

CPF BC-Yukon Branch Board Meeting November 5, 2015 – 6h30 pm by teleconference

Board members present:

Patti Holm (chair); Diane Tijman; Marguerite Kuiack;

Regrets: Darian Pang, Rebecca Beuschel; Greer Cummings

Staff present: Glyn Lewis, Heather Bartlett (for the beginning of the meeting)

Minutes: Marguerite Kuiack Timekeeper:	Action Items: Darian Pang Calendar: Diane Tijman
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PROMOTING AND SUPPORTING OPPORTUNITIES FOR YOUNG CANADIANS TO LEARN AND USE FRENCH

1. 7h05 Call to Order

2. Consent agenda:

Approve the agenda as printed

Approve August 17, 2015 minutes

Review our CPF mission statement and strategic plan focuses

Motion to approve the consent agenda MSC: Diane, Marguerite

Strategic Plan focuses and other topics for the forefront of Board deliberations

Membership: increasing membership, meeting members' needs

Advocacy: programs, media, communications, partnerships – financial and support

Education: accessibility, quality

Cultural Awareness, Benefits of FSOL: diversity, socio-cultural activities

Partnerships: improve and increase

Organizational Strength: Human Resources, effective systems, mentoring

Governance: Board Handbook, Policies,

Manuals – continual Board education and revision

3. Final preparation for the BC & YT Conference and AGM

- Prepared with reports for AGM as per published Annual Report

- Bouquet de merci presentations are planned

- Teacher Award presentations ready

- Welcome and interactions with VIP guests
 - Heather raised several items around preparations for AGM next week; order of the evening; legacy supporters and VIPs; CBC to provide and MC.
 - Heather will ask board members to help with tasks during the 3 day conference.

- National branding update

- Philip will discuss at AGM
 - We will show visuals.
 - Some banners and packages are ready
- Other new National documents still in draft: Strategic Plan, Advocacy doc – share with BC & YT members
 - Copies will be available
- Other tasks to support our staff
 - What do board members need to do for AGM and conference?
 - Ideas for good things to connect people on a Friday night.
 - Marguerite and Diane to forward ideas.
 - Other tasks as Heather requests.
- Fri, Nov. 13 – Governance workshop with Philip Fenez 10h-3h; also, a drop in visit to FFCB conference.
 - Philip will guide us through governance based on his knowledge and CPF implementation.
- Sun, Nov. 15 – Board meeting: review of board expectations, finance reports, planning
 - Board meeting until later in the day
 - Finance committee report and discussion re: staff salary increases.

Finance	Greer, Darian, Patti	
Policy	Diane, Darian, Greer, Patti	
Nominations	Diane, Darian	
Bouquet de merci - 2 candidates Speakers for the awards: -school principal to speak about teacher's qualities -Patti and Heather to speak about the other candidate	Patti, Marguerite Rebecca has already done this. Heather will confirm.	
Teacher awards - 1 candidate -Committee members contacted candidate with an invitation to the Conference banquet on Nov. 14; Heather will confirm. Speaker for the award will be Diane.	Diane, Marguerite	

4. Update on advocacy topics – FSL teacher shortage and other topics – Glyn, others
- Glyn's proposals: Report and cover letter to all university Deans and media, possibility of a poll done by a polling firm, poll was done last in 2006, share costs with other partners
 - Yukon doing an appreciative inquiry project about FSL programs using focus groups
 - Nanaimo is proposing to move the high school program, not a popular choice. ED has been working with Chapter President
 - Surrey update: additional FI site was not successful – too late at the end of June, not near where most people on the wait list lived

5. Follow up to action items from previous meetings

Glyn	Meeting with Teacher Regulation Branch and Skills Ministry: TRB has said they meet with MoE, Linda Bedouche Continue to raise this issue with Faculties of Ed /BC Important that prospective teachers are made aware of the teachable subjects in demand. French Consulate participating in this discussion.
Glyn	Dropbox overview and orientation at next face to face meeting Refer to next board meeting
ED and staff	<i>Membership numbers: -How to encourage membership (should CPF consider free membership to Concours members?)</i> Keep in mind to promote membership.
Darian	<i>Will develop a spread sheet to reflect cost analysis for board meetings</i> Defer to next meeting.
Board	Planning for April 2016 French for the Future - <i>Darian will be in Québec so the board will need someone else to attend this event.</i> Lower mainland is meeting soon to talk about FFF

6. Any other business? – Planning for Rebecca’s exit interview
Bylaws re: board positions – possibility of 7 directors, minimum of 5, there are 9 possible positions listed but core positions to fill include: President; VP; Secretary and Treasurer
Exit interview to be arranged with Rebecca when she is available.

7. Review of new action items – Darian
Board members to be available to welcome and host at AGM.
Diane to bring projector.
See what works best for face to face meeting in new year

8. 7h30 Motion to adjourn: MSC : Dianne and Marguerite

Action items teleconference board meeting – Darian

ACTION: Schedule an exit interview with retiring board member, Rebecca.

ACTION: Be ready to support Heather and other staff at the conference to welcome and host.
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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 Chairs:

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

Board Members

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

Dates	Agenda items	Location
Board workshop on Nov. 13 Nov. AGM and Conference Board meeting	Nov. 13 10h-3h Governance workshop with Philip Fenez Nov. 13-15 (Fri. evening to Sun. morning) Nov. 15 12h30-3h30	Richmond
Face to Face meeting Feb 5-7 (long weekend) OR Feb. 12-14 (Valentine's)	Staff reports, budget review, Strategic Plan update to mesh with new National Plan Dropbox orientation	White Rock, Richmond, other?
Regional Conference		
<i>Jeunes Artistes</i>	?	
Concours	May 7?	

Conference calls **DIAL IN Number: 1 888-330-9943**

Code 3214507#

	Date:	Time:
	Dec?	6h30 pm
	Jan?	6h30 pm
	March	
	April	

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