

CPF BC-Yukon Branch Board Meeting WEBSITE
November 29, 2016 6h30 pm Conference Call Meeting

Board members present: Diane Tijman (chair); Greer Cummings; Darian Pang, Marguerite Kuiack, Shawna Larade, Patti Holm

Staff present: Glyn Lewis

Minutes: Patti Holm Timekeeper: Shawna Larade	Action Items: Darian Pang Calendar: Diane Tijman
--	---

CANADIAN PARENTS FOR FRENCH FURTHERS BILINGUALISM BY PROMOTING AND CREATING OPPORTUNITIES FOR

Strategic Plan focuses to be in the forefront of Board deliberations:

- A. Youth: Create and promote opportunities for youth to learn and use French – quality educational programs, diversity, learner proficiency, exchanges, cultural activities and awareness, accessibility.*
- B. Parents, Members, Volunteers: recruitment, diversity, engagement and capacity building, value of, and, satisfaction with CPF membership, collaborative network*
- C. Decision-makers: inform, influence – research and championing our cause to the public, media, governments, partnerships.*
- D. Organization: dynamic, strong, effective network – informed, effective, build expertise, best practices in governance and operations, growth, diversified revenue, financial partnerships.*

YOUTH TO LEARN AND USE FRENCH.

1. Call to Order : 6:34 pm

2. Consent agenda:

- Approve the agenda as printed
- Approve October 14-16, 2016 minutes
- Review CPF mission statement and strategic plan focuses
- **Motion to approve the consent agenda: MSC Shawna, Greer**

3. Finance - Greer

Update on finance:

a. summary & snapshot of Q2:

- \$32,000 surplus because of reduced staffing

b. allocation of operational surpluses:

- Finance Committee is reviewing options for projects to use surplus.

- c. estimates re: upcoming hiring process, additional support for concours:
 - staff to be hired for outreach and for Concours support
- d. estimates for visibility assets (stand up banners)
- e. anything further from CH program coordinator re: last year's surplus
 - Waiting for info from CH re: using a \$15,000 surplus from the previous fiscal year; the board and staff have tentative ideas for spending these funds when the use of these surplus funds is approved.
- f. pursuing the concept of donations to diversify funding

4. Brief updates focused on CPF BC & YT Strategic Plan - ED and Board members

Updates focus on A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

The intent of updates is to:

- provide the board with an overview of strategic plan goals
- those goals accomplished and those goals which will continue to need work
- share with the board the measurement of the goals, ie how well have the goals been met.

This is a generative, collaborative discussion where staff and board generate ideas related to future goals and strategies.

Updates Reported in Strategic Plan categories:

A. Opportunities for youth to learn and use French

- Socio-cultural applications have increased considerably.

Plan for follow-up:

- *Seek additional funding for socio-cultural events: donors and other funding diversification.*
- *Vancouver Island SD has dropped the online FI courses. Diane will follow up with Richmond whether this SD might take on this venture.*
- *French for the Future:*
 - *Darian met with new director, Élodie, on Nov. 29. Planning is beginning, looking for more immersion students to participate on the committee.*
 - *Might TEDX presenter be a good addition to the French for the Future committee?*
 - *Late April date and another Victoria date*

- *Community connections were a bonus.*
- *The usual \$1000 grant is in the CPF budget; Diane will inform Elodie about this grant.*

B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network

- strategies for member recruitment; membership has increased during the fall
- volunteer training: staff may be able to do more volunteer training in Dec; ED has asked staff to plan a long term schedule for volunteer training

Plan:

- *Continue volunteer training with a long term schedule*
- *Encourage other CPF members to join the CPF Leadership Facebook page.*

C. Decision-makers: research, championing our cause, public, media, governments

- Recent Advocacy
 - advocacy with Sooke: Cendra, Glyn, Diane, Patti
 - Cendra Beaton, Sooke CPF Chapter President, and the Sooke Chapter have been interacting with the School District working through challenges related to finances.
 - Cendra's work has been an excellent template for other districts.
- FAC is also working very effectively in SD 69: Qualicum.

Plan:

- *Glyn will support Chapters over the short term. Patti volunteered to assist with this Chapter support where needed.*
- *Diane and Glyn will craft a letter to the BCTF related to CPF's position statements and the recent court decision.*

D. Organization: dynamic, strong, effective network, informed, best practices, growth, diversified revenue

- Heather Bartlett will continue to work part time; this is working well. She will begin the Concours preparation and a transition for the hiring of a Concours Coordinator.
- Outreach position working remotely is working well.

- ED is also working on some Outreach work.

Plan:

- ED will hire for the Outreach position in January.
- Diane has created a calendar reflecting school district holiday dates. She will email this out and others will send in different dates that may be planned in other districts.

6. Reflection on BC & Yukon AGM in Ottawa on Oct. 13, 2016

- a. Two stars and a wish! Very good conference for content, skills training and networking.
- b. Next year - Richmond

Possibly Graham Fraser as a keynote.

Workshop ideas:

- Shawna and Colleen from Cranbrook: high school ideas and implementing the CPF Network strategic plan
- Cendra's model of leadership and interaction with a school district
- TEDX talk

7. Review of new action items:

October 2016 action items

ACTION: Darian will update Diane and Patti on French for the Future appointment, plans, meeting dates. COMPLETED.

ACTION: Diane & Glyn will review previous graphic flow charts which can demonstrate how operations function. JANUARY

ACTION: Glyn will find out when Graham Fraser will be in Vancouver during Nov. 2017. Possibly CPF BC & YT may have conference around his visit and he could be a guest speaker, but we need to avoid the Grey Cup weekend. JANUARY

ACTION: Glyn will work with Zoe to determine if the online training sessions could take place during already scheduled Chapter meetings. Invite Chapters to meet on certain dates in order to access the training. ONGOING PLANNING AND SCHEDULING

ACTION: Encounters Canada: Diane to find out how the program functions & quotas for BC YT. JANUARY

ACTION: Plan for revisions to Branch documents using gender neutral language. JANUARY AND ONGOING

ACTION: Glyn: Provide staff job descriptions for Jan 29 meeting JANUARY

ACTION: Ben & Glyn to revise BS0-4 in Policy Manual, Dropbox & email a revised electronic copy to Diane.
COMPLETED?

ACTION: Patti will contact Salmon Arm about the presentation of the Bouquet de merci recognition.
COMPLETED, WAITING FOR PHOTOS, WRITE UP AND REQUEST FOR REIMBURSEMENT

ACTION: Darian will follow up with the Teacher Award candidate. COMPLETED

ACTION: What is happening with National survey results? **Any spin offs – Glyn will follow up.** JANUARY,
POSSIBLY WITH OTHER EMAIL BEING SENT

ACTION: Complete ED performance appraisal – **Greer Completed. Glyn will add virtual signatures COMPLETED**

ACTION: New National CPF Positive Working Environment document - Policy committee: Diane, Darian,
Patti **review by Oct. 31 COMPLETED**

ACTION: Glyn will ensure all Chapters receive an email with a link to strategic planning info from the CPF
National Conference. – JANUARY email?

ACTION: Board members and staff will promote the Laurier Project (short timeline until late Nov.)
COMPLETED
and ongoing promotion of Rendez-vous de la francophonie materials. JANUARY EMAIL

November action items:

ACTION: Diane & Glyn will review previous graphic flow charts which can demonstrate how operations function and present at Jan 2017 meeting.

ACTION: Glyn will continue to pursue Graham Fraser as a keynote at the Nov. 2017 conference in Richmond.

ACTION: Encounters Canada: Diane will find out how the program functions & quotas for BC YT. Should CPF also seek out the same info re: Explore and Odyssey?

ACTION: Plan for revisions to Branch documents using gender neutral language; begin during January 2017 policy review section on the face to face agenda.

ACTION: Should Explore and Odyssey be linked to the CPF BC and Yukon web page?

ACTION: Provide staff job descriptions for Jan 29 meeting

ACTION: In January 2017, Glyn will ensure all Chapters receive an email with
-a link to strategic planning info from the CPF National Conference and
-promotion of Rendez-vous de la francophonie materials.

ACTION: Diane will pursue FI online moving from Saanich to Richmond since this online program is reported to be closing down in Saanich.

ACTION: Diane will contact Élodie from French for the Future
-confirming the \$1000 grant from CPF BC and Yukon,
-attempting to get meeting and event dates from Élodie
-informing Élodie about West Vancouver student as a possible committee member and presenter.

ACTION: Diane will find out more info about the student's TEDX talk.
Is it online? Could it be posted on our webpage?

ACTION: Glyn and Diane to craft a letter to the BCTF re: recent court decision and its relationship to opportunities to improve education and learning support to FSL students.

ACTION: Greer to circulate future budget considerations.

ACTION: Shawna will contact CBC staff for Concours judging.

ACTION: Marguerite will provide an update re: Explore funds for adults who are not teachers in Yukon.

ACTION: Greer, Darian, Glyn to look for possible funding for Shawna to travel to Concours on May 6, 2017.

9. Motion to adjourn at 8:14 pm **MSC Shawna, Greer**

Long Term Action Items in Strategic Plan Categories

A Youth: Create and promote opportunities	<p>-Glyn, Diane: Chapters connecting with Gr. 12 grads. Maybe a mini-project: Where Are You Going? Set up mechanism, on line form, privacy protocols to begin accessing emails from Gr. 12s to continue connections. Possible summer student work – Glyn</p> <p>-Glyn and board: Look for ways to diversify and publicize the CPF BC & YT Teacher Award. ALL Faculties of Ed, French Coordinators in SDs</p> <p>-Get emails from Gr. 12s to continue connections. Staff</p> <p>ED and Greer discussion re: French for the Future, budget, free advertisement in the booklet – deadline for advertising is April 1 . – Greer, Glyn, Lisa?</p> <p>Possibilities for youth programs: Heritage Fair, more French youth activities in Parks</p>
B. Parents, members, volunteers: recruitment, retention, training	<p>Clarify with Chapters roles and responsibilities of staff, Chapters and Branch. Develop a table of responsibilities. - Glyn Clarify with Chapters roles and responsibilities of staff, Chapters and Branch. Develop a table of responsibilities. – Glyn</p> <p>Staff will add a question to Chapter reporting feedback and look at other survey options. - Glyn</p>
C Decision-makers inform, influence, champion	
D Organization: dynamic, strong, effective network	<p>Diane, Darian: Possible Board development: Meyer’s-Briggs for board – Jan board meeting. Use abbreviated materials as per CPF National Leadership Conference. Diane could contact Nicole Thibault for these materials.</p> <p>Continue discussion on website minutes versus detailed minutes & storage on Dropbox, website, etc. future meeting</p>

Board Members

Diane Tijman	President, ex-officio on all committees, Finance, Governance: Policy and Bylaws, Board Handbook, French for the Future, BCSTA Conference attendance
Greer Cummings	Vice President, Finance, Diversification of funding, ED Performance appraisal, French for the Future
Shawna Larade	Timekeeper, Nominations, Chair Bouquet de merci,
Darian Pang	Youth Director, Action items, Treasurer, Finance, Policy & Bylaws, French for the Future
Marguerite Kuiack	Bouquet de merci, Teacher Award
Patti Holm	Past President, interim Secretary, as needed on committees, Chair Nominations?, French for the Future

Dates	Agenda items	Location
Jan 27-29 2017	<p>Face to Face Board meeting</p> <ul style="list-style-type: none"> -Strategic Plan reports - Budget – Sat morning -Continue discussion on website minutes versus detailed minutes & storage on Dropbox, website, etc. -Policy review BSO section particularly long term contracts and board involvement in the approval of this. Policy Manual revisions - AP-1 and AP-2 - Add ``per item`` -Review Board evaluation form. -Review a few of the cards from CSAE card deck for board development. Diane has the cards. **The board decided to use a few cards at each F2F mtg -Staff job descriptions -Marguerite will provide an update re: Explore funds for non-teachers in Yukon. -Set committees and delegate ED Performance appraisal 	<p>White Rock - Ocean Promenade, www.oceanpromenadehotel.com/ arrive Jan. 27, check out Jan. 29</p>
May 6, 2017	Concours	Surrey
June 2-4, 2017	Face to Face Board meeting	<p>Richmond? Possible social with staff June 2 pm Staff updates on Strategic Plan: Glyn, Outreach, Projects, Communication? Policy & Committee work</p>
Aug15 2017	Deadline for ALL committee reports to ED for annual report	
Nov 2017	<p>CPF BC and Yukon Conference</p> <ul style="list-style-type: none"> • BC & YT AGM • Board meeting 	Richmond
	Possible Regional Conference	Northern BC or Yukon

Finance Committee Meetings

Quarter 1 April-June	Aug. 2	5h30
Quarter 2 July-Sept	Nov. 22	5h30
Quarter 3 Oct-Dec	Feb. 16	5h30
Quarter 4/ Year end March 31/ Auditors' report	May 31	5h30

CH Reporting periods	Reports are due to CH one month later	Recommended dates for staff updates on strategic plan activities
April 1-June 30	July 31	
July 1-Sept. 30	Oct. 31	
Oct. 1-Dec. 31	Jan. 31	Late Jan, early Feb
Jan. 1-March 31	April 30	Late May, early June
		*Other quarterly updates emailed to board with conference call, as needed.