

CPF BC-Yukon Branch Board Meeting May 29-31, 2015 at the Ocean Promenade Hotel, White Rock

Board members present: Diane, Darian, Marguerite, Patti
Rebecca and Greer Friday to Sunday morning 9 a.m

Staff present: Glyn Lewis Sat. morning only by his request

Minutes: Marguerite Kuiack	Action Items: Darian Pang
Timekeeper: Rebecca Beuschel	

May 29, 2015

Committee meetings:

	*COMMITTEE REPORTS DUE JULY 20 TO GLYN for the Annual Report	
Teacher awards	Deadline: May 15	Diane, Marguerite
Bouquet de merci	Deadline: June 30	Rebecca, Marguerite
Nominations	Deadline: May 31	Diane, Darian
Policy	Plans for policy review, writing long term contract policy, Employee Policy Handbook	Diane, Rebecca, Patti
Finance	Upcoming Finance Committee meeting – June 8	Greer, Darian, Patti

May 30, 2015

1. Call to Order and Motion to approve the agenda at 8:55a.m
Motion to approve the agenda: MSC Rebecca/Darian
 2. Approval of the March 31, 2015 minutes
Motion to approve the minutes: MSC Darian/Rebecca
 3. Reminder of our CPF mission statement and strategic plan focuses
 4. A Year In Review: Strategic Plan Update to May 2015 and upcoming plans - Glyn
 - Advocacy: Yukon successes, other school districts, meetings with Ministry and MLAs, ADMs, media, etc.
 - Commissioned 2 research reports summer 2014: 1 teacher shortage / 1 enrolment issues
 - Attrition between school and provincial level is hard to see but school district data is easier to see.
 - Data previously collected on exit survey of departing FI students
 - ED was persistent in phoning districts and was able to achieve a high response rate on the survey.
 - Dissemination of the findings is important.
 - New project summer 2015: Where are they now? Successful French graduates CH/CPF BC & YT/CPF AB
- More advocacy:*
- Hosted the Commissioner of Official Languages at the CPF BC & YT office in March 2015

- Hosted the French Ambassador in Richmond March 2015
- Met with manager of French Programs for BC and two other French Programs staff, April 2015
- Created a greater awareness of what we do.
- Goal is to ensure funding continues including attempting to reinstate Ministry of Education start-up grant money (ended around 2005 with restraint). Discussion on how to ensure start up grants return. Council of Education Ministers' argument was made that redistribution of funds makes sense because BC is growing.
- FI access issues: New Westminster; Castlegar; Surrey; Yukon
- Yukon opened an additional elementary FI program

- Plans to meet with Teacher Regulation Branch
 - Hope is to add French Methodology course for new teachers as a requirement and problem solve related to other French teacher staffing challenges
 - Meeting upcoming with Dean of Education at SFU
- Funding diversification
 - Funding diversification plan is being implemented. Progress submitted on CH projects
 - The Where Are They Now? project is supported by the Office of Official Languages Commissioner, CPF BC & YT, CPF Alberta and Radio Canada
 - Cultivating relationships through these projects
 - About 200 names through this (BC/Yukon) in the Where Are They Now? project
 - Put forward application through BC gaming for volunteer training but was denied.
 - Legacy Project

Action: Glyn to consult with Rebecca about how to tweak BC gaming application particularly if the plan is to re-submit.

Action: Hold a reception for high profile people at our office or at the AGM. Follow National's example of the Presidents' dinner and we want to ensure that key contacts are invited.

- Special projects: updates, How can CPF BC & YT make a regional conference happen? Plan for online training for Chapters.
- Plans for June staff Strategic Plan review – coordinate with new Strategic Plan draft coming from National. *Renewal and/or revisions of the CPF BC & YT strategic plan are planned for June 2016.
 - In third year of the plan we are working on. Use the new National Strategic Plan and then adapt to our goals.

Motion: Board affirms the strategic plan work of our staff and continue the direction until 2016 in alignment with CPF National strategic plan.

MSC Diane/Greer

5. Planning for the summer and fall

- Committee reports submitted by July 20 for the Annual Report
- Summer projects with student employees
 - Where Are They Now? and Legacy project work
 - Will not be doing research projects this summer. Refer to strategic plan.
- Summer or early fall events or media plans
 - Where Are They Now? Media releases.
 - Dropping enrolments? Trend analysis as population may be dropping or demographics changing (new Canadians, international students)
 - Regional conference next spring
 - VIP reception add to the AGM

- Possible meeting with Rafael, French Embassy cultural attaché.
-Planned for AGM
- Personnel Policy document revisions – summer meeting plans
-Policy meeting on July 8th and 9th specifically to look at the HR Policy. All board members available will attend in person in Richmond or participate in the Google doc revisions.
- National Leadership Networking and AGM in October – Patti, Diane, Glyn attending in Québec City
-October 15th to 19th: Bylaws and Policies to be passed, and the Strategic Plan and Branding.
- BC & YT AGM in November in Richmond – All Board attending.
-Dates Nov 13th to 15th

6. Finance – information for the Board – Greer, Glyn

- Q updates and other finance topics
-Quarter updates: GIC investment
-Glyn has given attention to funding diversification: Base level funding and infrastructure that we have.
-In the last Finance committee meeting it was noted that the governance spending is around 15% of our budget which is on the high side.
-Teleconferences = approximately \$800 per year
-Finance committee to look at this and make recommendations.
-Board decided not to meet in Sept 2015.
-Analysis of what is driving the cost to 15% and how to deal with that as 15% should be at the top end of budget and should be more in the range of 10%.
-Year end up date at June 8th Finance Committee meeting. There will be a small surplus.
- Planning for the surplus as mentioned in Action Items
-Discussion has been initiated.
-Discussion to move towards online training as opposed to regional conference.
-Consider doing innovation grants instead of putting dollars toward regional conference.
-Extra regional interaction: how might this affect attendance at our AGM?
-K/1 welcome packages and/or a reduce membership rate of \$10
- CSAE Report – brief summary – Greer
-Will share more information after the financial committee meeting in June

7. Board response to CPF National documents

- Branding – final response
-Completed with input of the board and sent this afternoon Saturday May 30th by Diane to Nicole.
- Strategic Plan
-Completed with input of the board and sent this afternoon Saturday May 30th by Diane to Nicole.
- Report from National by-laws – Diane
-Information re: National by-laws - Diane.

8. Leadership presentation – Rebecca’s overview of the Board Governance workshop she attended

- Discussion of the Governance model as described by the workshop leader and how it could impact our board work:*
- How do we contribute board feedback to initiatives?*
 - Staff hears feedback through the ED.*

- Marguerite to access governance terms from other organization.
- Minutes must be signed and approved by the president so that the final version is certain.
- Once you leave the board unit (individual members) then we have no power because the only power in the context of the board.
- ED can only be evaluated on compliance to policy and achievement of strategic goals.
- ED evaluation must be approved by the entire board.
- The board would like to learn more from workshop leader, Deb McClelland, related to her presentation on a governance board and move in this direction.

In the desire to move towards a pure governance model:

- **Motion that we, the board, be treated as a unit and that all communication between the ED and the board go to all Board members on non-committee matters.**
Motion/MSC Rebecca/Greer
- **Motion to appoint the President and VP as information liaison between the ED and the Board for communication and information sharing, with no decision making power.**
Motion/MSC Rebecca/Darian
- Action: that the board update terms of reference for the board to move towards a purer governance model.
- Action: The Board recommended inviting facilitator, Deb McClelland, to our CPF BC & YT Nov. 2015 Conference and AGM to lead a workshop at the conference and with the board on governance on Sun. afternoon, Nov. 15. The board appointed Rebecca to investigate this with Deb McClelland and with Heather.

9. Regular Board evaluation plus Annual Board assessment of its performance and identify areas for growth and/or development.

- The Board may choose to include the staff's feedback in their self evaluation.
- This information goes to the ED.
-The Board did a self evaluation and feel we are doing well on many of the items
-Want to do board development on governance model with Deb McClelland

10. Approval of in camera minutes

Motion to approve the March 8th in camera minutes. MSC: Greer / Diane

11. Report

<p>French for the Future BC & YT Branch's visibility and connection of FFTF participants to our programs and activities <i>-Went well about 200 of the 240 who signed up attended</i> <i>-Open forum to engage in meaningful discussion</i> <i>-30 people to keep in touch with CPF and data base made</i> <i>-next year Darian will be out of country so have in place a successor from CPF</i></p>	<p>Darian</p>
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12. Learn how to use Google Hangout – Darian

- Google hangouts update all members, can answer a call and Darian can host.
- For future calls Darian will post a link 5- 10 minutes before call by email; members click link to answer call.

May 31, 2015

13. 8h30 HR ideas

Board discussion regarding roles and responsibilities, possible changes to remuneration within office: board brainstorming needs follow up discussion with the Executive Director.

Reminder to consider ATIPP (access to information personal privacy) when circulating emails.

Motion: Appoint Greer as point of contact to explore options with ED about roles and responsibilities within the office. MSC Rebecca/Diane

Attendance: Rebecca and Greer left meeting at 9a.m as previously arranged

14. Policy review – Diane

- Diane led the board in reviewing a few sections for ongoing policy review.
 - Diane prepared information on our bylaws.
 - Structure in place to guide management of board
 - HR policy to be reviewed and revised; this process will help the board with future decision making.
 - Generally a good idea to review policies/bylaws (in pieces and sections) at each face to face meeting
 - As a group (Darian, Patti, Marguerite) completed an exercise on the highlights and discussion of documents
 - a Board member should take on the responsibility of knowing and understanding policy at the board level in order to support and contribute to the work of the board
 - suggestion that every chapter board have a director responsible for membership as a sole responsibility (could reflect this in our bylaws or chapter bylaws)

15. Review Concours d'art oratoire reviews from MB and ON

- table to fall meeting
- Could a staff member provide a synthesis of these two documents for the board?

16. Any other business

In considering the governance model:

- planning for future meetings look at ways for efficiency of our board meeting times (eg: no staff report time)
- could the ED give us suggestions on how to provide input from work tasks and from staff?
- do we see the CPF BC & YT board as a grassroots organization or as a pure governance board?
- In the governance model as described by Deb McClelland, there would be little or no involvement with staff and initiatives. Is this what our board wants?
- Board members can provide insights from members and from the FSL field; how can these board strengths be accessed?
- In follow up to the proposed Nov. workshop, the board would need to prepare an action plan for how board governance could change and pilot this initiative.

Meeting times:

- What is a reasonable number of times for the board to meet face to face per year? Would 2 face to face meetings per year work?
- Look at regular times and suggested dates that would work for face to face and teleconference meetings.
- Discuss with the ED to see what are the optimal times of year for meetings.
- create a calendar that would guide meeting dates from year to year
- This will help with budgeting for meetings
- the board needs to have a succession plan
- consider cost for venues and build into a succession plan
- consider travel time in this equation (distance to the airport and accessibility)
- meeting room space is important to productivity
- will develop a spread sheet to monitor costs

Action: Diane and Patti will discuss with ED to try to chart out the ideal times for regular meetings and provide a proposed plan for long term.

Action: Darian will develop a spread sheet to reflect cost findings for meetings.

Membership numbers:

-How to encourage membership (should we consider free membership to concours members?)

18. Review of new action items - Darian

19. **Motion to adjourn at 11h30 MSC Marguerite/Darian**

Action items

ACTION: Dropbox overview and orientation at next face to face meeting - Glyn

ACTION: *Glyn to consult with Rebecca about how to tweak BC Gaming application particularly if the plan is to re-submit.*

ACTION: *Hold a reception for high profile people at office or at the AGM. Follow National's example of the Presidents' dinner and we want to ensure key contacts are invited.*

ACTION: After a board workshop from facilitator, Deb McClelland, the board update terms of reference for the board to move towards a pure governance model.

ACTION: The Board recommended inviting facilitator, Deb McClelland, to our CPF BC & YT Nov. 2015 Conference and AGM to lead a workshop at the conference and with the board on governance on Sun. afternoon, Nov. 15. The board appointed Rebecca to investigate this with Deb McClelland and with Heather.

ACTION: Planning for April 2016 French for the Future - *Darian will be out of the country so the board will need someone else to attend this event.*

ACTION: *Google hangouts - For future calls Darian will post a link 5- 10 minutes before call by email; members click link to answer call.*

ACTION: Appoint Greer as point of contact to explore options with ED about roles and responsibilities within the office.

ACTION: Review Concours d'art oratoire program reviews from MB and ON - Could a staff member provide a synthesis of these two documents for the board for a fall face to face meeting?

ACTION: *Diane and Patti will discuss with ED to try to chart out the ideal times for regular meetings and provide a proposed plan for the long term.*

ACTION: *Darian will develop a spread sheet to reflect cost analysis for board meetings.*

ACTION: *Membership numbers: -How to encourage membership (should CPF consider free membership to concours members?)*

ACTION: Patti to complete a draft of the ED's contract by the July policy meetings.

ACTION: *Marguerite to collect governance terms from other organization.*

Mission Statement: Canadian Parents for French is the national network of volunteers which values French as an integral part of Canada and which is dedicated to the promotion and creation of French-second language learning opportunities for young Canadians.

Strategic plan foci and other topics to keep in mind

Membership	Increasing membership, meeting members' needs	
Advocacy	New programs, media, communications, political and financial partnerships, corporate and individual donations, bequests, etc.	
Education	Accessibility, new programs	
Cultural Awareness/ Benefits of FSL	Socio-cultural activities, diversity	
Partnerships/Francophone and Francophile	Maintain, monitor, improve, increase political and financial partnerships	
Organizational strength, Human Resources	Mentoring staff, overview of staff schedules, performance reviews, office budgets	
Board Handbook, Policies and By-laws	Continually updating as needed	

Board Committees

Finance
Nominations
Bouquet de merci
Teacher awards
Policy and by-laws

Board Members

Patti Holm	President, Finance, ex-officio on all committees
Diane Tijman	Vice President, Chair Policy and by-laws, Editor: Board Handbook, Chair Nominations, Chair Awards
Rebecca Beuschel	ED Liaison for Grants Implementation, Timekeeper, Chair Bouquet de merci, Policy and by-laws
Greer Cummings	Chair Finance/Treasurer, Diversification of funding
Marguerite Kuiack	Secretary, Teacher awards, Bouquet de merci
Darian Pang	Youth Director, Action items, Finance, Nominations

Dates	Agenda items	Location
BOARD decided to CANCEL this meeting: Aug/Sept. – meet Friday night, 7:30 for appies and continue through until Sunday 3:00 pm	Staff reports, staff lunch, strategic plan review, planning for the AGM, Dropbox orientation	Richmond, Executive Plaza Hotel?
Nov. AGM and Conference Nov. 13-15	AGM, Conference, VIP reception, meet with French Embassy cultural attaché -board workshop Nov. 13 -board meeting afternoon of Nov. 15	Richmond
Jan. 2016 Board meeting	Staff reports?, staff lunch, strategic plan review, budget review, regional conference planning?, committees initial preparation	Richmond?
tentative one day regional conference Board meeting	Possible idea for regional conference: workshop on discovering resources on our website, a subsequent on line treasure hunt developed from this workshop for other members	Spring

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Conference calls **DAIL IN Number: 888-330-9943 Code 3214507#**

	Date:	Time:
	July 9	5h30 pm
	August 17	6h30 pm

Finance Committee Meetings

Quarter 1 April-June	Aug. 17	5h30
Quarter 2 July-Sept	Nov. 3	5h30
Quarter 3 Oct-Dec	Feb. 16	5h30
Quarter 4/ Year end March 31/ Auditors' report	June 8	5h30