

# CPF BC-Yukon Branch Board Meeting - Board Orientation

Oct 14, 2016 6h00 pm

## Face to Face Meeting - Ottawa

Board members present: Diane Tijman (chair); Greer Cummings; Darian Pang, Shawna Larade, Patti Holm, Marguerite Kuiack (Oct. 14)

Staff present: Glyn Lewis

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

YOUTH TO  
LEARN AND  
USE  
FRENCH.

---

*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.*
- 

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

1. 6h Board orientation – Board Handbook – Diane

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

The Board worked through parts of the Board Handbook.

Patti volunteered to be a mentor for Shawna.

2. Committee appointments: These can be made at the Jan 2017 meeting, except for Finance which needed to be made today.

Finance: Darian, Greer, Diane November 22, 2016 4h30 meeting coming up.

Reviewed some aspects of finance: funding and spending.

3. Glyn described staffing changes and plans.

French for the Future: Darian will notify Patti and Diane about French for the Future meetings, new director and possible training opportunities.

4. Sharing about workshops attended:

- Ideas for CPF items to purchase

- Advocacy scenarios
- Rendez-vous de la francophonie – Take advantage of these awesome resources! Share with schools.
- Succession: Have a plan. Refer to the mission statement and board needs.
- FSL Research for Advocacy: CPF National research database is very helpful. Use it for advocacy.
- President's chat: CPF National is listening.

**CPF BC-Yukon Branch Board Meeting  
Oct 16, 2016 12h30 pm  
Face to Face Meeting - Ottawa**

1. 12h31 Call to Order

**2. Consent agenda:**

Approve the agenda as amended

Approve Sept. 6, 2016 minutes

Review CPF mission statement and strategic plan focuses

**Motion to approve the consent agenda: MSC Greer, Darian**

3. Follow up Oct 13, 2016 AGM

Reflections on the weekend

a. AGM

- The Board and staff need to ensure all is in place before the AGM.
  - The Board needs to check bylaws re: nominations and other topics.
  - The ED is key in doing a final check for bylaws contraventions.

b. Conferences:

- ED and staff need to ensure that all details are finalized before the conference, specifically:
  - arrangements for a hospitality suite and its beverages and snacks,
  - credit card charge processes for members' hotel guest rooms are in place,
  - reimbursement processes and content are clearly communicated to members by email or a hard copy form,
  - technology, etc.
- Reimbursement re: National Conference and BC and YT AGM – Greer has managed this with our members. She has requested Ben Wong to send out reimbursement information to all attendees on Oct. 17, 2016.
- For conference instances and for some board meetings, the Board will need staff to make hotel bookings and pay bookings with the CPF credit card.

Bouquet de merci and Teacher Award

- Patti will contact Salmon Arm about the presentation of the Bouquet de merci recognition.
- Darian will follow up with the Teacher Award candidate.

4. Discussion regarding how the board works with the ED
  - Oversight, generative discussions related to the strategic plan and spending – The Board and the ED work together on these.
  - Using Branch retained earnings, the ED will bring forward proposals for use of funds.
  - Using Special Projects funds, ED and staff spend the funds according to how these funds were applied for.
  - Staff creates a draft budget that, after review and possible changes, the Board approves.
  - The Finance Committee meets each quarter to review spending, surplus, etc.

**Action: Diane and Glyn will review and possibly revise previous graphic flow charts which can demonstrate how operations function.**

5. Brief updates focused on CPF BC & YT Strategic Plan – ED, 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.

**Update and Future Plans Are Reported in Strategic Plan categories**

**A. Opportunities for youth to learn and use French**

**Updates on activities**

**Future plans**

	Socio-cultural grants are due Oct.30.
	Concours planning is beginning.
	French for the Future is on the horizon; Patti connected with the National Director as far as what’s happening for French for the Future. Darian will be participating less this year. Diane, Patti and Greer (in Victoria) will become more involved.
Laurier project	Encourage use of these materials
Rendez-vous de la francophonie materials	Encourage use of these materials.
Students attending Encounters Canada	Diane will find out how this program works and the quotas.

**B. Parents, members, volunteers: recruitment, retention, training, services, collaborative network strategies for member recruitment**

**Updates on activities**

**Future plans**

Online training for CPF volunteers: one session took place in Oct with a very short timeline.	Several more Go to Meeting training sessions to take place this fall. Could these be recorded for access by members at different times?
---	--

	Could staff do these sessions during already scheduled Chapter meetings? Coordinate a couple of Chapters together?
Strategic plan training that took place at the recent conference in Ottawa	Glyn will ensure that all Chapters receive the CPF strategic planning documents from the recent CPF National conference. Training and follow up for Chapters?
Applications for 150 <sup>th</sup> anniversary	T-shirt application: Diane and staff will help with review of applications if Chapters wish.
Resources for our website	Model of FrenchStreet. CPF Communications staff with Board members will continue reviewing what is posted on the CPF BC & YT website for resources.

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

Recent Advocacy

**Updates on activities**

**Future plans**

Senate Committee hearings; presenters from CPF BC & YT: Glyn, Mary-Em (Surrey), Cendra (Sooke)	
Ministry of Education Stakeholders' Committee	Work teams will be starting soon. Patti will be a participant on at least one team, maybe two. Diane may be able to participate on a team.
	Teacher Regulation Branch – where are we with a TRB meeting?

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

**Updates on activities**

**Future plans**

Heather will work 2 days per week.	Will be hiring a Concours Coordinator.
Zoe will finish her part time work by early in 2017.	Full time Outreach position will be posted late Nov.
New National CPF Positive Working Environment document	Policy committee: Diane, Darian, Patti review by Oct. 31
Bylaws	Remove gender references

Newly proposed *CPF Positive Working Environment Policy* draft. The policy, which is being circulated to the Network for a 60 day review period, can also be found on the National website under [“Governing Documents”](#). Once feedback is collated and revisions made, the draft policy will be sent to the National Board for final consideration and approval.

All feedback is to be submitted no later than **November 21, 2016**, and we request that only one submission per branch be forwarded to Maryanne Bright [atmbright@cpf.ca](mailto:atmbright@cpf.ca)

BC and YT Policy Committee: Diane, Darian, Patti, Shawna will review this document by Oct. 31 and submit feedback.

6. Financial updates – Greer, Darian, Glyn

Budget and finance sections focus on supporting A, B, C, D of the Canadian Parents for French BC and YT Strategic Plan.

- a. Report on the review of restricted funds being saved for contingencies to determine if these funds can be re-allocated

**Motion** to re-allocate \$8500 of severance surplus reserve from restricted to unrestricted funds

**MSC Greer, Diane**

- b. Quarterly update – Q1 – Greer

All is well.

- c. Policy Manual revisions - JANUARY AP-1 and AP-2 - per item – Greer

- d. Review BSO-4

**Action: Ben and Glyn will revise the policy documents on the website and Dropbox as follows.**

**Motion** to amend BSO-4 policy to read that staff may re-allocate up to 3% of the total budget without board approval

**MSC Greer, Darian**

7. French for the Future – What are our plans?

- CPF persons on the committee – Diane, Patti
- Timeline: Nov after hiring FFTF coordinator
- Have ad copy ready – Where are They Now? CPF membership – Lisa \*CPF can advertise for free because of our annual grant to FFTF.
- Volunteer FFTF team training – This could be an opportunity for us to connect with potential members.

**8. NEXT MEETING Review a few of the cards from the CSAE card deck for board development. – Diane has the cards.**

**\*\*The board decided to use a few of these cards at each face to face meeting.**

This policy section focuses on part D of the Canadian Parents for French BC and YT Strategic Plan.

9. New business – interest in Aprio

Diane reviewed the Aprio information and shared her findings with the Board. The Board is not interested in Aprio feeling that it is a duplication of the Dropbox document storage we already have in place.

10. Review of September action items: all completed or forwarded to Oct action items.

11. October action items:

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

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

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

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.

*ACTION: Encounters Canada: Diane will find out how this program functions and the quotas for BC and YT.*

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

ACTION: Glyn: Staff job descriptions needed for Jan 29 meeting

*ACTION: Ben and Glyn to revise BSO-4 in Policy Manual, Dropbox and email an revised electronic copy to Diane.*

ACTION: Patti will contact Salmon Arm about the presentation of the Bouquet de merci recognition.

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

ACTION: What is happening with National survey results? **Any spin offs – Glyn will follow up.**

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

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

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

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

12. Board evaluation - completed

13. Adjournment at **2:57 pm**

## 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. <b>Possible summer student work – Glyn</b></p> <p>-Glyn and board: Look for ways to diversify and publicize the CPF BC &amp; YT Teacher Award. ALL Faculties of Ed, French Coordinators in SDs</p> <p>-Get emails from Gr. 12s to continue connections. <b>Staff</b></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 and storage on Dropbox, website, etc. future meeting</p>

## Board Members DRAFT

Diane Tijman	President, ex-officio on all committees, Finance, Governance: Policy and By-laws, 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, Chair: Finance, Policy and By-laws, French for the Future
Marguerite Kuiack	Bouquet de merci, Teacher Award
Patti Holm	Past President, interim Secretary, as needed on other committees, Nominations?

Dates	Agenda items	Location
Jan. 27-29, 2017	Face to Face Board meeting -Strategic Plan reports - Budget	White Rock

	<ul style="list-style-type: none"> <li>-Continue discussion on website minutes versus detailed minutes and storage on Dropbox, website, etc.</li> <li>-Policy review BSO section particularly long term contracts and board involvement in the approval of this.</li> <li>Policy Manual revisions - AP-1 and AP-2 - Add ``per item``</li> <li>-Review Board evaluation form.</li> <li><b>-Review a few of the cards from the CSAE card deck for board development. – Diane has the cards.</b></li> <li><b>**The board decided to use a few of these cards at each face to face meeting</b></li> <li>-Staff job descriptions</li> </ul>	
May 6, 2017	Concours	
June 2-4, 2017 or late May meeting?	Face to Face Board meeting	Richmond? Possible social with staff June 2 afternoon Staff updates on Strategic Plan: ED, Outreach, Projects, Communications? Policy and Committee work
Aug. 15, 2017	Deadline for committee reports to the ED for the annual report	
Nov. 2017	<ul style="list-style-type: none"> <li>Possible AGM and Conference</li> <li>Could Graham Fraser be part of our conference in Richmond?</li> </ul>	Richmond?
	Possible Regional Conference	Northern or eastern BC or Yukon

### Finance Committee Meetings

Quarter 1 April-June	Aug. 2	5h30
Quarter 2 July-Sept	Nov. 22	4h30
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 the board with conference call follow up, as needed.