

CPF BC and Yukon
Office of the Secretary
Board Meeting Regular Minutes
28-30 Sept. 2012

In attendance

Board

President: Debra Pool

Vice-President: Victoria Vaseleniuck

Secretary: Patti Holm

Director: Diane Tijman

Director: Daphne Lu regrets

Staff

Glyn Lewis, ED

Ben Wong

Heather Bartlett

Kirsty Peterson

Meeting Called to Order 9:25 am

Consensus agenda

Consensus approval of regular minutes from Aug. 27, 2012 meeting

Staff reports

Ben Wong is improving financial communication so that staff could respond to clients when Ben is not in the office because of his part time schedule.

Questions from the Board about sales of 7-8 year old computers.

Ben is concerned about the time it might take to migrate the Branch and Chapters to the new planned National website platform.

CH has provided funding for this computer migration; Glyn has underlined to National that our Branch will require some of this funding to cover costs.

The President reminded Glyn/Ben that National will be paying any additional salary costs for this migration.

Kirsty Peterson described Chapter reporting, those Chapters who have not submitted reporting, etc.

The Board requested that in addition to the other information provided, Kirsty regularly update the Board in her reports regarding membership numbers, and the numbers from the previous report, plus monthly membership updates as these numbers arrive from National.

Heather Bartlett reported on the Film Festival that took place July 8, 2012 in Stanley Park. Currently, there are no plans for another outdoor film festival.

The President suggested returning to the old model of the Branch choosing films and scheduling them to visit all interested Chapters. Chapters shared the shipping costs.

Chapters have again underspent on socio-cultural funds; these are likely to be clawed back by the MoE.

It would be advantageous if the MoE would approve socio-cultural requests more quickly so that our Chapters could know if they will receive funding and begin to get organized for the events.

Right after Oct. 10, if there have not been enough socio-cultural grant applications, Heather is requested to contact Chapters and let them know immediately that there are remaining funds.

Concours venue research: Can we get a better deal? Should we go elsewhere?

Glyn will contact Claire at BAFF re: support for a better deal at SFU in Surrey.

Where next with fundraising? Heather's excellent list of funders is a source.

ED Report, Glyn Lewis

ED will send the Penticton brief to the Board before he submits it to Dave Burgoyne, Penticton.

The President, and possibly Vice President, will attend the School Board meeting in Penticton on Nov. 5, 2012.

ED is requested to let President and VP know if this date changes.

OL consultation that has already taken place: positive attitude about French

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Quick discussion about ensuring that the Burnaby Chapter has paid all debts, both accounts are closed.

Ben will follow up to see if the Branch can access the last amount in the Burnaby bank account for which our Branch has a stale dated cheque.

Ensure that Khue-Tu has completed her paid work before she joins the Board.

The Board reviewed the office construction budget and the office records for the move.

Discussion of signage, posters, etc for branding.

Request for additional furnishings for the new office; Victoria will review the 2nd quarter finances to determine if there are surplus funds for this.

Oct. 26 Vancouver meeting related to Council of Ministers of Education meeting: Glyn, Debra, Diane, Patti will attend.

Oh Canada Project: National is looking for a letter of support, and financial support.

Board questions: What are other Branches putting in? If our Branch puts in more, do we receive more benefit? Does our Branch share in the benefits?

Dec. 7 Open House - ED asked for a budget; he is requested to research options and submit a proposal.

ED's Draft HR Schematic

The Board briefly reviewed the ED's HR Schematic and will review again with an eye to revisions in time percentages for various portfolios

Debrief from Regional Conference Sept. 28-30, 2012

Very positive evaluation forms; the regional conference was very much appreciated by delegates with many requests to do another regional conference next year.

Ensure that information about the airport shuttle is available in packages.

Let delegates know who else is traveling so they could potentially travel together.

Attempt to always have a performer or sociocultural person.

AGM - Ottawa 2012

National Board nominations report was reviewed.

CPF - BC-Yukon Branch

Increase use of French in CPF for headings, etc as materials are revised.

Strategic Plan discussion

The goal is to increase the focus on the strategic plan by Board members and staff, and at Board meeting discussions.

Discussion related to an initial review of the Strategic Plan mission, values, and and reorganization of the pillars.

At the Oct. Board meeting, the Board will look at the Strategic Plan mission, values, and an initial review of the revised pillars. Patti will work on revisions to the pillars and bring a draft to the Oct. 21 Board meeting.

Membership proposal

M/S/C Diane/Patti

Proposal approved with the following changes:

- the use of a university student (hired through BAFF at SFU, if possible)
- phoning to take place at the CPF office,
- paid less per hour if possible

O Canada Proposal - National Project

M/S/C Patti/Victoria approved in principle, funding amount to be confirmed

Adjourned at 2:00 pm Sept. 30

Board Schedule

Finance

Regional

AGM and National Conference

Conference calls @ 7h00 pm

Strategic Plan sub-committee: Daphne, Diane, Patti

Feb. Victoria

Oct. 18 and Oct. 19-21 in Ottawa

Dates TBA

2nd report at Oct. 21 Meeting

Board 2011-2012

President: Debra Pool

Vice-President/Treasurer: Victoria Vaseleniuck

Secretary: Patti Holm

Director:

Director: Diane Tijman

Director: Daphne Lu

Committees

Ex-officio all committees, Member of Nominations

Chair of Finance Committee

Chair of Awards Committee

Chair of Bouquet de merci

Chair of Nominations Committee

Member of two committees: Awards and Bouquet de merci

Committees 2011-2012

Finance Chair/Treasurer: Victoria Vaseleniuck

Nominations Chair: Diane Tijman

Bouquet de Merci Chair :

Awards Chair : Patti Holm

Member of Nominations: Debra Pool

Member of Bouquet de Merci : Daphne Lu

Member of Awards: Daphne Lu