

CANADIAN PARENTS FOR FRENCH BC-YUKON BRANCH

MINUTES OF A TELECONFERENCE MEETING OF THE BC- YUKON BRANCH BOARD OF DIRECTORS
OF CANADIAN PARENTS FOR FRENCH

PRESENT: Patti Holm, Diane Tijman, Daphne Lu

STAFF: Glyn Lewis, Ben Wong, Susan Albion

REGRETS:

GUEST:

Items	Discussion	Decision	Completed	Actions
1. Call to Order	<ul style="list-style-type: none"> 7:03 			
2. Board Composition	<ul style="list-style-type: none"> After acceptance of the Board resignations, remaining Board members decided to continue with 3 members. The new people will join the board after the AGM November 3. Motion to accept the resignations of the three previous board members (Debra Pool, Victoria Vaseleniuck, Khue-Tu Nguyen) Motion to remove signing authority from Debra Pool as President and Victoria Valeseniuck as Vice President Motion to give signing authority to Patti Holm as Interim President and Diane Tijman as Vice President, with arrangements to be made at the bank 	<p>MSC Daphne, Diane</p> <p>MSC Diane, Daphne</p> <p>MSC Daphne, Diane</p>		
3. Finance	<ul style="list-style-type: none"> Ben reviewed the financial report submitted to the Board on August 13th, 2013. Susan recommended that we report more financial details in future minutes. A discussion ensued and the Board determined that Board's finances are in order and that this was a planned loss. 			
4. National AGM Oct 17-20	<ul style="list-style-type: none"> Patti will attend the National AGM in Victoria as interim President. If permitted by National, Diane will attend as well. Motion to use Diane's governance allocation for travel to Victoria to attend the National AGM. 	MSC Patti, Daphne		
5. BC-Yukon AGM Nov 1-3	<p>Discussion about delegation of tasks at the AGM so that responsibilities are shared: Patti will chair the AGM; Awards report – DT, Nominations Report –Daphne; Bouquet de mercis - ? Glyn will invite a parliamentarian to support the chair.</p> <ul style="list-style-type: none"> Motion to accept the revised nominations report Motion to approve the BC-Yukon AGM agenda as amended 	<p>MSC Daphne, Diane</p> <p>MSC Daphne Diane</p>		Arrange for gifts for departing board members
6. Communication of Board Changes	<ul style="list-style-type: none"> Discussion on communication of Board changes occurred. Glyn will communicate the changes in writing to the National Board, Chapter Reps and the National EDs as soon as possible. 			
8. Future Planning	<ul style="list-style-type: none"> Glyn will invite Alison Brewin to facilitate a workshop for the Board on Board/ED Roles and Responsibilities to be held Sunday Nov. 3, 1-3 pm Discussed proposal of January 3-4 for new board meeting to be held possibly in Richmond close to Skytrain Discussed the possibility of holding a Metro Vancouver regional 			

	<ul style="list-style-type: none"> conference Feb. 21 -22 			
9.Action items	<ul style="list-style-type: none"> The Board reviewed each member's items. 			
10. Personnel Policy from May 30-June 1 Board meeting (Left in these minutes as a reminder)	<ul style="list-style-type: none"> There was miscommunication about the days staff were to work after New Years 2013. Staff were eventually paid for these days. To clarify, the Board will revise the Personnel Policy as follows: The office may be closed each Friday in July and August. The employee will make up the time off during the balance of the year either through already accumulated in lieu time, or by working extra hours during the balance of the year. Time sheets must reflect time accumulated time in order to facilitate this process. 	MSC Diane, Daphne		<p>Communication of change in policy to staff.</p> <p>Revise policy.</p>
11. Strategic Plan (Left in place as a reminder for Board members to check in with their assigned staff member re: their portfolio)	<ul style="list-style-type: none"> 			<p>Board members begin to work on their portfolio including interactions with the staff member(s) assigned to their portfolio.</p>

Meeting Adjourned October 8, 2013 @ 9:30 p.m.

Schedule

Board meetings:

Nov. 3 following the AGM in Richmond with new Board members, 1-3 pm?

POSSIBLY Jan. 3-4 Richmond mtg of the new Board

POSSIBLY Feb. 21-22 Metro Vancouver Regional Conference

Staff reports: January 2013

Regional Conference - One for next year

Board 2012-2013

Interim President: Patti Holm

Interim Vice President: Diane Tijman

Secretary: Diane Tijman

Youth Director: Daphne Lu