

CPF BC and Yukon  
Office of the Secretary  
F2F Minutes  
6 November 2011  
Regular Minutes

**In attendance**

Board

President: Debra Pool

ED: Glyn Lewis

Vice-President: Victoria Vaseleniuck

Dimitry Morales

Secretary: Patti Holm

Director: Diane Billingsley

Director: Patricia Murray

Director: Daphne Lu

**Meeting Called to Order 12:15**

Review and Approval of Agenda

**Consensus approval**

Minutes of Oct. 1-2, 2011 **approved**

Minutes of *in camera minutes* Oct. 1-2, 2011 **approved**

**Finance - Victoria**

Reviewed quarterly report

**Staff Reports**

**ED, Glyn Lewis**, reported on:

- Canadian Heritage \$15,000 being held back -Glyn will check on communicating with CH in order to access these funds.
- Pan Canadian project, O Canada, 7 Branches, worth \$700,000, focused on social studies, civics, waiting until spring 2012 for CH approval
- Ministry of Ed report was completed including list of projects, was able to reduce surplus.
- Core funding application due to CH on Dec. 9; (Glyn will create with Susan and Dimitry, then refer on to the Board.)
- Has begun work with FFCB: video launch, communications officers meeting
- New communications officer for two months until mid-Dec.: work for AGM, voter's packages, may need to extend her contract, future work with media, Twitter, Facebook
- Is it possible to search for our formerly used trustee questionnaire and distribute to Chapters immediately?
- **Erika** was busy travelling to several chapters on the Island, beginning the Uculet Chapter, preparing the AGM presentation and the CRU, among other activities.
- New part time office assistant on Tues, Thurs
- ED commended the staff on the very hard work they put into implementing the AGM. The Board is very grateful to staff.

**PEI National Conference**

Official Languages agreement until 2013 must be reflected in provincial plans.

Glyn and Victoria met with Rita re: Branch ideas. Glyn followed up with an email to Rita. He will forward this email to Board members.

CH core business model review

Glyn and Betty Gormley will do a pilot project re: beginning a new chapter without a membership fee, merely a supporter model.

**Dimitry's Report**

He has been busy supporting new staff.

At the AGM Dimitry liked being able to meet with Chapters to review their financial paperwork. He also believes it would be successful to have a random questions workshop.

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### **Other AGM feedback**

Participants may be interested in Monique McKinnon's other document.

### **Yukon Topics -Diane**

What are the membership benefits for Yukon? How can we get more Yukon topics in the newsletter and CRU?

FI issue in Yukon: introduction of English in K, became divisive in CPF Chapter.

2009 review of FSL programs in Yukon with external reviewer, implemented advisory committees

Glyn wonders what our next steps should be. Some letters and other communications have already been sent.

Creating interest for additional memberships, possible pilot membership model in Yukon

Advocacy issues for Yukon could be related to CH funding, positively or negatively.

How can our Board and staff better profile Yukon? Who should have been invited from Yukon?

### **Follow up to Yukon Topics**

Diane revisited our conversation about Yukon topics. She is looking for trust at our Board table. She may come out strongly on a topic but is flexible.

Diane has ideas for future orientations of new Board members.

### **Board Protocols**

President speaks for the Board.

All emails to staff are copied to Debra.

The Board stays away from operational issues; these are managed by the ED.

Board per diems, mileage 40 cents per kilometer, etc. were described.

### **Tasks To Accomplish**

**Awards Committee** – Daphne, Victoria

Recommendation that the sentence “reserve the right” from Debra’s letter to Wendy Carr be added to the Awards application form.

**Bouquet de merci** – Patti

Amendments to the Bouquet de merci application - approved

Patti will forward changes to Dimitry.

**Board Training/HR Course ED**

Patti will research Justice Institute courses. Also check for HR courses for ED.

Diane will research volunteer training.

Patricia will organize Drop Box.

The Board continues to need to finish the review of the comparison document prepared by Janetta Ozard May 2011 and also planning for the minimizing of employee banked time. Could the Board do this electronically?

**ED Contract**

The Board decided to extend Glyn’s contract to two years (Aug. 14, 2013).

**MSC Victoria, Patti**

The date for the end of Glyn’s contract needs to be changed, and initialled by Glyn and Debra.

### **Future ideas for retained earnings (decided at previous 2011 meetings)**

AGM YouTube quality video = \$6000

Short term contract Oct. 3 to Nov. 26, 2011 Communications and Fundraising Officer (YouTube video, social media, trustee elections, tool kit focus) \$20 per hour = \$6000

Regional conference – 1 conference per year, first one in Nanaimo, potentially Feb. 6 during French immersion week = \$10 000

Office technology needs = 2 iPads, flat rate subsidy to staff for data plans, Wifi = \$3000–**already purchased**

Pan-Canadian project \$5000 for next two fiscal years **in process, application written and submitted**

## **M/S/C Patti, Daphne**

CPF memberships for all K parents  
Web site tutorials on reporting, financials  
Moving the office, projected summer 2012  
Podcasts on our website

### **Future Possibilities related to Implementing an Advisory Board**

#### **Nominations committee – Daphne and Victoria**

Proposal to broaden the Board composition with the possibility of a partner group sitting as a director on our Board, or adding an Advisory Board.

Composition: regional, a partner group (e.g. Francophone Association, education association - language coordinators, BCTF, trustees, superintendants), other cultural groups to attract allophones

New idea: have an advisory Board with whom we meet with high profile people, leaders in different linguistic communities, media, National Bank, university faculty, Vancouver Foundation, politicians. \*Glynn has experience in implementing an advisory board; Victoria has experience working on another board with an advisory committee.

**Board members are requested to do Internet and print research related to Advisory Boards and share those resources with other Board members and staff.**

The Board will follow up to the Advisory Board topic at a future meeting after having done some research.

### **Reflection on Board Activities and Future Directions**

Review Strategic Plan

Future work on by-laws and policies possibly by a sub-committee

Adjourned at 4:50 pm, Nov. 6, 2011.

### **Board Schedule**

Jan or Feb. meeting(s)/Finance

Vancouver Island regional conference (planned for French immersion week)/Board meeting?

Finance/Building the budget

Conference calls @ 7h00 pm

Concours

#### Board 2011-2012

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Vice-President/Treasurer: Victoria Vaseleniuck

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Tentatively Jan. 21-22 weekend, staff reports on Jan. 20 after building the budget

Tentatively Feb. 4,5 in Nanaimo

Jan. 20

Dec. 6, Jan. 10, Feb. 7, Mar. 6, Apr. 3, May 1, June 5, July 3, Aug. 7

#### Committees

Ex-officio all committees, Member of Nominations Committee

Chair of Finance Committee

Chair of Awards Committee

Chair of Bouquet de merci, Member of Finance Committee

Chair of Nominations Committee

Member of two committees: Awards and Bouquet de merci

#### Committees 2011-2012

Finance Chair/Treasurer: Victoria Vaseleniuck

Nominations Chair: Diane Billingsley

Bouquet de Merci Chair : Patricia Murray

Awards Chair : Patti Holm

Member of Finance: Patricia Murray

Member of Nominations: Debra Pool

Member of Bouquet de Merci : Daphne Lu

Member of Awards: Daphne Lu