

CPF BC and Yukon
Office of the Secretary
F2F Minutes
1-2 Oct 2011
Regular Minutes

Attendance

Board

President: Debra Pool

EDs: Glyn Lewis

Vice-President: Victoria Vaseleniuck

Fri reports: Dimitry Morales, Erika Rosales

Secretary: Patti Holm (Sat, Sun)

Director: Sabine Schweiger - regrets

Director: Daphne Lu (Sat, Sun)

Meeting Called to Order Oct. 1 9:00 am

Review and Approval of Agenda

Consensus approval

Minutes of Aug. 25-27, 2011 approved with amendment of 2013 to 2012 in National By-laws section and addition of exit interview for former ED Robert Rothon

MSC Patti, Daphne

Minutes of *incamera minutes* Aug. 25-27, 2011

MSC Patti, Victoria

ED, Glyn Lewis, reported on:

- AIM FSL program and a possible partnering to procure a discount on this program for AMOs (generally districts and schools).
- AGM – Erika will do membership workshop. Persia will complete a best practices membership tool document by Oct. 15. Other workshops look strong.
- French Council (combined with FFCB, BCTF, etc): lobbying and advocating for improved French programs
 - Our concerns: losing our voice, competition for MoE and CH funding
- State of FSL Reports: use this report as hook to communicate with MoE re: not cutting our funding for socio-cultural funding
- Senate appearance: TBA, tie in with FSL report and the visit with James Moore
- Begbie: CPF willing to extend a lifeline to the French part of the program.
 - Glyn spoke with Branch EDs about supporting this program. Some Branch EDs may contribute funds if CPF gains recognition, ie. It becomes a CPF/Begbie award.
 - A motion is required to provide this one year financial lifeline to fund the translation.

MSC Victoria, Daphne
 - Glyn will provide contact information to the Begbie leader to search out more financial support.
 - In addition Glyn will try to transform this into a CPF program.
 - Possibility: fund this from our new project budget (BR profit)
- Canada pan-Canadian project (civics and democratic knowledge): CPF BC-Yukon is the leader.
 - 2 year tour = \$400,000 grant has been applied for.
 - Glyn recommends that if we don't receive the grant to look for other funding because it addresses many strategic plan initiatives.
- Collaboration with Conseil Jeunesse; possible funding from Canadian Citizenship and Immigration
- Our AGM: may need to develop a lobbying plan to maintain funding.
- Planning for future employees: Communications Officer, Office Assistant
 - Interviewing for these positions: Daphne might be available. Other Board members could

participate through conference calls.

- Recent media contacts: Glyn was interviewed by Bill Good, CKNW. The Board would like a link to this interview on our web site and know in advance about interviews so that we can listen.

Staff Written Reports:

Staff: Thank you for your reports and your very fine work.

- Please remember that brief reports are fine; the Board particularly appreciates reports focused on the CPF Strategic Plan.
- The Board is pleased to know all that staff is accomplishing but we do not wish to burden you with spending long hours writing reports.

Finance Committee

See attached Finance Committee report related to retained earnings spending and CH requests related to our retained earnings.

The Board asked Glyn to check on when the Board needs to meet in order to collaborate on the CH proposal and building the budget for the next year. The Board believes a Jan. meeting is necessary and has tentatively scheduled this meeting for Jan. 20, 2012.

Action Items – August

Possible addition of Advisory Board: The Board continues to need to research advisory boards and their role.

Membership: Ensure that CPF families register two adults in their household.

Other Action Items discussed and listed.

Bouquet de merci – Patti

Two candidates have been selected and their Chapter or Branch has been contacted about funding their travel and making other arrangements to be at the Conference. If candidates cannot attend, they will be recognized at the Conference.

Debra will write recognition speeches about both candidates based on information Daphne sent in August about Sandra Henderson and archival information about Judy Gibson.

New Bouquet de merci committee needs to review the terms of reference and add to the form a sentence in a very noticeable font that no travel subsidies are available. The chapter could present the award at a subsequent chapter meeting if the recipient is unable to travel to the AGM.

Awards Committee – Daphne, Victoria

Recommendation that the sentence “reserve the right” from Debra’s letter to Wendy Carr be added to the Awards application form.

AGM Planning

Review of the draft AGM plan: the Board suggested a few minor items that are recorded in the action items.

Proposed National By-law Changes

National by-law changes will be shared with BC-Yukon members at our Nov. 2011 AGM.

Meeting with la Fédération des francophones de la C-B

Very successful collaborative session with several members from the FFCB council. Both councils look forward to future collaboration.

Former ED Exit Interview

This interview is planned to take place during the Nov. 4-6, 2011 Conference and AGM, if possible, with the four current Board members, or, depending on timing, with the President and Vice-President.

2011 Sept 30 to Oct 2 Regular and *In Camera* Minutes

Preparation for New Board Members

Listing of items to include in a package/list is included in Oct. action items

Meeting with new Board members after the AGM on Nov. 6, approximately 1h, to include a working lunch.

Future ideas for retained earnings

CPF memberships for all K parents

Web site tutorials on reporting, financials

Moving the office, projected summer 2012

Podcasts on our website

The Board continues to need to finish the review of the comparison document prepared by Janetta Ozard May 2011 and also planning for the minimizing of employee banked time. Could the Board do this electronically?

Future Possibilities related to Implementing an Advisory Board

Nominations committee – Daphne and Victoria

Proposal to broaden the Board composition with the possibility of a partner group sitting as a director on our Board, or adding an Advisory Board.

Composition: regional, a partner group (e.g. Francophone Association, education association - language coordinators, BCTF, trustees, superintendents), other cultural groups to attract allophones

New idea: have an advisory Board with whom we meet with high profile people, leaders in different linguistic communities, media, National Bank, university faculty, Vancouver Foundation, politicians. *Glynn has experience in implementing an advisory board; Victoria has experience working on another board with an advisory committee.

Board members are requested to do Internet and print research related to Advisory Boards and share those resources with other Board members and staff.

The Board will follow up to the Advisory Board topic at a future meeting after having done some research.

Reflection on Board Activities and Future Directions

Review Strategic Plan

Future work on by-laws and policies possibly by a sub-committee

Adjourned at 11:47 pm Oct. 2, 2011.

Board Schedule

Post-AGM

Jan or Feb. meeting(s)/Finance

Vancouver Island regional conference (planned for French immersion week)/Board meeting?

Finance/Building the budget

Conference calls @ 7h00 pm

Concours

Nov. 6 1h after the AGM with new Board members

Tentatively Jan. 21-22 weekend, staff reports on Jan. 20 after building the budget

Tentatively Feb. 4,5 in Nanaimo

Jan. 20

Dec. 6, Jan. 10 7h pm

Board 2010-2011

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Vice-President: Victoria Vaseleniuck

Secretary: Patti Holm

Director: Sabine Schweiger

Director: Daphne Lu

Committees

Ex-officio all committees

Chair of Finance Committee/Treasurer, Member of Awards Committee

Chair of Bouquet de Merci, Member of Finance Committee

Chair of Nominations Committee, Member of Bouquet de merci

Chair of Awards Committee, Member of Nominations Committee

2011 Sept 30 to Oct 2 Regular and *In Camera* Minutes

Committees 2010-2011

Finance Chair/Treasurer: Victoria Vaseleniuck

Nominations Chair: Sabine Schweiger

Bouquet de Merci Chair : Patti Holm

Awards Chair : Daphne Lu

Patti Holm, Member of Finance Comm.

Daphne Lu, Member of Awards Comm.

Sabine Schweiger, Member of Bouquet de Merci Committee

Member of Nominations Committee