

**CPF BC and Yukon**  
**Face to Face Meeting Minutes**  
**01 May 2010**

**Attendance**

Board

Secretary: Brittany Harris  
Vice-President: Victoria Vaseleniuck  
Director: Sabine Schweiger  
Director: Marcela Navarro  
President: Debra Pool (via Skype when possible)

Staff

ED: Robert Rothern  
OM: Dimitry Morales  
CSOO: Glyn Lewis  
OA: Erika Rosales  
CFO: Robin Steudal

**Call Meeting to Order 8:32**

**Approval of Agenda**

The following need to be added to the agenda;

- a) follow up on Committee work
- b) Glyn's membership relapses document
- c) Move Bylaws ahead of finances, and can be part of our working lunch.

**Approval of April 6<sup>th</sup>, 2010 Minutes**

Madeline Helm's name needs to be put in the minutes as the Judge we will be remembering at Concours. Minutes approved with changes.

**Meeting Dates**

June 8<sup>th</sup>, 2010 conference call meeting

Agenda items; Award, Finances, and Bylaws.

July 27<sup>th</sup>, 2010 conference call meeting

Agenda items; AGM, Nominations, September meeting, Bouquet (and possibly Bylaws)

September 17<sup>th</sup>-19<sup>th</sup> is the face to face meeting.

Debra will request a meeting with Britta from the MOE on Friday September 17<sup>th</sup> from 1:00-5:00pm at the office. Robert will confirm this time with Britta. The Rosellen Suites is booked for the September meeting.

The AGM is being held from October 13<sup>th</sup>-18<sup>th</sup>, 2010 in Ottawa. This was discussion and need not be in the minutes. Timeline will be set in July

**March & April Action Items**

Action Items were reviewed.

**Award's Committee Report**

The award information has been sent to the universities. The applications are due the 15<sup>th</sup> of May at which time Dimitry will forward all the information via email.

**Nominations' Committee Report**

The Board is expecting 4 vacancies. The number of expected vacancies will be posted on the website.

**Executive Director's Report**

See attached report

Implementing and designing the CPF National Action Plan may come to be a fairly time consuming process for staff as there is a fair amount of tension between the National and provincial Branches. The Action Plan is being developed concurrently with the implementation of the core business review. The core business review is beginning now so as to be ready in time for a presentation at the AGM. The review will be very business oriented and will align CPF policies, Actions and the strategic plan to the budget. The Newsletter is being much discussed at a National level and will likely feature in this review, hopefully this review will allow us to determine if developing a newsletter is a good allocation of resources and meets our organizational objectives.

The executive director gave a review of the year summary to the BC language coordinators.

The reorganization of the school districts into large appointed regional Boards, which some fear will be announced in BC come June 30<sup>th</sup>, is something that is being discussed nationwide. This reorganization of districts may leave our Chapters in the lurch as they will have to find new ways of communicating with large regional bodies. For the Branch this will mean linking Chapters together, and helping Chapters work together.

CPF will probably want to meet with the minister of education before the June 30<sup>th</sup> announcement. Robert will be submitting a proposal to MOE to advertise for intensive French. It seems unlikely that Intensive French will hurt early French Immersion, but it may hurt late French immersion as both programs begin in grade six. It seems unlikely that the province will follow in the footsteps of New Brunswick replace French Immersion with Intensive French. We do, however, need to be clear in our advocacy that intensive French is not the same as French Immersion, and does not prepare students to speak French in the same way.

## **Office Manager's Report**

The office has begun to use Skype as a paid service, as it is very low cost. So far there have been very few issues with the program.

Our facebook account now has over 150 friends and is very easy to maintain, it also provides an easy way to find our contact information including our skype account.

We currently have 1000 people signed up for our e-newsletter this is about 1/5 of our membership, and it seems likely that use of this service will increase.

A new server has been purchased from the office, and will be configured over the coming week.

The OM is working with National on the plans for the 2010 AGM. This is the first time National has involved the Branches in the planning process.

The OM is working with the accountant on the financials. The year end report was sent to the Board yesterday.

All banking accounts are being consolidated. Once this process is complete we will establish GIC accounts for our various funds. To open such a high yield savings account we will need two signatories, and need approval of the funds transfer minuted. The Board will again motion to move the \$100,000 into a high yield or GIC account.

The OM is working with Robert & Erika on Concours, newsletter production, and hiring the summer interns. He is working with Glyn to process socio-cultural grants, and ensure Chapter reporting is completed. All Chapters need to send a void check to the office, and funds will not be released until they do so.

## **Chapter Support and Outreach Officer's Report**

Over the last few month the CSOO has been focused on socio-cultural grants (Chapter reporting), the Bylaw review, analyzing membership numbers, meeting with Graham Fraser, writing an exit report and discussing a proposal by the college of teachers which would require pdp students to take a course on language education.

A good news announcement - A French Immersion program will be created at Powell River as a three year pilot project.

The Branch would like Chapters and parents to visit the college of teachers website and take their survey in favour of the changes to the PDP program requirements, which would require students to take a course on language education.

The recent budget cuts, which were particularly hard on French immersion programs, show that this program is still seen as a program of privilege and is not protected by the districts in their budget. To

protect this program CPF went to the province to request more funding for school districts, and to have the facilities grant reinstated. Though we were successful in re-establishing the Facilities Grant there are still a number of budget cuts coming which may impact programming.

Chapters and Chapter development are in transition right now as there is a lull in Chapter involvement. For example, many planned socio-cultural events did not go ahead. Unfortunately, the cuts did not galvanize interest as expected. However the CSOO hopes that the AGM and conference will encourage more Chapter involvement.

If membership drops continue we may need to rethink our membership drive, and do more membership promotion. We really need to emphasize the benefits of being a member of CPF. To address this and to establish if this is endemic of other education parent organization we should talk with BC-CPAC.

## **Concours Report**

This year for Concours, time has been spent on consolidating information from past events, for which there are no notes, and working to ensure congruency between the provincial/territorial and National events. Currently, we have 33 judges for the morning, 30 for the afternoon, 22 volunteers, an Emcee, and partners to give speeches. However, many of the documents still need to be written. More money will be needed for a perfectly bilingual program

## **Rencontre Report (Fort St. Jean)**

Currently there are only 2 registrants through the cut off day is still a few weeks away. Rencontre is up on the website and we will work much harder to sell the event there.

## **Bylaws Review**

Robin is going to check the gaming commission requirements to see if they can be easily synthesized into our Bylaws. If they can be easily synthesized we will do so, otherwise we will ask Chapters to register as their own organization under the BC Societies Act when applying for a gaming grant.

Robin will put together a one pager Bylaws document that Chapters can sign onto. She will make the National Bylaws an appendix to the provincial Bylaws as well as ensure that the prefix is altered to reflect that BC and Yukon Chapters are subject to different Societies Acts, and that our Bylaws are to be used both provincially and territorially.

## **Finance Report**

Sabine will change the Board schedule to reflect Robert's first recommendation to start the budgeting process earlier in the year (which is needed to meet Ministry requirements). Over the next month Robert will be looking at the strategic plan to find a way to utilize the retained earnings, and the finance committee will set a meeting aside to specifically address these recommendations. The Branch needs a cushion of about \$30,000.

Robert will find the specified date at which the \$4000 from socio-cultural monies set aside for the Yukon would go back into general revenue and report it to the Board.

Robert has warned the Board that there could be a \$13,000 drop in revenues in the projected budget as we have not gotten confirmation from HC on whether we will be receiving \$300,000 as we have asked or only the \$287,000 we have received in the past.

Further, it is difficult to determine the impact of HST on the budget.

## **MSC Victoria/Marcela**

### **To approve the BC Yukon 2010-2011 Projected Budget**

The Finance committee will prepare the year end statements for June the 8<sup>th</sup> conference call where they can be approved to go to the auditor. The Board would also ask that from now on, the quarterly income statement be accompanied by a balance sheet to give a complete financial picture of the organization on an ongoing basis.

The Board has asked Dimitry to provide them with the itemized bill for the last few conference calls (for financial purposes) as well as the number of aeroplan points.

The next finance committee meeting is May 14<sup>th</sup>

## **CFO: The CSOO Restructuring**

The suggestion from Robert is to make the fundraising position either a volunteer position, or a student works position. Branch pays someone by commission and covers their expenses. Discussion ensued- The Board has concerns with making the CSOO position into a contract, as there could be an issue with communication both with the office and with the Chapters. Currently our Chapter/member support is amazing and we would hate to lose that. The Board wants assurance that the communication with and between the Office and Chapters continues to receive the same amazing support it presently has with the current CSOO

Robert will look at the job description for the CFO and revise it to ensure it meets the Board's concerns. Robert's concern is with ensuring that we follow a very good hiring process, as we need to find the truly right person for the job.

## **AGM**

The AGM is a work in process, though it is expected to follow a similar structure as two years ago, so we can likely plan a similar event with a similar time schedule again this year.

Robert will talk to the Branch EDs to see what dates and times are under discussion for the EDs' and presidents' meetings.

We would also like to bring Glyn in to deal specifically with the Bylaw changes being brought forward at our AGM. He may also be able to be a presenter on the Bylaws for the National conference.

Dimitry will send us the AGM details.

Suggestions for workshops that the Branch can offer include: Fundraising, Advocacy, Volunteer Recruitment Retention and Succession plans, communication (how to deal with media), how to effectively use the advocacy toolkit, creative thinking and approaches, creative networking, have a presentation by a political operative on ministerial systems and structures, have a presentation by a media specialist on blogs/social networks/getting the story out, effective change, or have Branch presidents or EDs from other provinces speak to us about an issue that effects both provinces.

## **Terms of Reference Review**

Victoria will review our terms of reference to bring their terminology in line, and ensure that capitalization is consistent.

## **Policy Review**

**Sabine/Brittany MSC**

**To accept the changes to Gov 4.1**

**Sabine/Brittany MSC**

**To remove Gov.4.1.1, 4.1.1.1, 4.1.1.1.1, and 4.1.2**

## **Bylaws review**

Reviewed Robin's draft sent Sunday morning, several changes were made to the Bylaws and sent to Robin.

## **Action Items Arising from Face-to-Face**

Reviewed

## **Board meeting checklist**

Completed

To add to the agenda of the September meeting: the CPF Annual Board Self-Evaluation Questionnaire.  
To add to the AGM questionnaire/review: how many years have you attended the BC-Yukon AGM and conference.

Also to discuss at our meeting on the AGM: caucusing with the Western Boards at the AGM.