

Canadian Parents for French
National Board Meeting
Held: Fairmont Chateau, Montebello, QC
February 4-7, 2016
DRAFT MINUTES

Attendees:

President, Chair: Jane Keith
Vice President:
Secretary: Sharon Lapkin
Treasurer (Audit chair): Valerie Pike
Director: Karen Lynch
Director: Heather Stauble
Director: Philip Fenez

Board Support:

Executive Director, Nicole Thibault
Director of Operations: Cathy Stone
Communications & Marketing Coordinator: Maryanne Bright

Minutes

FRIDAY FEBRUARY 5, 2016 @ 9:00am – 4:00pm – BOARD MEETING – HILTON MEETING ROOM

1. PRESIDENT WELCOME

2. APPROVALS

- a. Meeting called to order
- b. Motion to approve agenda for meeting

MOTION:

- Moved by Sharon Lapkin and seconded by Valerie Pike to approve the agenda as presented.
- Valerie Pike moves to develop a consent agenda for the documents that require no discussion to be sent out and approved by Board members prior to each meeting, seconded by Sharon Lapkin.

CARRIED

c. Motion to approve the minutes – October 2015 and January 2016 (teleconference) meeting

- Suggestion to have the minutes be put on consent agenda so they are approved ahead of time.
- Clarification that the October board meeting minutes were already circulated during the teleconference.
- Separate document involves the draft AGM minutes, also held in October.
- Moved by Valerie Pike and seconded by Sharon Lapkin to approve the minutes as presented.

CARRIED

Motion to receive the draft AGM minutes – October 2016 meeting

- Error in one motion, update on motion in minutes “presented by Betty Gormley” should state moved by Heather Stauble, and seconded by Marie-Anne Corrigan. Correction was made.
- The AGM minutes are received by the Board as amended to go to the COP for review, and then to be brought for approval at the AGM 2016.
- Board adopts October 2015 AGM minutes as amended.

CARRIED

- **REVIEW PENDING ACTION ITEMS** - Led by Nicole Thibault
- Board reviewed action items from last board meetings. Some completion dates adjusted, and dates added. Items brought forward to this meeting's Summary of Actions. List attached at the end of the minutes.

ACTIONS BROUGHT FORWARD

- Governance and training,
- Policy review and development with Nominations, Succession Planning, and Social Media
- Project priorities, donor recognition process.

NICOLE THIBAULT – Spring 2016

4. REPORTS

a. Board Strategic Thinking and Planning

The exercise was conducted on Thursday afternoon to set priorities for the coming fiscal year, the last year of the current PCH contribution agreement; to plan for the next funding application process (2017 to 2020, 3 year agreement) prior to collaborative planning meetings with CoED scheduled to take place in March 2016 and June 2016. Several guiding documents were reviewed and discussed:

- Impact Study 2009
- Current PCH Agreement (National and Quebec Project) – Performance Measures (projects, activities to be completed)
- New Strategic Plan – Areas of Focus
- Aiming Higher, 10 recommendations from Senate Committee Report June 2015
- CPF Advocacy Position Statements (as updated by the Advocacy committee)
- PCH Research Priorities, request for proposal, January 2016
- Branch requests related to Training: Governance, Volunteer Screening / Child Safety Protocol and to collaborative projects (Canada 150 fund, French for Life, etc.)
- Feedback on Quebec current and desired situations (report from advisory group); strategy for the coming three years.

ACTION

- Nicole to compile feedback from strategic planning exercise to complete current activities, to guide future project priorities and to inform the network as initiatives move ahead.

**NICOLE THIBAULT
MAY 2016**

b. President Report

January CoP Meeting Report

- Jane Keith met with COP on January 17, 2016 – dates for upcoming meeting have been confirmed.
- Terms of Reference were approved by Council of Presidents.
- Part of the meeting was held in camera. Minutes of the main meeting were circulated by Stephanie Carver (NS) who is serving as secretary.
- Jane shared the general input received with the directors of the board. She explained that decisions taken were based on the engaged investigator's report. Directors asked questions and shared their understandings of the situation. A board statement will be shared with the CoP and the network following the meeting.
- Philip Fenez submitted his resignation to the CPF National Board of Directors.
The statement will update the network on the role of each director remaining on the board: Jane Keith, serving as President for the remainder of her term; Sharon Lapkin as vice president; Wendy Carr as secretary; and Val Pike remaining as treasurer, Heather Stauble and Karen Lynch as directors at large.
- Philip Fenez's resignation opens position for additional member – Board considers bringing on by appointment a new member. Board considers who may be a good addition to the CPF National Board – will go back to the Nominations committee recommendations as well as ask Branches for suggestions. Skills sets to complement the skills of current serving directors include: youth perspective, non-educator, parent with child still in school or FSL program graduate, some expertise with change management. The Skills matrix will be updated. Board agrees that it will move forward with adding another member to the CPF National Board of Directors.
- A call for interest to serve on the National Board will be circulated to the network. The board will work to

appoint an additional member to the Board based on complementary skills set required.

MOTION

- The National Board moves to accept Philip Fenez's resignation from the CPF National Board of Directors.
- Valerie Pike moves for Sharon Lapkin to be appointed as CPF Vice President seconded by Wendy Carr.
- Sharon Lapkin moves for Wendy Carr to be appointed as Board Secretary seconded by Karen Lynch.

CARRIED

ACTION

- Cathy Stone will distribute the years of Board service chart to the Board members and to share with the Nominations committee to help in succession planning.
- A statement to the network will update the network on the resignation and the updated Director roles.
- A call for interest to serve on the National Board of directors will be developed and circulated.

CATHY STONE / MARYANNE BRIGHT – MAY 2016

Correspondence with legal counsel

- Jane received two access for information requests from a CPF member; both requests were forwarded to CPF legal counsel. In both instances, an email response was sent to the member. As emails are continuing to be received pressing the issue, the board agreed that a formal legal letter would inform the member of the limitations by which CPF, as an organization, is bound.
- Jane will inform the individual that further communication to the CPF National President should come through the Branch Board's President.
- Board members discussed concern around costs and prudent use of CPF funds, should further correspondence with legal counsel be required, need to consider assigning some costs back to the member.

c. Executive Director Report

Update for National Office

Budget preparations

- Working on balancing wishlist with funds available in the coming year. May not be able to accommodate face to face committee meetings for all committees this year; will look into other viable options in lieu.
- PCH and funding updates – two projects have been resubmitted from last year; Poster project and Laurier project both meet 2016 milestones, if funding received will begin in the new fiscal year. Current budget does not include these extra funds that National may receive. This will allow some flexibility.
- Reminder, some salary increases, already approved, will be included in the new budget. Parking allocation will be included in the budget.
- Board will review the proposed budget during the Treasurer's report.

Partnership Updates

- We haven't renewed partnerships in a long time; planning to segment signings during the upcoming breakfast will provide the opportunity to ceremoniously renew several old partnerships: CASLT, ACPI, SEVEC, FTF. Then update the university partners during the concours event; and a new partnership with ACUFC in June as part of a joint project with ACPI.
- FSL Partner Network; PCH heavily encouraging partner groups to work together more collaboratively. Website is now up and running. Next, FSL Partners to identify three priorities from the Senate Committee report, Aiming Higher, to bring forward together and raise awareness around French second language advocacy.

COED Meetings

- Planning underway for March face to face meeting with focus on new funding application, coordination between Branches and with National; overall Branch EDs happy to be collaborating and contributing more. Chairs have asked Branches to identify priorities using Strategic Plan, how overall Network can show impact. PCH will attend part of the meeting to help clarify roles and expectations. Another meeting scheduled in June to finalize plans; funding proposals for a three year contribution to be submitted in September 2016.

Quebec Project

- Marla Williams, Quebec Coordinator, will be working part time as of February 15th, 2016 - frees up salary to hire new person to assist Marla with logistics, admin, and communications.

Concours

- Based on plagiarism issue from last year, rules have been reviewed in English and French, and those posted are not the same in both languages. To avoid this, current rules and regulations being reviewed and updated to be

shared with network in time for National *Concours* 2016.

Support to Branches

- Due to amount of resources required for advocacy, some financial and in-kind support provided to CPF-ON Branch. The update on the situation with the Ottawa Carleton school board was shared with board members.

d. Director of Operations

- Dissolution of Quebec Branch has been finalized.
- Met with auditor from Collins Barrow (Erica Clapp), been with CPF for 10 years. Discussed financial implications of direct deposit and risks around going paperless. Request for proposal to go out in May 2016 as we do every 3 years.
- GST/HST Questions – following up to clarify for Branches, to avoid situation of claiming twice – auditor will provide information for Branches to promote better financial understanding. Will be included in regular “education” item in monthly communique.
- Investments being reviewed (MJB); National to move investment into a GIC (restricted fund) and show as separate from our regular funds.
- Insurance; National holds insurance for general liability and benefits, and RRSP plan (only 5 Branches on the plan, voluntarily); negotiating with Marsh, doing a tender this year for new rates; hoping to get the same rates and more services. Will follow up extending offer to additional Branches.
- RRSP criteria does not meet new Ontario Pension requirements – National to review with national staff and CPF Ontario staff.
- Year-end 2016/2017 Wrap-up; small surplus. Cathy Stone distributes investment document to the Board. Board to review for May meeting which will cover financials.

ACTION

- Cathy to send investment document to Board members electronically; Board to review for May meeting.

CARRIED

e. Treasurer Report, Audit Chair

Third Quarter Financials

- Treasurer takes the Board through the third quarter financials including variance reports.
- Expenses; fees, dues, and promotional materials we will be over budget due to Meltwater media, AGM promotional materials, and database. Branding does not have a budget so we have had to borrow from other places. Banking fees (2% charge) has been a higher than expected expense.
- Document “All Activities” shows the roll up as is submitted to PCH. Salaries, travel and advertising will be under budget; good management on the National office’s behalf.
- Staff development - CSAE training (over a number of years Branch EDs and President will go for governance training) cost was not included in budget.
- Revenues: Donations fairly low, under what was originally budgeted.
- Project Titles - Youth Activity Development is related to *Concours* and other activities, projected we would not be over by the end of March. Youth Advisory – youth project to bring former participants of *concours* together for follow up. Staff resources have gone in but the activity hasn’t happened yet. Headings/titles do not provide enough information to reader; more context should be included – ie. ‘National Board’
- Advocacy Development – title needs to change so that it reflects the activities that are directed by the committee, have the committee to fall under this heading.
- Virtual Choir not going to be completed by end of March due to strikes in Quebec; National spoke with PCH to determine whether or not they can hold funds and have the project launch in the Spring

New Budget 2016/2017

- took original budget and adjusted as the year has gone on to project a new fiscal budget; not trying to make the budget completely different from year to year.
- Budget now 25K over, but there is an expectation that National get more funding for projects (two submitted for \$80,000); would rather plan and adjust for May upon confirmation.
- Conference budget, subject to revision – National to decide what we are going to do as a scenario for payment. In the past each Branch had a different set up depending on size/geographical placement. We need to ensure that whatever we decide that there is equitable representation at the conference. Current model; national pays for hotel and flight and other amenities, every delegate pays one flat fee of \$750. Branches have been asked to provide input to best address needs and stay within budget.
- We have to streamline the costs around the Conference – consider changing format in the next 5 years; current

model is not sustainable in the long run.

- As we would like to have face to face meetings for committees, we will need to choose priorities. Will also review cost around Board meetings – look at alternatives to save money. We have reduced to 4 meetings per year (instead of 5).
- New budget focus includes for research – Have applied for proposals that will allow us to put more focus on research.
- Budget is a draft – Board to approve/finalize it in May 2016

Travel Expense Claim Policy and Reimbursement Form

- The policy was posted and reviewed by the Network this last fall. Some excellent feedback was provided and incorporated into the document. A final review was completed during the meeting.

MOTION

Sharon Lapkin moves to adopt the Travel Expense Policy seconded by Karen Lynch.

CARRIED

ACTION

- Review the titles on financial project statements to ensure they are more clear for the reader.
- Review food and beverage costs at National Board Meetings providing suggested updated guidelines to reduce costs for the coming year.

CATHY STONE & NICOLE THIBAUT – MAY 2016

5. PROJECT PRIORITIES

Ottawa Parent Forum, Ottawa, February 27th

- One day FSL information session for parents held at Immaculate High School in Ottawa –helping to initiate a chapter in Ottawa, National working with CPF Ontario - an example of great collaboration. Funding received from PRO Grant (designed to engage parents). Several speakers and Ontario staff coming in to discuss chapter development. 50 attendees maximum.
- CPF Ontario does not have the capacity to do this in Ottawa logistically. Marla Williams, Quebec Coordinator, will attend the event to afterward replicate in Quebec – recording the event may be useful in case Branches may be interested in hosting a similar forum.

CPF Magazine – Feb/March issue

- Costly on production - not all Branches are satisfied with the magazine; not sure of who is reading it and how effective it is.
- Advertising is going well; but is there value when there is only two issues per year? It is difficult to keep people engaged; not much variety content wise; limited to ‘parents promoted French opportunities’.
- Branch highlights cannot be included because they’ve already been sent out in their own communications.
- Time to rethink content of the magazine – setting up a new editorial committee that will work on the update of CPF’s magazine mandate.
- Looking at external hiring, a magazine company with expertise/resources to develop a well-crafted magazine.

CPF Twitter Contest – “Affiche ta franco” – Month of March + Support for Rendezvous de la francophonie

- RVF is a cross country campaign that celebrates Francophone communities/culture – CPF as a Network across Canada did not have an activity for RVF. CPF will launch twitter contest to celebrate during the month of March
- French Embassy interested in partnership opportunity for next year, will track the success of the activity.
- Board members asked to follow and engage with @CPFNational on Twitter during the month of March and support RVF contest. Branches are asked to participate voluntarily as well; spread the word/share the information leading up to the contest.
- Will review the success of the campaign in May to assess whether it is beneficial to replicate in the 2017.

CPF Signature Event, FSL Awareness Breakfast 2016 – Ottawa, April 6th

- National confirms signature event as per its contribution agreement – advocacy event will bring stakeholders and influencers together to celebrate the 50th anniversary of French immersion in 2016.
- State of FSL report used to be accompanied alongside a breakfast event; National can work towards reinstating the launch of research in connection with event in the future.

- Planning underway; location secured – Parliament Hill, sponsored by Mauril Belanger, M.P. Ottawa Vanier.
- Where Are They Now? Videos, Project by CPF Bc and AB, will be featured; inviting two of the founding ladies from Saint Lambert, Senator Munson's wife (initial teacher) to attend breakfast. Mathew Hayday will attend with his book. Contacting Keith Spicer to get a statement.
- Hope to expand to include all Branches in 2017.

ACTION

- Inquire about purchasing books for MPs during visits. Finalize discount for CPF member purchases.
- Board members to get in touch with several contacts and send invite to the breakfast: Florenceville attendee – Jane Keith to coordinate; Rowan Lynch – Karen Lynch to coordinate; Jamie Schmail – Heather to follow up.

NATIONAL BOARD/OFFICE – MARCH 2016

CPF Summer Camp Listing – Spring 2016

- National develops summer camp listing annually - unclear which camps are offered by CPF and which ones aren't. Content for this year's edition is still under development. Summer camp list can generate advertising revenue.

Concours d'art oratoire 2016 – Ottawa, May 28th

- Concours will be held in Gatineau, QC; race weekend in Ottawa is too busy – prices for rooms are high.
- National office is currently reviewing/updating the rules and regulations – contest registration online; participants will be required to fill out check list to ensure they are well aware of the rules around the submission of an original work.
- National still working on obtaining sponsorship to offset other high costs such as travel.

40th Anniversary Project / Our Story Update (Sharon Lapkin, Liaison)

- Judy Gibson; committee chair – tried twice unsuccessfully to hire an intern. Another individual will be interviewed this week. \$1000 honorarium for work completed.
- There needs to be some proposal writing; project will need more funding. Sharon Lapkin willing to do preliminary work on proposal write up. Intern to potentially help with costing things out, web expertise, reporting/recording. National has money that it can put towards it.
- Committee would like to create a multimedia presentation of CPF throughout the years; 8 scripts – we need to know what is required of each script, committee needs to develop better understanding/outline of what this project will entail.

ACTION

- Sharon to follow up with Judy Gibson and committee. Hiring of student support.
- Nicole to follow up with Pat Webster regarding the 40th Anniversary Project.

SHARON LAPKIN / NICOLE THIBAUT – MARCH 2016

French for Life Campaign – Manitoba project expanding nationally

- Catherine Davies successfully negotiated for the campaign material to be used nationally; our role at National is coordinating for the Branches. Conversation on roll out to move forward during the upcoming CoED meeting
- PCH is interested in providing additional support to help it go national. Manitoba will still have the primary lead on the project as the ones who initiated the project in their province, having the expertise with website and social media. National will help provide support as needed.

CPF Early Childhood Activity Booklet, updated into series of 4

- Final drafts are complete – national office updated and has circulated to several Branches for review; hope to have the booklets done and printed by the end of the year
- Nicole sharing with Sharon Lapkin and Wendy Carr for review – will also approach a number of consultants in the education sector to provide feedback on the activity booklets.

Completion of Branded Materials, finalizing website facelift for March

- National received quality feedback on remaining pieces and are finalizing key documents and promotional items
- Goal for March 31st is to have all Branches fully implement new Branding elements on social media channels and communication materials.

- Website undergoing revision, facelift. National site to be ready for March, Branch websites follow into June.
- Suggestion around website banner ad that can be divided into three instead of one advertisers. Will consider.

Canada 150th anniversary fund – two projects submitted

- Submitted two proposals but have not heard anything back – will likely have to resubmit with changes to new government focus. Nicole did call secretariat but no response. Seems to be getting short on time.

6. COMMITTEE REPORTS

The Board of Directors reviewed the status of existing committees, outstanding tasks to be completed and those that will end their mandate in the coming months with new committees taking their place. With new Directors' roles, the chairmanship of each committee was reviewed to spread out the workload and benefit from individual's areas of expertise.

Committee Chairs

- Nominations Committee – Jane Keith (Chair), Karen Lynch (Board member at large) as this committee requires two representatives of the Board of Directors.
- Bylaws Committee - Nancy McKeraghan (Chair, CPF ON), Heather Stauble (Board representative, committee member at large) – this committee will have new mandate in spring 2016.
- Strategic Planning Committee – Valerie Pike and Sharon Pike (co-Chairs) – this committee will have new mandate in spring 2016.
- Membership Committee – Karen Lynch (Chair)
- Advocacy Committee – Heather Stauble
- Research Committee – Wendy Carr and Sharon Lapkin (co-Chairs)

Bylaws

- Jane received a resignation from the committee from Jacqueline Mullaly (CPF-NL). She accepted the resignation. Nancy McKeraghan (CPF-ON) was approached to serve as Chair of the Bylaws Committee and accepted.
- Nancy shared the materials with the National office in late January, a timeline for next steps was developed.
- National office completed some requested tasks, and the committee has received materials and is now reviewing updated content.
- A Board representative is required to join the Bylaws committee as a member at large. Heather Stauble agreed to serve on this committee.

ACTION

- Nicole will follow up with the Bylaws Committee Chair, keeping to set timelines, to bring documents to legal review and posting to network by end of February. Goal for endorsement set to end of April 2016.

NICOLE THIBAUT / MAY 2016

Nominations

- Committee composition to remain as is, members have agreed to remain in roles to complete a review and make recommendations to simplify our process. To date, this committee has not yet met face to face. It is felt that this would be a priority in the spring to help to tackle some of the underlying issues and help put a plan in place for the coming year. National office will work to include this cost in budget.
- Jane will continue as chair as she is not renewing her mandate. An additional Board member required to join committee. Karen Lynch accepted to serve on this committee.

ACTION

- Nicole will coordinate with Jane, agenda for a face to face meeting with Nominations committee; set a time in April convenient to members.

NICOLE THIBAUT / JANE KEITH / MAY 2016

Strategic Planning

- Chairs of the Strategic planning committee shared their written report with Board – committee mandate completed, except for the evaluative processes to finalize.

- Committee took feedback from leadership meeting in October and updated plan – 80% of the network has responded with endorsement of the 2015-2020 strategic plan. Waiting for two Branch responses.
- Templates created to ease Branches and Chapters into working with the new plan have been distributed; ongoing work related to supporting implementation. Committee and National office to provide additional webinar training for individuals in the leadership roles at the Branches and Chapters.
- An evaluation form template was developed to assess the work of the committee. The form was discussed with the Board for review. It will be used as a ‘pilot evaluation template’ with the SPC. Sharon/Valerie will send to committee members to reflect on the process and report back on whether they would like to keep evaluation template in place. Response submissions go to Joan Hawkins for collation.
- Discussion around Strategic Planning Committee being responsible for creating a cultural change management process – Karen Lynch shared an expert contact, Lauren Rubis, to consult with the committee. His work related to Character Triangle.

ACTION

- Karen Lynch to coordinate with Lauren Rubis regarding cultural change management, will provide Board with update at next meeting.
- Nicole will coordinate the distribution of the SP committee evaluation form. Inform Joan Hawkins of her role, and provide a report to the Chairs.

KAREN LYNCH / NICOLE THIBAUT / MAY 2016

Advocacy

- Last committee meeting held during weekend of 2015 AGM – year end summary submitted in October.
- Work completed by committee include: federal election fact sheet, finalized position statements (distributed for feedback to network), ongoing discussion around terminology FSL/FSOL.
- Committee composition will remain as is.
- Next steps include: Position statements to be accompanied by background documents to give more information on each commitment; develop strategic action plan for advocacy - Richard Slevinsky to bring forward models for discussion. Three year strategy will help when requesting for funding. Timelines to be worked out. In the meantime, various communications being shared with committee members.

Membership

- Membership composition to stay the same.
- Membership mandate has impact on everything CPF does; governance reflection.
- Some contentious and fractious issues on the table – CPF needs to move forward whereas we are currently stuck in the process, we are too focused on discussion and not implementation. Membership committee progress has stalled due to other high level commitments on the National Board.
- Committee need to look at cleaning up certain aspects of the CPF current membership model.
- Require more information on the members and who they are – data about how long members are staying; retention. Cheri Nixon to provide committee support in this area as the database is improved.
- No face to face meeting required between now and October. We can move ahead using virtual meetings.

Discussion for new Research Committee

- It is a good time for CPF to have a research committee again – shift in government focus.
- CPF has always had money in contribution agreement for research dissemination; PCH is beginning to look at funding new research where there are identified gaps.
- Need to work in harmony with teacher partner groups, CASLT and ACPI; why are the parents leading the research, when do they have a role to advocate and disseminate? Does research only fall into the domain of educators or do we need to appreciate that parents being outside the system may help in cases where we speak on universal access. Need framework on when we take a lead role or when we take a side line role and partner with other organizations like ACPI and CASLT.
- Research committee to look at how we reach parents that don’t have children in FI due to choice or lack of access. Research to influence policy changes, consider relevance of research in how it will be used.
- FSL research report; committee to discuss past issues, who was its audience and what would the updated/new format look like? Appears to be agreement that such a “report” should be reinstated for the appropriate stakeholders.
- The research aspect is one part but the way it is disseminated is another, we need to get creative – infographics, eye catching and easily accessible language.

7. GENERATIVE GOVERNANCE: NATIONAL AND BRANCH RELATIONS

Anonymous Letter

- Jane Keith received anonymous letter from a CPF member – brought forward to the Board.
- Board discusses that it cannot address the letter without the individual taking responsibility for its message.
- Board decides that Jane Keith will get back to respondent and advise that further communication should come through the Branch President and Board, signing the letter. The Board will then address the content of the letter and respond to the individual and the Branch.

Letter received from NB Branch

- Jane received by email a letter from the NB Branch Vice President and circulated it to Board of Directors. The National office received and distributed printed copies of the letter, individually addressed for each director.
- National Executive Director left the meeting. The Board votes to go in camera at 11:52 AM.
- The letter was discussed. A response letter was drafted.
- When the meeting was reconvened after lunch, the Executive Director rejoined the meeting.

Update on Impact Study 2009

- Much time spent over last few years on Bylaws updating; feeling that updating bylaws it will solve other internal issues. Unfortunately, it appears the level of understanding has not moved forward with some Branches, there appears to remain “us vs. them” perspective. The problems identified over 5 years ago in the Impact Study still remain.
- CPF still needs to address responsibilities and structures for an effective federated organizational model. Some issues relate to PCH funding allocations, but overall the culture of collaboration required is not shared by all regions. In some cases, still hanging on to the past.
- Suggestion that there needs to be structure built in to remove the ambiguity, to clearly outline expectations of Branches in support of National and of National to Branches. The next funding cycle will depend on better communication of the overall impact of the network. National’s contribution agreement and reporting includes input based on the cooperation of Branches. Currently, there is no collaborative agreement from the Branches, that both the President and the ED have signed up for; There needs to be written commitment to move forward together. This can not be done unilaterally, would require Branches to provide input on their needs and expectations from National.
- Appears training and education is required – to inform Presidents of expectations from PCH: Branch Boards need to understand there is a provincial role and a national Network support role as part of their PCH funding. It is not a choice to provide information to National office, but a requirement to fulfil the overall contribution agreement. Working with CoED, this information can be better shared.
- What is Branch President’s role? How is their Branch collaborating with other Branches and supporting National? We need common understanding of the roles of Presidents, Executive Directors as leaders. Communications are done on behalf of their Branches. These topics can be discussed at the CoP.
- Need identified for a clear complaints process – steps to follow, flow chart of expectations; ensuring privacy and confidentiality. These new processes should be shared in the monthly communiques.
- Based on experiences in October, and the sense of mistrust still common, a facilitator should be hired to lead this process – having a third party/consultant to oversee the change process and be another voice at the table will be helpful. This is an additional expense required of the new year’s budget for National office. We can attempt to request additional funding from PCH to address these governance priorities, but not sure funds will be made available. Some cost sharing could be discussed with Branches.
- The board agreed to move forward identifying a consultant to begin planning for a Framework for Collaboration, rooted in the new strategic plan as a good starting place, facilitation toward better understanding the change management process. The work will engage the Branches and whole network in the planning and development process. Needs to include a learning component to benefit all, the individual participants as well as building capacity for the Branch. With a timeline to have a beginning document developed prior to the next AGM.

8. GENERATIVE GOVERNANCE: KEY INITIATIVES, PLANNING, NEXT STEPS (BRAINSTORMING EXERCISE)

Advocacy Outreach Campaign on Universal Access in FSL – Role of National and Role of Branches

- This is an item from the current contribution agreement. Reporting to be completed by end of year.
- Awareness campaign fits well with position statements. Highest priority is universal access for network.

Difficulty is that it would be delivered at the Branch level – National to put together strategy and get Branch buy in. Branches would then submit funding proposal for delivery of project in the next application process. Will be discussed further with CoED. National to support by evaluating and collating data from the campaign; dependent on Branch tracking and reporting.

- Suggestions on how can we make a successful campaign? Build relationships, Don't wait for a crisis, get your *supports* in place so that when a crisis arises they come to you; don't be the only person that knows the plan, have a spokesperson; understand what's in it for government (Tell your story - tie in the Where are They Now project). National would request that Branches to identify one person that would be the representative for outreach to keep information flowing to the Branches.
- We will develop a "plan", share with Branches but this may be as far as it goes for this year.

Aiming Higher, Senate Committee Report

At FSL Partner Network meeting with PCH and OCOL reps – strategizing table; what are they trends in FSL, what are we responding to, could we have a stronger voice together? This report was suggested a venue to collaborate as a Network on common priorities. Of the 10 recommendations; each organization has been asked to choose 3 priorities they would like to move forward on; partners will then get together as a group and identify top 3 they would like to work on together as a Network.

- National shared the exercise with Branches. Recommendations shared with CoED and asked to identify 3 priorities; if they can select priorities for their region it will provide National with more information to consider when choosing their top 3.
- Board asked to review recommendations and check off three they would like to address keeping in mind the new strategic plan.
- Will be brought back to Board in May with the partner network's decision from March meeting; advocacy activities will follow.

Volunteer Recognition, Screening and Child Safety Protocol

- Recognition – National activity to recognize volunteer efforts in current contribution agreement; memo sent to Branches to find out what is done on the branch level. National to take advantage of membership with Volunteer Canada; Branches asked to identify 10 volunteers they would like recognized by National.
- Volunteers will receive a card and small token of gratitude (seeds) as provided by Volunteer Canada – gesture will be complimentary to what the Branch is already doing.
- Screening – Volunteer screening directive from CPF's insurance – volunteers engaged in youth activities and working with children means we need to ensure we are covered in case of incident. Joan Hawkins continuing work on protocol; shared with Branches for monitoring purposes.
- Insurance company is happy we are moving things forward. Phase two of implementation includes volunteer registration, police checks (issues around accessibility; we need to identify obstacles and provide solutions), training with volunteers (development of webinars around specific activities, internal), research on other volunteer materials.
- October 2016 CPF to introduce the mandatory screening aspect, insurance is giving us some time to put the foundations in place for a smooth transition.
- Board to consider that there may be some push back from Branches and Chapters; we'll need to think about solutions on easing into the change as well as provide support and training to Branches, to help each of their Chapters with these changes.

Conference 2016 – registration process; workshops versus training.

- National's budget (set three years ago) does not have as much money to accommodate for higher travel expenses need to consider how that is going to affect engagement of Branches and Chapters.
- Board discusses current central conference format – should it remain as is, or do we need to look at it as something that rolls out in different regions. National reviewing different options and new payment structure for the future. Important event in recongininzg volunteers – but is it having the intended impact? Based on the investment of money, staff time and resources.
- Nicole invited the Branches to give input. Process is very transparent, Nicole in discussion with contacts from Ontario, PEI, and SK who have volunteered to discuss impacts to the registration and cost allocation process.
- Need to demonstrate the benefits of attending; but also the real costs associated with the event – that seems to have been hidden from participants in the past.

ACTION

- National office to develop cost graph/chart to be sent to Branches to share actual costs for the event.

Funding Diversification – Sponsorship for *Concours* and Conference, moving one time donors to monthly donors (Shaunpal school project).

- The Funding diversification strategy was shared with Branch Executive directors in June 2015; initially met with some push back – National still consulting with the Branches on individual aspects of the strategy.
- Moving ahead with securing sponsorship for national activities and checking in with Branches that may be impacted at the same time.
- MJB endowment has received feedback from branches, moving ahead. New reporting aspect may need further support.
- Our Legacy; donate 40\$ for 40 years – stalled; Branches felt that money should be for their own budgets. Would not allow for support to 40th anniversary project. National received go ahead to pursue bequest/larger donations for this event.
- Shaunpal Jandu (National Projects Coordinator) is using CPF National as marketing case study for his MBA program; focused on contribution profiles of CPF one time donors – study will look into a strategy of one time donors to becoming monthly, and getting monthly donors to increase donations over time.

9. CLOSING

New Business

- Request that next staff presentation at next meeting be from Joan Hawkins on her research role.
- Changing language from ‘National’ to ‘Network’ – what would the process be for this transition? Board asked to consider ‘National Network Office’. This fits with Strategic Plan title, ‘Network’ – evokes a cultural change, it’s a move forward. This is for us to use as a change agent. Bring back for future discussion.
- Suggestion to look into an awareness campaign around the bilingual workforce that can maybe put pressure on post-secondary institutions to offer more FSL learning opportunities. Following up on discounted price for Mathew’ Hayday’s book for CPF members.

Business arising from the board meeting

- No business arising.

Planning for next board meeting – May 5-7, 2016 – Ottawa

- National developed outline for Board meetings structure for upcoming meetings – to be incorporated in the orientation manual. Board reviews annual oversight meeting planner/schedule. Requesting to start meeting later on Thursday afternoon – 3:30 pm start, working dinner, to avoid need for Wednesday night arrivals. Will help cuts costs. Consent agenda will help remove some discussion ensuring meetings end on Saturday afternoons, allowing return on Saturday night.
- Decision around August meeting location: two suggestions put forward for Eastern location are St John’s Newfoundland or Moncton New Brunswick. Decision will be shared near end of February.

In camera – with Executive Director present, and without

- Board goes in-camera from 9:00 – 10:10AM
- Moved by Karen Lynch seconded by Sharon Lapkin.
- From the in-camera session meeting: Requesting that agendas include timed items to help keep discussion focused. Members agreed to speak once to each issue and then making a motion.
- Thanks extended.
- Meeting adjourned at 10:15 AM

CARRIED

First Draft – Feb 11, 2016

Final Draft –

Minutes of National Board Meeting February 4-7, 2016

Jane Keith, President _____

Date Approved _____

Wendy Carr, Secretary _____

Date Approved _____