some branches affiliating was discussed and seen as challenging.

4. Planning related to Strategic Plan categories

Planning focuses on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

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

- French for the Future – next year's contacts: Darian, Diane, Greer, Patti
- Post-secondary or high school FI grads becoming Chapter members
- Where Are They Now? Second phase re: mentorship
- BC curriculum changes to secondary graduation program
 - Eliminating some provincial exams, eg. Sciences 10 and Sciences humaines 11 in French
 - New structure: math and literacy assessments, for FI students there will be FRAL 12.
 - Will there continue to be a FRAL 12 oral assessment?
 - How will FI students and trades programs be accommodated?
 - Will the grad requirements change for FI students?

Heritage Fair

- Heritage Fair may be a possibility for CPF to encourage as a forum for bilingual presentations.
- Diane will follow up.

Parks collaboration

- increase Chapters' collaboration with bilingual parks to develop activities in French
- Could this result in grant applications for the 2017 Canada celebrations?

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

- Continue innovative messages and volunteer training to Chapters
- Website and updates to chapters re: roles and responsibilities, clarifying expectations and boundaries, determining needs
- A BC & YT survey is coming.
- Continue, and further refine, a systematic approach for Chapters, ie check-ins, steps we follow to support a Chapter (green, yellow, red triage system); there are frequent touchpoints with Chapters by Outreach and Projects during the year.
 - Advocacy concerns may not be picked up with the triage system; could we try a secondary metric that provides feedback on the support Chapters may need without needlessly raising their expectations of support that the Branch may not be able to provide.
 - Could this be an additional question to the current system of checking on Chapter reporting?
 - This metric needs tracking.

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

- Yukon report by Lewis and Swansborough and follow up to challenges in the Yukon – ED visit June 2016
- Concours media releases and Back to School media releases
- Continue with BC Ministry of Education Stakeholders' Meetings
- Continue advocacy on FSL teacher shortage issue
- CH consultation in March and upcoming in the summer for the Action Plan for federal funding.

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

- Where are they now? Legacy funders
- Follow up with former donors
- National Strategic Plan implementation committee; clarity about one pan-Canadian strategic plan
 - Branches, chapters develop initiatives, work plans within the mission and pillars

5. Quarterly and yearend updates – Ben, Glyn, Greer

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

a. Q4 and yearend update

- \$32,167 surplus
- staff savings from vacant positions
- reduced costs for governance travel and conference calls
- volunteer training will happen fall 2016 instead of spring 2016
- over forecasting of staff benefit costs

Motion to re-allocate the \$32,167 surplus as follows:

- **\$9000 to fund staff severance to 50%; this fund has been depleted because of staff changes**
- **\$7000 to volunteer training**
- **\$10,000 to Ottawa National conference participation and BC & YT AGM attendance**
- **\$6167 to office technology replacement fund**

MSC Greer, Darian

- b. Remind the board that the 3% of total budget for staff to spend without board approval does not apply to special projects budgets. Instead special projects budgets are spent according to the project budget and do not require board approval. **Ensure this procedure is clearly described in the Policy Manual.**
- c. Budget for National conference and AGM
- National plan
 - no registration fee for 10 BC & YT delegates plus \$1000 per person of the 10 delegates for travel and accommodation
 - Subsequent attendees pay a \$350 registration fee plus their travel and accommodation
 - BC & YT Proposal
 - \$10,000 allocated from National; \$10,000 allocated from BC & YT surplus funds
 - Registration of approximately \$350 for all attendees
- d. Regional conference – replaced with increased attendance at Ottawa National conference
- e. Review restricted funds being saved for possible office shut down to determine if these funds can be re-allocated

6. Short term action Items completed as follows:

ACTION: Diane, Patti, Marguerite
-revised exit interview questions and bring forward to the board. **Marguerite will send her draft of interview questions to Patti. Completed.**

ACTION: Patti, Diane: Finalize ED contract. **Completed. Patti met with Glyn for final signing on April 27. Long term contract now in personnel file.**

ACTION: Follow up board discussion on member registration. CPF National has committed to sending out welcome packages within 4-6 weeks.

BC & YT recommends: Strongly encourage on line registration of members.

Zoe: Download BC & YT membership lists more frequently than current practice and direct them out to Chapters.

ACTION: **Greer:** ED performance appraisal

7. Board development: update on New Societies Act – ED
 - Goal is to further open up transparency of the society
 - Public can access corporate documents
 - Any documents not desired to be public, the society must write by-laws to describe this. Think through what those documents might be.
 - Board members must be 18 years or older. Younger than 18 years must meet special criteria.
 - On line meetings are permitted.
 - Special resolutions must have two-thirds approval.
 - 5% of members can demand an agenda item at an AGM.
 - Timeline: members must submit items to the agenda within the 30 day time frame before a meeting
 - 30 days notice could be reduced in our by-laws
 - Bylaw changes and board directors' names must be updated with the Registrar.
 - An AGM every calendar year
 - Be very clear about election process.

June 5, 2016

8. **Reviewed a few of the cards from the CSAE card deck for board development. The board decided to use a few of these cards at each face to face meeting. Diane took the cards for planning purposes for board meetings.**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

9. **Policy review – Feb. and June 2016 board meetings, the board reviewed the R section of the Policy Manual.**

This policy section focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

Human Resources Policy Manual is ready for the ED to share with the National network. Glyn will share with CoEDs.

10. **Policy Governance Model – Patti**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

As follow up to Nov. 13, 2015 board discussion on governance models, the board reviewed and revised this document.

Diane will insert this document into the Board Handbook.

11. **Board Handbook - Diane**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

Board Handbook for orientation of Directors Oct 2016, and will include a staff and board relationship section.

- a. Nominations committee – Greer, Patti

This agenda item focuses on section B of the Canadian Parents for French BC and YT Strategic Plan.

At this point, there have been no nominations to the board.

Plans:

- deadline extended to June 30

- We identified 5 Chapters outside of the southern populated regions, currently underrepresented areas.
 - Patti will phone these 5 Chapter presidents to determine any interest in the Branch board, particularly looking for financial background.
 - Greer will contact some members.
- We have interview dates planned for later in July.
- Positions for slate of Nominations:
 - Diane – President
 - Greer – Treasurer and VP
 - Darian – Youth Rep
 - Marguerite – Yukon
 - New member – secretary, finance
 - Patti – Past president

b. Bouquet de merci – Patti, Marguerite

This agenda item focuses on section B of the Canadian Parents for French BC and YT Strategic Plan.

Applications may arrive before the deadline of June 30.

c. Committee reports and Annual Report deadline – **Deadline is Aug 15 for committee reports to be submitted to the ED.**

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

d. Teacher Award – Darian, Diane – received two applications, have one qualified candidate

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

e. ED Performance review

This agenda item focuses on section D of the Canadian Parents for French BC and YT Strategic Plan.

The Board reviewed last year's ED performance appraisal and self-assessments that the ED could use to feed into his performance appraisal.

Marguerite will revise the self-evaluation form and email it to the board for their input.

Motion: The Board delegates to the Treasurer for 2016 the interactions with the ED around his performance appraisal, checking on the completion of his goals and the incorporation of a self-evaluation tool.
MSC Diane, Greer

f. Gift for departing board member – card to sign – Patti will mail gift card.

g. Review short term and long term action items

12. Any other business

French for the Future

- CPF person on the committee – Board member, Diane, or staff
- Timeline: Nov after hiring FFTF coordinator
- Have ad copy ready – Where are They Now? CPF membership – Lisa *CPF can advertise for free because of our annual grant to FFTF.
- Volunteer FFTF team training – This could be an excellent opportunity for us to connect with potential members.

13. Board evaluation – reviewed criteria from the evaluation form

Add to board calendar: French for the Future, BCSTA conferences - Diane

14. Review of new action items

New action items

ACTION: Clarify with Chapters roles and responsibilities of staff, Chapters and Branch. Develop a table of responsibilities. - Glyn

ACTION: Staff will add a question to Chapter reporting feedback and look at other survey options. - Glyn

ACTION: Review restricted funds being saved for possible office shut down to determine if these funds can be re-allocated – Ben, Glyn, Greer

ACTION: Review BC & YT by-laws to ensure the BC & YT AGM can take place in Ottawa and report at Sept. 6 conference call - Glyn

ACTION: Patti will contact a Chapter to work on rapprochement.

ACTION: Patti will contact five northern or eastern Chapters re: nominations to the Branch board, up to 2 new members. Greer will contact a member.

ACTION: Board Governance Model to be included in the Board Handbook – Diane
Also, Diane will include a description of single, double rooms for board members at meetings and conferences.

ACTION: Continue discussion on website minutes versus detailed minutes and storage on Dropbox, website, etc. future meeting

ACTION: Policy review BSO section for Jan. 2017 face to face, particularly long term contracts and board involvement in the approval of this.

ACTION: ED and Greer discussion re: French for the Future, budget, free advertisement in the booklet – deadline for advertising is April 1 . – Greer, Glyn, Lisa?

ACTION: ED performance appraisal – delegated to Greer

ACTION: Wordsmithing of Board evaluation tool - Diane

ACTION: Ensure this is described in policy: 3% of total budget for staff to spend without board approval does not apply to special projects budgets. Instead special projects budgets are spent according to the project budget without board approval. – Greer, Diane

ACTION: *Human Resources Policy Manual is ready for the ED to share with the National network. Glyn will share with CoEDs.*

ACTION: Possibilities for youth programs: Heritage Fair, more French youth activities in Parks

Long Term Action Items in Strategic Plan Categories

A Youth: Create and promote opportunities	-Glyn, Diane: Chapters connecting with Gr. 12 grads. Maybe a mini-project: Where Are You Going? Set up mechanism, on line form, privacy protocols to begin accessing emails from Gr. 12s to continue connections. Possible summer student work – Glyn -Glyn and board: Look for ways to diversify and publicize the CPF BC & YT Teacher Award. ALL Faculties of Ed, French Coordinators in SDs -Get emails from Gr. 12s to continue connections. Staff
B. Parents, members, volunteers: recruitment, retention, training	-Diane: Plan for board members' knowledge re: board policy documents and board handbook, info re: board/staff relationships. Annual board orientation ongoing basis at every face to face meeting.
C Decision-makers: inform, influence, champion	Glyn: Possible summer research on differences between EFI and LFI – research is already in National website
D Organization: dynamic, strong, effective network	Diane, Darian: Possible Board development: Meyer's-Briggs for board – Oct. 16 board meeting. Use abbreviated materials as per CPF National Leadership Conference. Diane and Patti to find or contact Nicole Thibault.

Board Committees Chairs:

Finance	Greer
Governance: Policy and by-laws	Diane
Nominations	Greer
Bouquet de merci	Patti
Teacher awards	Darian

Board Members

Patti Holm	President, Finance, ex-officio on all committees, Nominations, Chair Bouquet de merci
Diane Tijman	Vice President, Chair Governance: Policy and By-laws, Board Handbook
Various	Timekeeper
Greer Cummings	Chair Finance/Treasurer, Diversification of funding, Chair Nominations
Marguerite Kuiack	Secretary, Bouquet de merci, Teacher Award
Darian Pang	Youth Director, Action items, Finance, Chair Teacher Awards, Policy and By-laws

Dates	Agenda items	Location
Aug 15	Deadline for committee reports to the ED for the annual report	
Oct 13-16, 2016	CPF National Conference <ul style="list-style-type: none"> ○ BC & YT AGM Oct. 13 7h pm ○ Board meeting on Sun, Oct. 16 	Ottawa
Jan. 27-29, 2017	Face to Face Board meeting	
May 6, 2017	Concours	
June 2-4, 2017	Face to Face Board meeting	Vancouver Possible social with staff June 2 afternoon Staff updates on Strategic Plan: Glyn, Heather, Zoe could attend. Policy and Committee work
	Possible Regional Conference	Northern BC or Yukon

Conference calls **DIAL IN Number: 1 888-330-9943**

Code 3214507#

	Date:	Time:
	July or August	6h30 pm
Approve AGM agenda	Sept 6	6h30 pm
	Dec. 6	6h30 pm

Finance Committee Meetings

Quarter 1 April-June	Aug. 2	5h30
Quarter 2 July-Sept	Nov. 22	5h30
Quarter 3 Oct-Dec	Feb. 16	5h30
Quarter 4/ Year end March 31/ Auditors' report	May 31	5h30

CH Reporting periods	Reports are due to CH one 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 the board with conference call follow up, as needed.