

**Canadian Parents for French B.C. and Yukon Branch**  
**September 5-7, 2008**  
**Minutes**  
**Vancouver**

**Friday September 5, 2008**

Present: Directors: Heather Doty, Brittany Harris, Marcela Navarro (VP), Debra Pool (President), Sabine Schweiger, Victoria Vaseleniuck  
Staff (when noted): Nancy Taylor, Glyn Lewis, Dimitry Morales, Marie Chantal Lepage

- 09:00       **Call Meeting to order**  
Debra welcomes all staff to the meeting.
- 09:12       **Adoption of the Agenda**  
Agenda accepted with the exception that the VP report be moved to in camera.
- 09:13       **Review July 21 Minutes**  
Minutes from July 21, 2008 approved with the following amendments – change complement to compliment; change the date of the meeting to July 21,  
M/C – Marcela that the minutes from June 21, 2008 be approved.
- 09:17       **Financial Committee Reforecast**  
Heather presented the report as attached. Nancy indicated that in her discussions with Canadian Heritage that future funding will at least need to keep pace with the cost of living increases.
- 09:27       **President's Report**  
Debra reviewed her report as attached. National is expected to release the new Strategic Plan soon. The Branch ED's are concerned with the strategic plan language dealing with the Branches' ability to secure sufficient funding to maintain a healthy office environment. Of the 5 high level goals in the plan, only one pertains to the workings of National – the rest are directly related to the Branch operations.
- 09:37       **Award Committee**  
Brittany phoned and congratulated this year's Award recipient. She also prepared a letter for Debra's signature that will be sent out with the cheque to Kyla Bird. Dimitry sent the letters to unsuccessful applicants. Award committee to ensure that January newsletter advertises the award for 2009 (deadline for newsletter articles mid-November).

Board discussed Award changes recommended by Brittany (attached). It was agreed that only graduates from BC/Yukon high schools will be eligible for the award. However, as inter-provincial teacher mobility becomes easier, the place where the degree has been obtained is not critical. As the primary objective of the award is to encourage quality teachers to accept teaching positions in BC/Yukon, the successful applicant must submit proof that s/he is actually teaching FSL in BC/Yukon in order to claim the award. Successful applicants will have 2 years in which to accept the award. Applicants will be required to provide 2 letters of reference highlighting teaching and academic excellence. A check-list on the application form will act as a reminder of what is required. Brittany will complete the required changes to the Award, email to Dimitry who will post on the web.

10:04

**Nominations Committee**

Sabine reviewed the attached report. Change made to indicate that Sabine is entering the second year of her second term (same end date as others). Future advertising in the Newsletter should indicate whether there are any anticipated vacancies on the board, and that we welcome names of interested potential members in the event that a vacancy becomes open.

10:10

**ED report**

Nancy reviewed office operations as attached. She reiterated her message to CH that a new agreement needs to be concerned with funding, as it is financially challenging to complete the work of CPF. CH local representative gave assurance that, with previously received approval, it is acceptable to move budget allocations between categories to better meet the needs of the organization. The newsletter has been distributed and included a \$600 page insertion from National. Nancy highlighted her upcoming meetings and commitments as outlined in her report. Bilingualism Rocks has 16 bookings/expressions of interest. Advertising to the schools has included an e-postcard, letter and promotional photo. A poster, van banner and vertical banner are currently being developed. Work continues with the AGM and workshops.

For the upcoming Trustee election, Nancy proposes sending a list of questions to all candidates, with instructions to return their completed surveys directly to the branch office. Nancy will contract Heidi to compile the results and Dimitry will post them on the website. In upcoming CRUs, members will be encouraged to organize a Trustee candidates' forum. In the case of a Federal election, Nancy proposes working closely with Stephane Audet and the other 40 francophone partners to ensure that FSL is an issue that is considered in BC/Yukon.

The final report for the Ministry of Education is nearing completion – Nancy is working with staff to obtain the remaining statistics. Nancy briefly advised the Board of the increasing pressure in Campbell River to close the Late French Immersion program as enrolment is declining and recruitment from the English stream impacts on that class's size. Nancy is revising the Treasure Kit used during the Immersion Week 2007 to be a resource for Bilingualism Rocks as per the Bilingualism Rocks proposal.

11:02

### **Program**

Marie Chantal reviewed her attached report, and circulated the socio-cultural grant status to date (required to complete the 2007-2008 Ministry funding agreement). MC indicated that we need to be more diligent on sticking with deadlines for the social-cultural grants, recognizing that chapter boards are volunteers. The long delay in receiving the reports has implications on the MOE final report which is due mid-September. The board agreed that the magnetic name tags should have the Director's name and "CPF BC/Yukon Board", but no actual Board positions. Marie Chantal distributed drafts of two brochures: one focuses on sponsorship opportunities, the other on Rencontre Francaise. Other merchandise include Kindergarten kits (bag plus ruler, pencil, Early childhood Activity Book...) and potential sweatshirts and hoodies with logos, which may be offered at the AGM as a pre-order item. MC outlined the progress on AGM planning – the lunch has been finalized with 6 menu options. MC learned that the hotel will charge for the number of plates served during the breakfast, or the number of breakfast portions requested, depending on which is greater. It is therefore beneficial to request slightly fewer breakfasts than registered members.

11:17

**Break** and walk to the Art Gallery for lunch

12:32

### **Office Manager Report**

Dimitry reviewed his report as attached. He recommended the Board purchase a money market fund with the \$90,000 that is being held in trust to cover three months of expenses in the event that CPF BC/Yukon needs to be closed. A money market will create a source of revenue and will remain accessible on a day's notice. The new website will be completed and unveiled at the AGM in Ottawa. As a house keeping item, Dimitry has been asked to establish a standardized electronic file naming system for all new documents. As well, file properties should include the original author of the file and the date.

12:44

### **Chapter Support and Outreach**

Glyn reviewed his report as attached. He has been working a lot with Vancouver East, Vancouver North, Campbell River and Powell River. Board discussed unclaimed rebate money (from Chapters that cannot access it as they have not submitted the minimum paperwork) and agreed on two actions: finance committee to follow-up with Susan to determine how this liability is tracked in the statements and staff can offer this unclaimed rebate as an incentive to re-vitalizing chapters to be able to send a delegate to an AGM. In most cases, the amount held in the rebate for the chapter would not be sufficient to send a delegate – would require a partnership with the Chapter/Delegate/Branch to fund the entire registration. Likely too late for this year, as the deadline is 8th of September.

12:58 **Board In-Camera.** All Staff departed.

18:27 **Out of in camera**

18:28 **Adjourn meeting for the day**

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### **Saturday September 6, 2008**

Present: Directors: Heather Doty, Brittany Harris, Marcela Navarro (VP), Debra Pool (President), Sabine Schweiger, Victoria Vaseleniuck  
Staff (when noted): Nancy Taylor

09:00 **Call meeting to order**

09:00 **In Camera – no staff present**

12:47 **Out of in-Camera – Nancy arrives**

12:28 **ED Report – continued from Saturday**

Nancy will email the work plan to the Board. All but one of the socio-cultural grants have been signed and finalized.

#### **AGM**

Board discussed the annual report and agreed that there will be a President's report (highlighting the accomplishments in the past year as tied to the strategic plan) and an Executive Director's report highlighting event accomplishments and operational activities.

Nancy will draft the President's report. In addition, the annual report will include one page of facts and figures from the financial report (to be prepared by Susan). The Bouquet de Merci Report,,Nominations Report and and Award Committee Report.will be submitted to Nancy for editing Final versions are due

September 26. She will forward final versions and photos to Sabine who will undertake the desktop publishing within one week and will send the file to the office to be printed professionally.

Format of the document will be 8 pages 11 x 17 b/w.

The AGM will have two sign in sheets – one listing sponsored delegates with a column for signature; the other for non-sponsored delegates to print and sign-in. The 30<sup>th</sup> anniversary lunch on Thursday, Oct 16 will be called the President's lunch. The Board agreed that they would like to see a President's Hospitality Suite for BC/Yukon delegates on Wednesday and Thursday evening, (if financially possible) recognizing that national will also have a hospitality suite on Thursday. This compromise provides the opportunity for BC/Yukon delegates to network as a group after having spent the day together. Nancy is working on the workshops, and will have a planning meeting as part of Tuesday's staff meeting. The Board recognized that staff has an opportunity to provide valuable input in to the workshops, as they handle all the front-line requests and queries, many of which are not unique to an individual Chapter.

Board agreed that no morning nutritional break was required on Thursday, and that this should be made clear to delegates so that they can plan accordingly (i.e. have a good breakfast and take a piece of fruit...if there is a need for a mid-morning snack). Lunch will be early (11:30). Marie is in charge of orchestrating an ice-breaker at the breakfast on Thursday.

Board agreed to each donate 1-2 items towards a silent auction item at the National Conference. Board is to let Cathy Stone know of the approximate value of the gift basket.

Nancy is exploring ideas to raise \$\$ for the CPF/BC Award – ideas include a raffle and a 50/50 draw.

Board confirmed that they will hold a board meeting following the National AGM on Saturday October 18<sup>th</sup>.

13:49

### **Staff Development**

It would be beneficial to set up a process for staff development and procedure, rather than relying on adhoc and first come/first served staff development. Suggestions include a form to be filled out by all staff at the beginning of each fiscal out lining what training would be beneficial, referencing the most recent job performance evaluation.

14:01

### **University of Ottawa Proposal**

Every year the University of Ottawa sends representatives to BC to visit high schools and network with students. U of O recognizes the importance of networking with parents of potential students. To achieve this goal, they have approached CPF to advertise a parent soiree on their behalf. The Board agreed that this activity provides

a service to CPF parents, and that the soirée should include all BC universities/colleges offering French education. Nancy is to confirm with U of O that a multi-university meeting would be acceptable, set a date and extend an invitation to the other universities.

- 14:29      **Board breaks for lunch** – Nancy leaves Board meeting
- 16:15      **Agenda**  
Agenda was revised – policies to be moved to Sunday AM
- 16:30      **Strategic Plan**  
Board requests the 2/4 strategic report by the AGM. Board will work in January on aligning the National Strategic Plan, the BC/Yukon Strategic Plan and the 10 position statements developed at the 2007 AGM (Taking it to the Top). The suggestion was to have an Olympic theme for 2010.
- 17:10      **Board Schedule**  
Upcoming meetings include:  
September 24, 2008 – 7 pm – conference call  
October 18<sup>th</sup>, 2008 – Board face to face – Ottawa following National AGM  
October 29<sup>th</sup>, 2008 – conference call  
November 25<sup>th</sup>, 2008 – 7 pm – conference call  
January 16-18, 2009 – face to face with Friday January 16<sup>th</sup> being dedicated to strategic planning with staff. Board meeting to end 3 pm Sunday, with Saturday afternoon free.  
March 27-29<sup>th</sup>, 2009 – face to face  
September 11-13, 2009 – face to face
- 18:30      **Accommodation**  
Alternative options for accommodation will be explored.
- 19:00      **Adjourn for the evening**

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**Sunday September 7, 2008**

Present:      Directors: Heather Doty, Brittany Harris, Marcela Navarro (VP), Debra Pool (President), Sabine Schweiger, Victoria Vaseleniuck

08:13      **Call to Order**

08:14      **In camera**

09:00 **Out of in-Camera**

09:01 **Polices**

M/S/C Brittany/Marcela that Links 2.1, 3, 3.1, 3.2, 3.3, and Ends 1, 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 be accepted as amended September 7, 2008.

Link 2 was deferred for adoption until Brittany was able to obtain verification on the meaning of item 4 with respect to all operational committees having to have a volunteer representation. Brittany to contact national and seek clarification.

11:30 **Bouquet de Merci**

Sabine and Marcela volunteered to form an ad-hoc committee to review and recommend Bouquet de Merci award winners. The deadline for submissions is September 15<sup>th</sup>, 2008, and the committee will provide recommendations at the next teleconference.

11:45 **Meeting adjourned**