

**CPF BC and Yukon**  
**Face to Face Meeting**  
**September 11<sup>th</sup>, 2009**

Attendance

Board

President: Debra Pool

Vice President: Victoria Vaseleniuck

Secretary: Brittany Harris

Director: Sabine Schweiger

Regrets

Director: Marcela Navarro

Staff

Executive Director: Robert Rothon

Call to Order

Review & Approval of Agenda

Approved

Adoption and Approval of Minutes of June 4<sup>th</sup>, 2009

Chapter Presidents (not president chapters)

Approved with this one change

Discussion of Business Arising from the minutes

There have been several nominations for the Boquet de Merci.

A discussion, as to the best means for soliciting information from the membership with regards to the kinds of merchandise the office should carry, was carried out.

Finance

Please see the August financial committee Report.

Recommendations from report:

- 1) Draft audited statement has been approved and sent back to the auditors
- 2) We encourage the office to look for a new auditor to find an organization that is a better fit, and is less costly.
- 3) Writing the policy around rebates during the membership drive

**MSC Victoria/Sabine**

**Membership rebates to chapters shall not exceed the maximum received from national.**

Conference Call

Please see the minutes of the conference call

Though there were some difficulties connecting, good points were brought up. The report and ensuing discussion seem to be moving CPF forward in a very positive direction, especially as we begin to recognize the need to improve and focus on internal communication.

Lunch; Joined by Staff:

Systems and Office Manager: Dimitry Morales

Chapter Support and Outreach Officer: Glyn Lewis

Office Assistant: Erika Rosales

Future Communications and Fundraising Officer: Robin Streudel

## Staff Reports

### Executive Director's Report

See attached Report

The situation in Powell River highlighted the need for the provincial government to start re-thinking what it means to be francophone or in French immersion.

We may seek a legal opinion as to whether cuts to transportation are contrary to the spirit of the official language act.

Work will be started on archiving a series of case studies in FSL advocacy at the BC-Yukon Branch. Case studies will also be featured in the newsletter.

### Systems and office Manager Report

See attached report

### Chapter Outreach and Membership Officer

See attached Report

### Erica's Report (office assistant)

This summer Erica has primarily worked on archiving files and restructuring and reorganization the resource section of website.

### Robin (future CFO past student worker)

This summer Robin, in her capacity as a student employee, has prepared advocacy kits, reviewed non-profit online advertising policies, and written media releases.

## AGM

The registration deadline is October 16<sup>th</sup>, though later applicants will be accepted at a higher cost to them.

Registration would open at 3:00pm

The AGM would take place on Sunday morning 9-10:30am

Friday's reception will be an opportunity for our partners to meet with chapter representatives.

Amuse toi bien will be distributed to the delegates in their bags.

Fee: Sponsored Delegates - \$300

Non-Sponsored Delegates – up to \$125 (take care of own hotel & transportation)

Drop-ins - \$25 registration fee (no meals, hotel, or transportation, cover workshop, attending AGM & coffee breaks)

Sponsored Delegates without a room - \$125 (covers minimal transportation costs)

## Review of Bylaws:

By-Law 15.5 [Chapter AGM] Quorum and Voting

**Be it retroactively resolved as of October 16<sup>th</sup>, 2008 to Amend 15.5 of CPF and BC-Yukon Bylaws:**

**A quorum shall be ten (10%) percent of the Voting Members or twenty (20) voting Members, whichever is less, but not fewer than six (6) Voting Members.**

**TO**

**A quorum shall be five (5%) percent of the Voting Members or ten (10) voting Members, whichever is less, but not fewer than six (6) Voting Members.**

**MSC Sabine/Victoria**

**CPF BC and Yukon**  
**Meeting Minutes**  
**Rosellen Suites, Vancouver**  
**September 12th, 2009**

## Attendance

### Board

President: Debra Pool

Vice President: Victoria Vaseleniuck

Sabine Schweiger: A/Secretary

Marcela Navarro

### Staff

Robert Rothern (via phone and email to answer questions)

### Regrets

Brittany Harris: Secretary

## Call Meeting to Order

## Approval of Agenda

- Complete discussions on AGM
- Board Reports
- Board Evaluation
- Policy – complete section 3 of personnel policy
- In Camera - Staff Vacation Requests; Annual Review for ED
- Cancel Sunday meeting

## AGM

Logistical considerations for the AGM were discussed. Items concerning planning and budget were noted and forwarded to the ED for action. The Board agreed to include gently used items as an additional fund-raiser for the Award. Members attending the AGM can donate gently used French books and games, which will be sold for a \$2 donation during the silent action.

## Board Reports

Nominations – report submitted and approved via email August 17<sup>th</sup>

Bouquet de Merci – applications forwarded by Dimitry will be received and recommendations made at the October 6<sup>th</sup> conference call. Dimitry to order two engraved vases.

## Personnel Policy

Section 3 completed as recorded in Google groups

Outstanding legal questions to be submitted to Jennifer for advice.

## Dates for next F2F meeting

February 4-7 as the Board retreat, to be held (if possible) out of Vancouver.

Sabine to update and circulate the Board Schedule.