

CANADIAN PARENTS FOR FRENCH BC-YUKON BRANCH

**MINUTES OF A MEETING OF THE BC-YUKON BRANCH BOARD OF DIRECTORS
OF CANADIAN PARENTS FOR FRENCH
NOVEMBER 3rd, 2013**

PRESENT: Patti Holm, Diane Tijman, Daphne Lu, Rebecca Beuschel, Greer Cummings

STAFF: Glyn Lewis, Heather Bartlett, Kirsty Peterson, Ben Wong

REGRETS:

GUEST: Alison Brewin - Facilitator

Minutes & Timekeeper : Diane

Action Items: Daphne Lu

Items	Discussion	Decision	Complete	Actions
1. Call to Order	<ul style="list-style-type: none"> 2:00 			
2. Roles, responsibilities, relationships of Bd members, ED, CPF staff	<ul style="list-style-type: none"> Alison led the board and staff through training to establish and clarify roles, responsibilities, and relationships of board members belonging to a non-profit board. 			
3. Election of positions, committee responsibilities, strategic plan portfolios	<p>Motion to elect to the following positions for 2013-2014:</p> <p>President : Patti Holm Vice-President : Diane Tijman Secretary : Rebecca Beuschel Treasurer : Greer Cummings</p> <p>Committees: Finance: Greer Cummings (chair), Patti, Rebecca Nominations: Greer (Chair), Diane , Rebecca Awards :Diane (Chair), Daphne Bouquet de Merci: Daphne (Chair), Rebecca Board Governance : Diane (Chair), Daphne Dropbox: Daphne Action Items: Daphne</p>	MSC Greer Daphne unanimous		
4. Finance	<ul style="list-style-type: none"> Motion to give signing authority to Patti Holm, President, and Diane Tijman, Vice-President Finance Committee will consist of Greer, Patti and Rebecca 	MSC Rebecca , Greer unanimous		
5. Dropbox	<ul style="list-style-type: none"> Daphne showed the Board how Dropbox works and shared its contents. See Daphne's flowchart on Dropbox for details. 			Members will familiarize themselves with Dropbox contents
6. Communication of Board changes to National Bd, Chapter reps, partners	<ul style="list-style-type: none"> Glyn will draft a welcome statement and will share with Patti to be sent to members and stakeholders. 			
7. Exit Interviews	Rebecca will do the exit interviews of departing board members.			
8. Future meeting dates and locations	<p>January 10-12, location tba: The board will meet face-to-face and include a full staff report.</p> <p>Feb 21 -23 Metro Vancouver tba Arrive 7:00 pm, conference Saturday, Sunday bd meeting Feb 23 with one day activities for members on Saturday</p> <p>Feb. 5, 5:00 pm Finance Committee Teleconference</p>			make personal travel arrangements for arrival Jan 10 -12, Feb. 21-23

	Sunday DEC 1 Board Teleconference call 7:00 – 9,			
9. Review of AGM	This year's AGM was a great success and staff were applauded for their support. Rebecca shared suggestions for consideration. They included holding the AGM on the Friday evening followed by a wine and cheese. Another consideration would be to have breakfast on your own on Sunday morning followed by an AGM. Long distance travel and arrival time was a concern shared. Staff will be asked for feedback.			
10. Thank yous	<ul style="list-style-type: none"> Motion to purchase 5 small gift cards for staff to thank them for their tremendous support 	MSC Daphne, Diane		Glyn to purchase cards
11. Board Handbook	<ul style="list-style-type: none"> Diane shared the handbook and asked members to review it for the next board meeting. Board members should send questions regarding the contents to her. 			Bd to review handbook; Diane to review previous recommendations
11. Minutes from Oct 8 teleconference	<ul style="list-style-type: none"> Motion to approve the minutes of Oct. 8. 2013 	MSC Daphne, Diane		
12. Action items	<ul style="list-style-type: none"> Daphne will email the list of action items to board members. 			
	<ul style="list-style-type: none"> 			

Meeting Adjourned November 3, 2013 @ 4:45 p.m.