

Canadian Parents for French
National Board Meeting
Held: Fredericton, NB
August 4-6, 2016
MINUTES

Attendees:

President: Chair: Jane Keith
Vice President: Sharon Lapkin
Secretary: Wendy Carr
Treasurer (Audit Chair): Valerie Pike
Director: Derrek Bentley
Director: Karen Lynch

Board Support:

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

Minutes

THURSDAY, AUGUST 4, 2016 @8:30 – 12 PM – BOARD MEETING – FREDERICTON, NB

1. PRESIDENT WELCOME

- Jane Keith welcomes the Board

2. APPROVALS

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

MOTION:

- Sharon Lapkin moves to approve the agenda, seconded by Valerie Pike

CARRIED

- c. Motion to approve the minutes – May 2016 Board meeting**

- Minutes can be shortened and made more concise; only key information

MOTION

- Sharon Lapkin moves to approve the minutes with typos corrected. Seconded by Derrek Bentley. Board accepts as amended.

CARRIED

3. REVIEW PENDING ACTION ITEMS - Led by Nicole Thibault

- Board reviewed action items from last board meetings. Items brought forward to this meeting's Summary of Actions. List attached at the end of the minutes.

4. REPORTS

a. President Report

- Attended Concours as well as several other stakeholder meetings with official languages / bilingualism partners and champions throughout May to July 2016.

Signing of protocol ACUFC, June 2016

- Protocol signing on June 23, 2016 – ACPI, CPF and ACUFC presidents signed partnership agreement; The Honourable Claudette Tardif attended. Chantal Bourbonnais, of ACPI, sat on panel to represent/speak on behalf of partners.

Meetings with Claudette Tardif, Francis Drouin, Randy Boissonnault in June 2016

- Discussed how CPF can better collaborate with organizations who work with youth and advocate for French language learning across Canada - Randy Boissonnault commits to supporting CPF's Laurier Project
- Randy Boissonnault shared emphasis on using technology to reach people wanting to learn French; online

learning, Language Activation – CPF will need to consider how it can take a lead role to be successful in the area of digital literacy.

- Met with Parliamentary Secretary for PM (Youth), Peter Schiefke to discuss CPF and Youth activities. He is very supportive, and will meet students in Laurier project.
- Aiming Higher, follow up meeting with Claudette Tardif. Recognized that we submitted letter, with FSL Partners. Waiting for government response.

CoP Meeting Report, June 26 2016

- COP meeting went well; encountered some technical difficulties with the online meeting software.
- Addressed previous concerns around upcoming meetings with PCH consultations – Presidents concerned they were missing important speaking points/information from National; Heather Kenny clarified that the meeting process is informal and doesn't require a breadth of pre-prep.
- All pertinent information regarding the PCH consultations/meetings should be coming to the Branch President from CoED; National providing springboard from which the Branch will finalize.
- Propose preparing a more structured agenda for future CoP meetings – identify specific issues ahead of time for a more focused discussion; CoED in agreement with moving forward with this idea.

b. Executive Director Report

Update for National Office

- Two summer students hired; assisting with National projects as well as other administrative tasks

Quebec Project

- Marla Williams is receiving extra administrative staff support with the new hire Gabrielle Guillon.
- As National prepares to submit proposal for funding they will need to look at how to bring the Quebec Project in line with what all the other Branches are doing as well as the network strategic plan.

New projects: Laurier Project and Responsible Government Poster

- Youth from across Canada will be meeting in Ottawa Aug 28-30, 2016. Luc Comeau, hired consultant, will assist in bringing together and executing the social media campaign project from now until November 20th.
- National to take advantage of students being in Ottawa to gather feedback on the poster/learning tool design – National Office will work to develop.

COED Meeting Update

- CoED is pleased that a funding proposal draft was presented as a template/guide. CoED individually putting time in and providing feedback on the draft; regions are working collaboratively. Proposal due September 17th / end of September. National working with Branches so proposals are streamlined and incorporate priorities outlined in the 2016-2020 Strategic Plan.
- New ED in Northwest Territories; Betty Harnum excellent resource who has a lot of experience with PCH project proposals in past.

New Funding Application Planning

- To be submitted for 3 year contribution agreement.
- National will submit one Core programming application and a second one for Quebec that will include service delivery to Nunavut. A Branch may want to include Nunavut in the future, but no one expressed interest at this time.
- General agreement to request for the same amount as the last agreement, with a COLA of 3% per year over 3 years; any new proposed initiatives requiring additional funds would be indicated separately; in case no funding available, they would be first to go.
- National will submit a “project” application for nationally coordinated French for Life campaign; branches will apply for funding for the programming component individually. This would provide added funding if accepted. National to request funding for outdoor advertising (\$350,000 for 3 years) as a national campaign.
- As Canadian Youth for French dissolved in 2015, money may be available. CPF National to consider application to Youth Take Charge Funding for a facilitation role to encourage collaboration with other youth focused organizations.
- Impact Study 2009; states CPF will develop and implement a performance/measurement strategy. National in charge of coordinate training, monitoring of staff and sending reports back. This may help CPF National get

extra money.

Meetings/Events/Partnerships

- Several events coming up around PCH pan-Canadian consultation and evaluations; CPF National appears to be the only FSL organization getting invited in the regions. CPF concerned that FSL needs a stronger voice at the table.
- Last piece is the online questionnaire that will go until the end of October. CPF National sending an email blast to all CPF members encouraging completion of the survey.
- Evaluation of the Official Languages Support Programs, telephone interview held on August 3. Every five years a consultation firm is hired to see how PCH is doing; Nicole completed the interview.

Follow up with CMEC Research report release – changes in staffing

- Research report done but hasn't been released – met the rep in February but there's been no movement. CPF followed up by email; official languages interim coordinator has since responded. Report scheduled to be out by the end of the summer.
- CMEC Research report; gathers issues that are pertinent to FSL and identify ways the provinces can cooperate in the advancement of FSL education across Canada.

Other

- There had been a call for research from PCH, with the project being awarded to the Association of Canadian Studies. Since then we found out the project is not going forward. Nicole will contact ACS to discuss status.
- Graham Fraser retirement party on September 21st; Nicole, Jane, and Sharon will attend.
- OCOL award: Graham Fraser coming to present at Conference in October – each Branch will be given a certificate. Bottle of champagne was sent to each Branch; requested that each Board take a picture celebrating the recent honour. Pictures to be shared at the Conference/AGM.

ACTION

- Nicole to follow up on research proposal by Association of Canadian Studies; funded by Canadian Heritage

NICOLE THIBAUT – FALL 2016

c. Director of Operations Report

Revenue Quebec Bill

- Tax bill – large sum of \$11,000; National investigating what this tax bill is all about (related to dissolution of Branch).
- Documents to be signed this weekend giving Marla Williams the authority to speak to Revenue Quebec to come to a resolution on this matter.

ACTION

- If issues persists, Karen Lynch to ask her contact for counsel on how to proceed.

KAREN LYNCH & CATHY STONE – FALL 2016

Meeting Transfer of RRSPs

- Investments with George Piper from Rockwell Investments – meeting in Feb to discuss the portfolio; investor never followed up, not providing necessary services.
- Ian Burns and Associates approached CPF about overseeing its investment portfolio – National has decided to part ways with Rockwell Investments; Ian Burns is more in tune with the needs of the organization. Board informed on the change. Now Benefits and RRSP accounts held with same company, streamlining process.
- Branches are required to send Cathy Stone any changes to staffing and salaries.

CPF Staff Benefits

- Cathy administrator of benefits and RRSP – analysis of benefits and salaries across the board. Information will be shared with Branches
- A review of the RRSP's may require tighter controls; currently plan allows the contributor to withdraw all or some at any time, that is not seen as a benefit to employee retirement as originally intended.

Membership Database

- Membership Database – purchased software, Task Centre, allows National to automate membership outreach.
- There was an upfront cost in preparing for the automated direct mailing process with seeing a savings in postage, printing and staff resources over the year.

Website Support

- National completing the Branch facelifts; Currently reviewing the fees and consultant support provided by Jennifer Hood of Underscore Solutions.

New Accounting Support/RFP for auditor

- Judy Hodgins, accountant/bookkeeper – CPF National to consider putting out an RFP for new accountant.
- Currently, auditors and bookkeepers are not working effectively together with staff.
- RFP sent out for auditors; National to review both submissions and decide on which firm to go with – Collins Barrow vs Marcel Lavallée. The Board will provide the recommendation for the next audit firm at October AGM. We may continue and only make changes in next fiscal year.
- Once new auditor is identified National to go back to firm and ask which accountants they work with. This allows time to improve working with current accountant, then decide.

Conference 2018

- Cathy Stone attended familiarization tour in Halifax as conference will be held there in 2018; Rebecca Lancaster (CPF NS) excited to move forward with this idea. Hotel will be finalized and announced at this year's conference.

d. Treasurer's Report

Audited Financial statements for 2015/2016

- Valerie Pike presents the Audited Financial Statements up until March 31, 2016. The board reviewed and discussed variances and presentation. There are some questions that require correction or clarification from the auditors.
- The statements document will be presented to the general membership at the 2016 AGM. Board to receive the document at this meeting with a motion to accept them at the 2016 AGM.

ACTION

Nicole and Cathy to follow up with the auditor on amendments and ensure accuracy of the statements.

CATHY STONE – FALL 2016

MOTION

- Karen moves to receive the audited financial statements with the amended notes, seconded by Jane Keith.

First Quarter Current Year

- Valerie presented a thorough review of the first quarter.
- At this time the first quarter, the revenue exceeds expenses. Due to the timing of some of the projects there are areas over or under which will begin to balance out in the second half of the year.
- The board thanks Valerie for her in depth knowledge and presentation of the financial statements.

MOTION

- Sharon Lapkin moves to accept the first quarter financials, seconded by Derrek Bentley.

CARRIED

Budget 2016/2017

- Accepted budget at last Board meeting in May.
- Board reviewed the addition of the two new funded projects (Sir Wilfred Laurier, Poster/Learning tool).

MOTION

- Karen Lynch moves to approve the updated budget, seconded by Sharon Lapkin.

CARRIED

FRIDAY, AUGUST 5, 2016 @8:30 – 4:15 PM – BOARD MEETING

e. Report from Shaunpal Jandu, Project Lead and Government Relations

- Shaunpal Jandu, National Office, shares role and responsibilities with Board – oversees public affairs, project lead, as well as all in house graphic design.
- Currently enrolled in MBA program full time, helps CPF indirectly. Established French for the Future partnership; help them with their advocacy and in turn they aid with our government relations.
- Shares new design for the 40th anniversary – project goal is to get 100 people across the country to agree to donating \$25/month or one time gift ‘\$40 for 40 years’. Exclusive gift for donors.
- Partner work; works with their offices to coordinate communications and cross promote projects and initiatives.
- Government relations; setting up meetings with public officials; writing letters to MPs and Ministers.
- Represents CPF at partner events alongside Nicole and Jane; stand in for National ED at public events.
- Ongoing Projects; Magazine and Concours lead. New projects: Legacy Project, Laurier Project, and French movie night.
- In house designer – created the new logo as well as developed and updated all marketing material pertaining to the new brand design. Shared new pamphlet design, Board to provide final feedback.
- Moving forward Shaunpal will be taking on the donor aspect regarding the 40th Anniversary.
- PCH Consultations for Official Languages – Roadmap is completed; now doing roundtable consultations around the country which includes an online questionnaire. Sent to the advocacy committee and is now aggregating feedback. Will be sent to the CPF membership; circulated to the Board by end of next week.
- CPF members have attended each consultation as they have happened across the country, emphasis to send President/VP rather than staff. Board is asked to have a look at the recorded webcasts.
- French Immersion guide; outdated booklet circulated to the Board for a final review - used to be sent in the new member welcome package; moving forward we will be posting the booklet in its entirety online and sending a ‘sampler’ in the mailed package (reducing costs).
- Linguistic Duality Day – PCH requested assistance from National after seeing ‘Where Are They Now’ videos; want to use the model as a promotional tool for the public service. Met with PCH to brainstorm on the project; CPF role is mainly distribution and guidance on the project. It will not take any of CPF National’s budget but will take some staff time; CPF will be credited as a partner.
- 40th Anniversary ‘Our Stories’ – Three interviews have been completed with CPF pioneers; student transcribed and edited interviews. Judy Gibson has written short script. Shaunpal will assist in the completion of the videos. Once developed National will write a proposal; Sharon Lapkin will provide support. Volunteer committee have a firm view on how they want the project to look; a lot of back and forth with feedback. Arising concern that there is only so much time that can go into it. Deadline for completion is October.

ACTION

- Shaunpal Jandu to send an email to the Board of what’s been collated, Official Language Questionnaire.
- Shaunpal Jandu to circulate update pamphlets and French Immersion guide to Board for final feedback.
- Sharon Lapkin to assist in the development of the written proposal for the 40th Anniversary project.

SHAUNPAL JANDU & SHARON LAPKIN – FALL 2016

Funding Diversification Strategy - Braintorming session

- May 2015; funding diversification strategy presented to the National Board – Branches shared concerns that donors/sponsors would be pulled away from them.
- Nicole shares updated diversification strategy to address concerns; Board reviewed during the meeting.
- Advertising; good avenues to tap into which have been fairly successful. CPF magazine brings in good revenue; challenge to secure new, varied advertisers has been difficult.
- CPF needs to make collating member demographics a higher priority – National currently cannot access the information as it is in the process of updating the database. In the meantime, National should be able to build a fictional profile of who our main audience/member is.
- National to consider doing a targeted analysis of 100 members to collect information from current members, but we must also consider who we are “not” speaking to. How can Branches assist in collating this information?
- Targeting fundraiser and suppliers – CPF doesn’t have many suppliers; this can be a small way to get some

funds.

- CPF needs to find a way to expand its corporate sponsorship –what would CPF’s membership tolerate in terms of direct solicitation? National needs to figure out how sponsors can have some access to the membership.
- Reactivating lapsed donors – CPF needs to identify reasons that circumvent why they choose to longer support CPF.
- Youth are not planned givers. If we ask youth to give they need specific case for support. Follow up with Carmen Wyton (conference presenter); also visit CSAE for more resources and models for giving.
- Create a committee with highly skilled volunteers to give feedback on how to achieve CPF funding diversification goals.
- Set a goal that within the next 6 months that CPF National needs to change access to data on our website, analytics on who the readership is – it means allotting National’s budget here. Upcoming priority for membership committee.
- Heighten technology capacity; donate button. Create a culture of online giving.
- Come up with a couple of good targeted campaign ideas – ‘Where Are They Now’ use that on the donate button; resonates with the generation that has the wealth. A grandparent speaking about the legacy of their grandchild; – ‘she won’t grow up not being bilingual’ tagline.
- Planned giving/bequests - get in touch with financial planners who can speak on behalf of CPF to their clients on potentially leaving a bequest.
- Think about the language used when trying to secure donors/sponsors/bequests, does it garner enough of an emotional pull? Look for ways to tangibly recognize donors.
- CPF may need to look at increasing its donation minimum to \$25 for receipt.
- What are the expectations on support from Branches – consider leaving the members to the Branches/Chapters; National can still strengthen the network without fighting for the same dollars.
- Sponsorship dollars of \$2,500 for Conference secured from Via Rail; they only sponsor an organization once a year;

ACTION

- Conduct a targeted analysis of 100 members to collect information from current members; use to build a descriptive profile to identify who CPF’s main/target demograph is.
- Set longterm goal that ensures CPF website is able to accurately collate information on fellowship and members.
- Cathy to look into requesting sponsorship from VIA for 2017 Concours.

NATIONAL OFFICE/MEMBERSHIP COMMITTEE – WINTER 2016

5. GENERATIVE GOVERNANCE: KEY INITIATIVES, PLANNING, NEXT STEPS

Bylaws – Updated proposed version, posted and Board approval

- Bylaws update; amended bylaws have been posted for review – National Office developed a google doc that will allow for delegates to comment, ask questions and provide feedback. It is not open to the general membership. Requested that committee Chair, Nancy Mckeraghan, answer all incoming questions. Once comments have been submitted bylaws will be updated and re posted for general membership’s feedback.
- Sent out Doodle for Special General Meeting; approval to take place before the AGM. Scheduled for September 20th, 2016.
- So far, Nancy has not received too much feedback from many of the Branch Presidents.

Framework for Collaboration

- Board receives outline of direction / contents for document – Carmen Wyton will be assisting National Office by presenting the initial workshop introducing the framework concept and developing the document over the year with Netowrk input. She has proven to be an excellent contact.
- Nothing in the current bylaws that speaks to how different segments within in the Network should interact with each other. Yet CPF funding contribution agreement explicitly requires that Branches and National work together. There is nothing in CPF’s foundational governance documents to support collaborative practices. Need a written document to help during orientation, transition of new board leaders or staff.
- Developing document to show National support to Branches, Branches support to National and Branches support to each other will help demonstrate we are stronger working together for impact across country.
- A simple guiding document will be shared in October; Carmen to present workshop at the Conference. Then inut will guide directions.

- Nicole to have draft document to Board before conference session; Directors to review at meeting prior to workshop and will position themselves around the room to hear feedback and differing perspectives, collect input, reactions, concerns.
- Title subject to change, based on input.

ACTIONS

- Carmen / Nicole to draft guiding document for workshop, “Framework for Collaboration”, and circulate to Board for review prior to the October meeting and discuss at the meeting.

NICOLE THIBAUT – SEPTEMBER 2016

Policies Update

- Safe working environment policy – Document to be updated and finalized for circulation; completed by October, posted prior to Conference if possible.
- Resend other policies in development; set up google doc for Board members where they can all submit feedback on the same document – feedback deadline of October 1st, 2016

ACTIONS

- Set up google doc for Board to submit feedback on policies. Circulate policies for review.

NATIONAL OFFICE – SEPTEMBER 2016

Struggling Chapters – membership outreach and support

- Ongoing conversation – small branches’ chapters are not active; Membership committee to delve into strategies on how to mitigate the issue of struggling chapters across the regions. Workshop will be presented at October conference – in the meantime is there something that can be done to engage with them / Branch role. Board considers what National’s role is in this area. The organization needs to address the culture around chapters.
- Chapters aren’t receiving the staff support they need to flourish in some areas (smaller capacity); they need a lot of hand holding until they have established enough confidence to continue on their own.
- Board proposes several considerations on how National might assist: 1) create and circulate a template for Chapter Development Officers that can be used in the implementation of daily roles and responsibilities 2) assist in the production of positive messaging – Branches can at least feel that National is helping them address the issue without getting in the way.
- What is the purpose of the Chapter today? Are Chapters still as relevant as they were 40 years ago – chapters need to be perceived as a way one can give back to your community. If what we’re doing isn’t working can we not look at other models; consider organization/advocacy by projects rather than Chapters.

ACTIONS

- Membership committee to develop strategies to address the issues of inactive or struggling Chapters.

MEMBERSHIP COMMITTEE – FALL/WINTER 2016

Volunteer Screening/Child Safety Protocol- Insurance

- Document needs to be finalized – hoping to address this fall 2016.

Research Committee

- Research committee formed; additional members include Betty Gormley (CPF-ON), and Diane Tijman (CPF-BC/YK).
- National to put in new funding proposal for production of the State of FSL report; most of the Branches are supportive of this idea – BC and PEI currently develop their own reports at a provincial level.
- Branches that produce their own reports feel that the National report wasn’t timely enough; would take a whole year to complete. Shorter reports are preferred. National report doesn’t share information that is pertinent to their region
- Joan Hawkins is already regularly producing information briefs that encompass a number of topics within FSL – consider bringing on grad students who can assist Joan in mining the information faster.
- CPF needs to be careful what kind of research topics they choose – stick to topics that help inform parents on FSL education; don’t step on education scholars’ toes.
- Committee needs to discuss more around the development of a State of FSL report.

- Research Committee presentation in October to include information briefs prepared by Joan, what is currently available, collect info as to gaps, etc.

ACTION

- Jane Keith to contact BC and PEI President to get a better understanding of why they prefer to produce their own State of FSL reports; if complementary or separate from National report.

JANE KEITH – FALL 2016

6. EVENT and PROJECT PRIORITIES

40TH Anniversary Project/ Our Story Update (Sharon Lapkin, liaison)

- Judy Gibson oversaw the development of the script – National office to provide support, Shaunpal to receive unedited clips and create a brief multimedia piece. Will be shared at the October Conference.

Conference and AGM 2016

- Conference and AGM; due to changes within the bylaws, CPF can no longer cast vote for election by show of hands; votes will be submitted by colour ballot.

Annual Performance Report 2015/2016

- Annual report – drafted, will be presented to Board prior to finalization.
- Includes a few more pieces to increase understanding of National's role in support of Branches, and overall CPF network impact.

CPF Signature Event, FSL Awareness Breakfast – March 2017

- Moved to March while House of Commons is sitting – National struggling to identify a theme for next years breakfast but will focus on youth.
- Themes for consideration: New Commissioner of Official Languages in 2017; Canada's 150, bilingual youth focus, etc. – Board is asked to submit ideas.

ACTIONS

- Board to submit suggestions on themes for the Signature Breakfast 2017.

NATIONAL BOARD – FALL/WINTER 2016

Concours d'art Oratoire 2017 – Date change (June 3, 2017)

- Board made aware that the date will be changed to the first Saturday in June; several Branches not happy about the change, may affect participation due to competing activities.
- Original date is race weekend in Ottawa; too costly and makes it difficult to get around (road closures caused multiple delays last year) and find reasonable priced accommodation on either side of the river.
- National to implement for one year; review to follow and see if we need to go back to the original date. Branches will be asked for feedback.

SATURDAY, AUGUST 6, 2016 @9 – 12 PM BOARD MEETING

7. NATIONAL COMMITTEE REPORTS

Bylaws

- Special General Meeting – September, Tuesday 20th at 5 PM; if the bylaws are not approved during this meeting they will not be brought to the AGM; will be brought forward at another follow up special general meeting.

Nominations

- Candidate's interviews have been completed – Four candidates moving forward for election.
- Interviews to be posted alongside CV so delegates can evaluate them; followed by the online election in the first week of September.
- Committee worked very well together.
- Request that, in addition to the CV and interviews, committee include several bullets about why the candidates have been brought forward; concerns that it might be seen as influencing the vote.

- General wording from Call from Nominations to be included in a brief for context when sending out communications around the election.

ACTION

- Post candidate interviews for voting delegates to review prior to the election.
- Set up anonymous election ballot for the first week of September 2016.

MARYANNE BRIGHT – AUGUST 2016

Strategic Planning Implementation

- Committee to develop short video presentation on how to implement the new strategic plan at the October Conference.
- Meeting held on May 17th; committee members Michael Tryon (AB) and Patti Holm (BC) agreed to undertake workshop geared to Branch/Chapter needs and how to implement the new plan.
- GoToMeeting held July 21st to discuss the format for the October workshop as well as on support resources for the Network.
- Webinar to be posted for Branches and Chapters; in development.
- Committee is very engaged, willing to take on responsibility and meet deadlines; Joan Hawkins has done exceptional work.
- Board to move forward with aligning and restructuring meeting agendas to mirror the goals of the Strategic Plan in an effort to help lead/support its implementation.

Advocacy

- Jane Keith, committee Chair – June meeting, joined by committee members Richard Slevinsky (AB), Catherine Davies (MB) and Roxanne Horwitz (ON). Developed outline for upcoming priorities.
- Completed tasks include: discussion around the consultations and roundtables – worked on the consultation with the questionnaire, provided feedback on letter to OCOL through email correspondence.
- Next meeting scheduled for face to face meeting to prepare for workshop planning – empowering chapter members to ask for meetings; 3 members will present the workshop.
- Does CPF need to look at having two streams of advocacy? CPF advocacy scope is limited – it needs to gear its message to varying audiences; not doing enough in the realm of public policy /govt relations.
- Nicole to look into facilitating two separate sessions: one geared to Chapter members the other to CPF leaders.

ACTIONS

Look into facilitating two separate workshops on advocacy outreach and public policy.

NICOLE THIBAUT – AUGUST 2016

Membership

- Membership numbers - percentage increase/decrease needs to be included; as of now CPF has an increase in membership.
- Two conversations at conference – 1) reality of membership based organizations in the 21st century; becoming a “movement” 2) what’s the value of chapters? Are they necessary in delivering CPF services today? Is membership with a dollar value attached a barrier for members?
- Conversation that everyone needs to have and be a part of, CPF broader audience.

Research

- Meeting set for late August/early September, introductory web meeting to review initial priorities.

8. CLOSING

New Business - AGM minutes

- No new business arising

Business arising from the board meeting

- No new business arising from the board meeting

Conference 2016

- Committee working on program – CPF hospitality suite will be discontinued.
- President’s banquet Saturday; short President greetings, no speeches, presentation of Recognition Awards

(Volunteer, Lifetime Member, and Staff Award) by President alongside Board members.

- Following the close of the 2016 AGM (Sunday morning) Graham Fraser will present Excellence Award to CPF Branch Presidents; certificate will be given to every Branch.
- AGM voting piece, Nicole to follow up with Karen re the colour coding of ballots.
- Silent auction; will no longer issue a receipt for the value of the gift. All proceeds to go to MJB endowment.
- Once again a painting from the late John Mlacak was donated to be raffled.
- CPF will have its own booth, product launch of new branding items. Workshop facilitators will receive complimentary gift for their contribution.
- Cathy to book all Board members rooms on the block; Directors to book travel at their convenience.

ACTIONS

- Nicole to coordinate with Karen on colored voting ballots

NICOLE THIBAUT & KAREN LYNCH – FALL 2016

Planning for next board meeting – October 2016 – Ottawa, ON

- Board members arrive the night before; last meeting of the old Board, will discuss final preparations going into the Conference – break at 2 pm to allow for time to get ready for CoP meeting, followed by the opening reception.
- COP meeting will take place between 3-4 PM on Thursday.
- Board of Directors Meeting Schedule circulated to the Board – review dates for 2017 meetings.
- November 16th orientation teleconference; Board members to confirm their availability with Nicole. Will also discuss committees and assigning new chairs.
- Tentative date set for the first meeting of 2017 – February 2-4, 2017 in Mont Tremblant. May 4-6 weekend – National proposes to do it in Toronto; partners can meet with the Board. August meeting; following the long weekend. August 3-5th, proposal that it be held in St. John’s, Newfoundland. Will be confirmed once the new members are on the Board.
- AGM 2017 / Leader Network Event will take place from October 12-15th in Gatineau.

In camera – with Executive Director present, and without

- Board moves in camera without staff and ED at 11:25 AM, goes out of camera 12:50 PM.
- Board moves in camera with ED at 1:20 PM.
- No action items to be added.

11. MOTION TO ADJOURN

CARRIED

First Draft – Sept 23, 2016

Second Draft – October, 11 2016

Final Draft -

Minutes of National Board Meeting August 4-6, 2016

Jane Keith, President _____

Date Approved _____

Wendy Carr, Secretary _____

Date Approved ___Sept 23, 2016_____