

Canadian Parents for French BC and Yukon Branch
30 May -1 June 2008
Minutes
Rosellen Suites/CPF Boardroom

May 30

Present: Directors: Heather Doty, Joy Haley, Brittany Harris, Marcela Navarro (President), Debra Pool(VP), Sabine Schweiger, Victoria Vaseleniuck
Staff: Nancy Taylor

08:40 **Call Meeting to order**

08:40 **Adoption of the Agenda**

Accepted with the following additions - policy input from Elyn to Sunday discussion; note that Marcela will not be present on Sunday

08:50 **Review April 8 Minutes**

Minutes approved with the changes noted from Nancy.

09:05 **Elections**

M/S/C - Heather/Joy - That we accept Debra Pool as the President of CPF BC/Yukon until the first Board meeting following the AGM in October.

M/S/C - Joy/ Heather - That we accept Marcela Navarro as VP of CPF BC/Yukon until the first Board meeting following the AGM in October.

09:11 **Interim Executive Director Report**

Nancy presented her report (attached); with the following highlights:

Susan is to be commended on her work preparing the year-end financial report; reallocating budgets to address the many un-expected costs in the past year. The books will be closed pending Board approval. The new budget is a deficit budget.

Nancy has met with Britta Gunderson- Bryden and Rita concerning the FAC. The committee composition has been determined by the Ministry and will include Ministry, CPF, Administration from rural and urban, and a representative from each of the groups - APPIC and BCMALT. This committee will comprise representatives from the Ministry of Education, Canadian Parents for French (CPF), Standing Committee on Language Articulation (SCOLA), universities, BC Association of Teachers of Modern Languages (BCATML), Association of French Immersion and Français langue première teachers (APPIPC), BC Language Coordinators Association (BCLCA) and BC School Superintendents Association. There will be 2-3 meetings per year, held in Vancouver and funded by the ministry. One of the first items on the agenda will be to review the FI policy, last updated in 1994. The hope is to have the first meeting in June, and Nancy is to continue dialogue with Britta to ensure the meeting planning progresses. Nancy is also to request two positions on the committee for CPF.

Karlick Ho is the new person responsible for compiling Ministry enrollment statistics. It is now possible to collate information by school and grade, which will be very useful in developing program growth projections and future needs. Nancy is able to provide statistics as needed, and these stats will be advertised to the membership in an upcoming newsletter.

Board needs to develop a policy on web-site advertising, as this is becoming a more common request.

Nancy attended the language coordinators conference, learning about upcoming curriculum changes in FI, assessment tools being evaluated (such as DELF used in Alberta and Europe).

Wendy Newman of ArtStarts in school has offered to help coordinate the tour for Bilingualism Rocks. Robert R has been hired to coordinate the contract, and Nancy is still looking for a road manager to travel with the group. Nancy has submitted a proposal to Canadian Heritage to bring a band from Quebec to BC/Yukon, and to write a song about western francophone history.

Update: That proposal was successful and will bring in \$9850.00

Nancy stressed the importance of cultivating a relationship with the media. The time spent with Radio Canada has already resulted in more media coverage in French.

Rencontre had 97 students attend, and the feedback was very positive and supportive to have this program continue in the future. The dates for Rencontre need to be carefully checked to avoid long weekends and conflicts with other French cultural events. It is suggested that Concours be moved back to late April, so that Rencontre can be held the second weekend in May.

Rencontre en Plain Aired has been set for October 17-19th, for grades 7-9 at the Centre de Leadership et d'Aventure en Nature (CLAN) will handle registrations. Nancy to also discuss with CLAN ways to make the program available to youth traveling from outside the lower mainland (pick-up at airport and taken to ferry terminal?).

30th Anniversary - it was wonderful to see the people at the event that were able to attend. However, the event was not well attended, perhaps owing to the day of the week, the location and the time of day. Board direction is to send invitations by email rather than e-vite - as e-vites are easily seen as spam and may be filtered out, and are not immediately recognizable as coming from CPF (canned invitation does not allow customization, creating a different look and feel to the invitation).

Nancy solicited newsletter ideas - back to school issue - suggestion was to find parents that are immersion graduates who are now sending their children to FI - and teachers/administrators that are FI graduates. Board to provide names of people that could be profiled. Deadline for Newsletter submissions is July 15.

The recruitment drive is coming along with some great prizes already secured.

Intensive French project - Nancy to verify whether outreach expenses can be allocated to the project budget, and plan to combine outreach with the Intensive French project.

Nancy has accepted Elyn's resignation, effective June 27th. Nancy will post the job ASAP, and will solicit board input for the interview committee.

11:00 **President Report-National**

Marcela confirmed that Nancy had the necessary information to complete the FSL report.

11:10 **Break** and move to CPF office Boardroom

12:00 **LUNCH**

12:35 **Guest speaker Stéphane Audet Executive Director, Federation Francophone de la Colombie-Britannique (FFCB)**

M. Audet highlighted that the goal of FFCB is to increase the organization's reach to include anyone who speaks French. FFCB is about linguistic duality and want to heighten their belief in a dual lingual Canada. The number of francophones in BC is steady and slowly increasing, (30,000 students learning French and 60,000 francophones) and it is very exciting to see the number of French immersion students growing in BC. The Federation is focusing on communication, broadening Francophone culture, politics and research, and strengthening member services. Stéphane brings the concerns of CPF to the many tables that he sits at, believing that CPF is a beneficial partner. To increase Francophone presence throughout BC, FFCB is taking its strategic planning kit and fiscal planning kit to the communities to help develop 5-year strategic plans. The communities outside of the lower mainland may also have easier access to politicians. The new action plan from Canadian Heritage is expected June 14/15.

As an official VANOC partner, the FFCB is well placed to contribute to the success of the Olympics. The full time staff person, Elisabeth Lefrancois, will focus on arts and culture, education and youth, business and tourism and volunteer recruitment. So far, of the 42,000 volunteers, 1,500 are fluent in French. Eight francophone schools in the lower mainland will be closed during the Olympics to house the volunteers. Schools are encouraged to checkout the special educational material and lesson plans on the web (vanoc2010/edu). The main event that the FFCB is involved with is a proposal to develop a French quarter on Granville Island, creating a temporary festival site to experience la francophonie. The vision is to have a Canada House, showcasing French tourism in Canada; an International House with French speaking countries from around the world; and themed day events (e.g. national Flag Day). CPF is encouraged to sponsor events and work collaboratively to ensure that French immersion students are involved (suggestion - "immersion idol"). It is also an opportunity to broadcast the need for French speaking teachers in Canada. Smaller, web-based projects include the virtual torch relay and My Podium - allowing participants to set a goal and receive expert advice. CPF will need to have concrete ideas by December 2008. The French Quarter is scheduled for 3 weeks of events, ending with the Olympics. Stéphane leaves

14:54 Nancy will work on activities through her membership on the Francophone Board. Debra to write a letter, thanking Stéphane for meeting with us, and confirming that CPF is excited and interested in the great potential of the VANOC projects. Debra is to contact Anna Maddison, president of the CPF

National Board to determine if CPF would like to do something nationally. One suggestion would be to assume more responsibility for the virtual torch relay. Nancy to have a report on the virtual torch relay for the September Board meeting, and invite Anna to the meeting.

15:14 **Presidents Report (continued)**

Marcela has been in contact with **Jennifer D. Wiegale from Harris & Company Barristers and Solicitor** to start working on the new contract for the upcoming ED. Jennifer has confirmed that she will be available when the job is posted and make sure that everything is in place when we need it. Debra confirmed that she feels comfortable with Jennifer proceeding with the drafts, and for Marcela to continue the communication with Jennifer. Marcela submitted an activity/project report to national. [update: parents in NB have successfully sued the government stating that parents were not given enough time to respond to the Ministry's cancellation of the EFI program. The Ministry is looking at giving parents time to respond over the summer and may well decide that regardless of the outcome, will go ahead with their plan to stop offering EFI in September. Marcela and Debra will be in Ottawa June 6-7 for National Strategic planning Marcela and Debra will report on that meeting.

15:28 **Financial Committee Report**

April 1 2007 - March 31 2008 financial report was presented, noting the deficit is **\$1977.70** according to the audited statements). The 2007-2008 year end deficit is significantly less than projected. Nancy to direct Susan to move the expenses related to Rita's dissolution from Board Governance to a separate category to accurately reflect the normal Board expenditures. The narrative should also be updated.

M/S/C Heather/Victoria -To accept the 2007-2008 final financial statement from Susan Albion (Bookkeeper) pending the changes noted above.

Budget 2008-2009

Heather and Victoria to direct Susan to make changes to the Board travel (accurate on the spreadsheet but not on the budget summary) and to include web pages under contracts (increase for current \$900 to \$5,000).

Possible savings to newsletter printing and distribution were discussed - AMO's currently receive 10 copies, but many have indicated they only need 2. Nancy to look into how we can easily accommodate a change, as the newsletter is mailed by an external mailing house. In order for CPF-BC/Yukon to be able to offer electronic mailing of the newsletter, national will need to change their membership registration form to include email address and "newsletter delivery option". Nancy is to approach National with this idea. The advertisers that Nancy approached with the idea of electronic delivery were neutral on the idea. Advertisers could be offered a hot-link in the newsletter to their web site. Reducing the newsletter print run will save paper and mailing costs. Newsletters currently are archived on the website following the release of the subsequent newsletter.

Rencontre has been offered for 17 years. Participants value the event and are supportive of keeping it. Nancy will discuss with SFU ways of reducing the cost of the event, and explore other venues (UBC for example). Nancy to address with SFU refunds for room rental that were booked and not available the weekend of Rencontre. Board members encouraged exploration into ways of making the Rencontre more accessible to students outside of the lower mainland (i.e. longer period to make the travel costs more worthwhile (but problems with obtaining staff for more than a weekend...)). Nancy is to provide Rencontre report at September Board meeting, including debriefing and recommendations for 2009 budget.

Computers - Dimitry is to submit a proposal for the re-development of the CPF BC/Yukon website. Dimitry to discuss with Susan the purchase of the most appropriate computer software for accounting, to eliminate the need to hand address hundreds of cheques.

Rebate - CPF membership dues currently are allocated 10% to national, 10% to CPF-BC/Yukon and 80% to the chapter (90% during membership drives). Most provinces provide a 65% rebate. Board is to discuss decreasing the chapter rebate to be the same as other provinces. Nancy to approach National about increasing the annual membership to \$30 (has been static at \$25 for many years).

17:00 **Adjournment for May 30**

May 31, 2008

Present: Directors: Heather Doty, Joy Haley, Brittany Harris, Marcela Navarro (VP), Sabine Schweiger
Debra Pool (President), Victoria Vaseleniuck

Staff: Nancy Taylor

08:52 **Call Meeting to order**

IN CAMERA

08:52 April 18 Minutes
Reviewed and passed.

OUT OF CAMERA

10:18 **Break**

10:54 **Award Committee report**

Brittany and Joy received 14 applications to the Award; the Board suggested that the applications be summarized using a grid to confirm eligibility compared to the criteria. Joy and Brittany will complete the review and provide a recommendation for award recipients, along with recommendations for future years. One possible revision is to receive the award upon confirmation of a teaching position in BC/Yukon in FI or core French, as the one of the purposes of the award is to increase the number of qualified teachers in BC/Yukon. The draft Terms of Reference will also be finalized and Dimitry sent any new application forms for the website.

11:20 **Strategic Plan**

September meeting will include one full day of strategic planning for 2008-2011. The Vision, Mission and values will be reviewed, and the 10 position statements integrated into the strategic plan. The Board advised Nancy that the quarterly report format should follow the strategic plan, indicating which goals have been achieved cumulatively during the current year (include date of the activity). Nancy will provide the final quarterly report as soon as possible, and the first quarter report for the September Board meeting. Nancy will work with staff to prepare a status report in a timely manner for each Board meeting. To help with ED training/transition/corporate memory, Nancy is to start listing duties, activities, requirements, timelines...as they occur.

12:00 **LUNCH**

13:13 **Nominations Committee**

Board members completed a round-table discussion on their role on Board, their intentions for the coming year, and skills that they would like to put to use on the Board. Brittany will complete her term as Youth Member (to Oct 2009), and would like to make better use of her French and learn more about finances. She will create "what every Youth delegate should know about being on the Board". Debra will complete her term (October 2009), and will consider being president following the October AGM. Victoria requested being elected for a second two year term (current term ends Oct 2008), and will consider being on the finance committee again and expressed an interest in the VP position. Joy has requested an early resignation from the Board, due to family illness. The Board accepted her resignation and wishes her all the best in the coming difficult months. Marcela requested being re-elected for a second two-year term, expressing an interest in the VP position, nominations committee and Olympic committee. Heather will complete her two year term (to Oct 2009), and brings strong computer skills. Sabine will complete her two year term (to Oct 2009), and would welcome swapping secretarial job for document design and layout.

Board members brainstormed qualities to look for in future Board members (not suggesting that someone has all of these qualities): directly connected with teaching French in schools; media savvy; political interest; parent who was a FI student; at least one Board member located in the lower mainland; one of our partners; speaks French; likes to lobby; commitment to time and passion for CPF.

13:53 **AGM - Ottawa**

National has set the delegate fee at \$750. Each chapter is entitled to send one delegate, and office staff will work with chapters to determine which chapters will not be sending a delegate. Each sponsored BC/Yukon delegate is entitled to a \$200 rebate from BC/Yukon, provided they have signed in to the BC/Yukon AGM. It is anticipated that 25-35 members plus office staff and Board members will attend the AGM. BC/Yukon contingent will arrive in time for a working breakfast

Thursday October 16, followed by 2 workshops relevant to members, a lunch, the AGM and free time. In the evening, staff is looking for a restaurant with a private room to hold a BC/Yukon 30th anniversary meal and celebration. Friday, Saturday and Sunday will be the national conference and AGM. Ideas for staff to consider - gather input from members on which workshops they would find most useful (in AGM e-bulletin, list ideas, have members rank them; provide option for other...). Once delegates register, circulate e-template requesting info on chapter ideas, successes and failures, want to meet someone who (e.g. has lobbied for school buses)) - compile and include as part of BC/Yukon registration package. Nancy to look into having the hospitality suite for Wednesday night prior to the National taking it over on Thursday.

14:16 **RRO**

Heather to circulate a good copy of RRO, and Marcela to locate, scan and circulate information from a previous non-CPF conference on Board positions, responsibilities, RRO. At September Board meeting, discuss RRO and develop presentation for the AGM.

14:23 **Rencontre and Concours**

Lana has indicated that she will not coordinate Concours next year. Nancy explained that SFU campus was wonderful, and comes with its own logistical challenges - i.e. no directional, temporary signs are permitted on campus, in stair well, on landings. Nancy is to look into getting CPF tablecloths through a linen service. Debra suggested that every Board member should have the opportunity to experience Concours, and including it in a Board meeting weekend remains a challenge.

14:20 **Break**

14:49 **Meeting dates**

Teleconference July 21 7-9 pm

Face to face September 5-7 (Strategic Planning)

Provincial AGM October 16/17 and National AGM 17-20 (Ottawa)

15:13 **Evaluation of Rosellen Suites**

- given the distance to the office and the quality accommodation, the majority of the Board members requested alternative accommodation for future Board meetings. Dimitry to check out Days Inn/Granville Island for September.

15:27 **Evaluation of Google Groups** - although google groups worked for policy development, overall it was felt that email works better for overall communication, and either the website or google-docs should be used to file and sort all documents.

15:40 Group work on developing the ED job posting and job description.

17:00 **Adjournment for May 31**

June 1, 2008

Present: Directors: Heather Doty, Joy Haley, Brittany Harris, Debra Pool (President), Sabine Schweiger, Victoria Vaseleniuck

Staff: Nancy Taylor

Regrets: Marcela Navarro (VP)

09:19 **Call Meeting to order**

09:20 **Personnel Policy**

Nancy suggested that the employee policy should be reviewed every 2 years. Elyn notified the Board that some of the bylaws are no longer compatible with national's bylaws, and would require discussion at the next AGM.

M/S/C: Sabine/Victoria that CPF BC/Yukon adopts the CPF National Bylaws and that Nancy will give Elyn direction to revise the Branch Bylaws in a timely manner for the 2008 AGM.

At was recommended that Chapter manuals no longer be printed, and that Chapters be advised to remove all existing Branch bylaws from their manuals and replace them with a single sheet referring members to the website address for the most current documents.

09:45 **Policy Revision**

Board continued to work on the Policies that were discussed in the past 3 months on Google Groups. It was agreed that 4.1.2 needed to be included, so that Board members could actively participate on operational committees that make decisions on how to achieve a particular goal.

Under normal Carver model, Board members would not be making decisions about means, only ends.

Debra is to request National to re-examine 5.0 - use of CPF, as it is not consistent with how chapters are currently named - and can become confusing if there are city's with the same name.
Suggestion - CPF - Vancouver, BC, rather than CPF - BC/Yukon -Vancouver.

M/S/C - Brittany/Joy - That polices 4.1.4, 4.2, 4.3, 4.4, 4.5, 5.0, 5.1, Link 1 and Link 1.1 are accepted as discussed, modified and recorded.

11:30 Finances

Financial process shall proceed as follows: Dimitry to process the expenditures; Nancy to approve expenditures; couriered to Heather for signing; back to Dimitry or directly to Susan, depending on the situation.

M/S/C - Victoria/Heather - That the CPF BC/Yukon signing authority be amended by removing Joy Haley as a signatory and adding Debra Pool to the two existing signatories, Marcela Navarro and Heather Doty.

12:00 Nominations Committee

With the resignation of Joy, the Board evaluated the size of the Board and Board expenses, being cognizant that many areas of CPF have had to reduce budgets to stay balanced. With the addition of the Youth Director, the current Board has been operating with 7 members, and could be reduced by one member to trim the budget.

M/S/C - Victoria/Joy - That CPF BC/Yukon Board is adequate with six members; 1 Youth Director and 5 general members.

Sabine and Debra to notify two applicants, advise them of the Board's decision to reduce the number of members, and request that they let their applications stand for consideration in 2009.

The Directors thanked Joy for her contribution to the Board and said good-bye.

12:40 Meeting Adjourned

Next meetings:

July 21 - 7p- 9pconference call

September 5-7 - Face to Face, Vancouver.

AGM - October 16 - 19, Ottawa