

Canadian Parents for French
National Board Meeting Teleconference
Monday, January 11th, 2016 - 4:30 pm to 6:00 pm (Ottawa time)
MINUTES

Attendees:

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

Board Support:

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

Minutes

1. UPDATE FROM THE NATIONAL OFFICE

a. November – December 2015

i. Communiqué

- Communiqué sent out as information update following AGM; included request for Strategic Plan network endorsement and reminder of request for Network feedback on Branding initiative.

ii. Branding Feedback

- Branding promotional package sent to the network for review prior to the holiday break – several branches have submitted feedback; overall Branches are happy. National office is currently collating responses to move forward with final implementation.
- Branding to move ahead in the coming months, National will need to support the Branches throughout the process within our limited budget.

iii. Strategic plan endorsement

- Branches who have responded have endorsed the 2015-2020 Strategic Plan – very positive attitudes; National and Branches are ready to move forward with the implementation phase of the strategic plan.
- National will be available to provide support to Branches when developing their own plan with the templates provided and beginning to work on training webinar to clarify and outline expectations.

iv. Reporting to PCH as of December 1, 2015

- Request from PCH to streamline report, National worked on report prior to the office closure – update from Josee saying that the new report met the requirements and suggestions put forth.
- PCH wants National and branches to be reporting with the same guideline/template in mind; this will help PCH compare and contrast as well as measure the overall network impact. The CoED is aware and continues to collaborate in this vein.

v. Complaint investigation and with Branches

- The Board has taken comprehensive actions to address the issue of a complaint received, having hired an investigator to complete a confidential report. National board to move forward with the advice/direction of the investigator and with the lawyer on privacy / confidentiality matters. National office will complete identified actions within a one year timeline (includes policy development and improved communications around process).

vi. OCDSB advocacy to support CPF ON (research, fact sheet, radio interviews, etc)

- CPF Ontario has taken the lead on issue around proposed changes to EFI by OCDSB; National has provided support in the form of a letter to the OCDSB and Board of trustees.
- CPF Ontario now working closely with Ottawa Parents for French Immersion group to drum up presence at meetings, showing support and advocacy in this area. National continues to correspond regularly with CPF

Ontario, providing research background materials as requested.

b. January

ii. Updated concours 2016 material (academic integrity issue, communications w branches)

- Due to issues concerning plagiarism at last year's competition National is reviewing current materials to ensure it is made clear that this conduct is strictly prohibited – contestants who do not submit original content may be subject to elimination.
- National to communicate this openly with Branches to avoid any problems in the future.

iii. Projects – meeting with PCH to resubmit 2 project proposals (poster \$35, 000 & Laurier birthday \$40,000) for new fiscal April 1, 2016

- National met around these 2 projects; invited to re-submit the two projects that were placed on hold due to elections. National to resubmit requesting funds from PCH for new fiscal year.

iv. PRO grant received \$13,500 – planning parent forum with CPF ON for February 27, 2016

- Funds received from Ministry of education in Ontario; Working with CPF ON to plan a one day event in Ottawa, timing is good based on the media interest; will help jumpstart Ottawa chapter.

v. Planning breakfast event in early April new fiscal year

- Original intention was to have the event at Rideau Hall in March; venue unavailable – new plans to hold event in April during the week to get more MP's attendance, Governor General may attend.
- OCOL supports CPF in holding this event; 50th anniversary of French immersion.

4. COMMITTEE UPDATES

a. Bylaws

- One member resigned from Bylaws committee; Nancy McKeraghan, Diane Tijman and Rena Prefontaine all still interested in remaining on the committee.
- Board needs to appoint new member to sit on the committee – consideration to keep composition as is if there are hopes to complete mandate and finish document by March 31, 2016. Board feels it is not necessary to add another person between now and the completion of the work. National to contact remaining members of the committee to gauge their comfort level with committee composition staying as is.
- After March 31 Bylaws committee will look at acquiring new members, and setting new mandate – development of policy; collaboration between Branch and National (protocol on how we work together).

ACTIONS

- Nicole to follow up with remaining committee members as well as ask Nancy McKeraghan about chairing committee

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b. Nominations

- Jane Keith offers to continue as committee Chair; no conflict of interest as will not re-submit candidacy; Tony Orlando also willing to return.
- Key priorities for committee: to review matrix and actively work towards streamlining the current nominations process.
- Concerns raised about having a Branch ED on the committee – this concept was originally introduced to support the idea of succession planning for staff at Branches; Instead the committee will approach and consult EDs when this is the focus of the work, without having a presence on committee.
- According to Bylaws there have to be two National Board members – board members asked to consider filling positions on open committees.
- Discussion of nominations committee members meeting face to face; it was difficult not having a face to face meeting last year. National to keep that in mind when budgeting in new fiscal year.

c. Strategic Planning

- Strategic Plan mandate now complete – Board discusses whether or not it would be valuable to have an evaluation; if so evaluation report should be completed prior to the Feb board meeting.
- Evaluation template; should be something that can be utilized by all committees. As other committees fulfil their mandates it would be very helpful. Sharon and Val/Nicole to keep this in mind when drafting evaluation template (to review at the Feb board meeting)

- Call for nominations; identify gaps/skills set that need to be filled
- New Chair for Strategic Planning; new committee to be formed with a new mandate – Strategic Plan moving into the implementation phase, focus on training for governance, volunteer leader support.

d. Advocacy

- Mandate underway, Committee composition to remain as is. One individual could be added in Branch president role, but not necessarily.

e. Membership

- Committee has had one face to face meeting – mandate underway, Committee composition will remain as is.

f. New committee – Research

- Research still an area where CPF gets funding; many requests come in for research support. CPF needs to clarify what our role in relation to research is. Focus on research makes sense with the new government. This would be an opportune time to communicate with CH and other funders.
- Develop a very clear terms of reference which will provide the foundation for advocacy and activities.
- Currently have funding in our three year contribution agreement but more focused on dissemination; questions about whether or not CPF should be doing the research or just disseminating it. Can help identify gaps and needs and suggest pathways to communicate with public.
- Sharon and Wendy show interest in working on committee and developing outline for mandate.
- This committee will only slowly come together in new fiscal year, due to budget constraints and other priorities to complete.

ACTIONS

- Board members to send note to Jane Keith and / or Maryanne Bright citing interest in committee roles.

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5. FEBRUARY BOARD MEETING – PLANNING AND CONFIRMATION

a. Key priorities

- Previously planned to have shorter meetings but will need to add another half day to original agenda – heavier agenda which focuses on priorities for 2016 as they relate to strategic planning, generative governance, etc.

b. Date and Travel

- Board of Directors to come in late Wednesday or early Thursday and extend stay until Sunday morning – National to absorb cost of changes to flights if already booked. Board members agree to stay on for extra day.
- Thursday will be half day Strategic Thinking exercise as planned. Friday, business meeting; Saturday will focus on generative governance issues; Sunday morning will be business arising and wrap up.

Meeting Adjourned at 5:41 PM

First Draft – January 13, 2016

Final Draft – January 22, 2016

Final Approved –

Minutes of National Board Meeting January 11, 2016

Jane Keith, Acting President _____

Date Approved _____

Sharon Lapkin, Secretary _____

Date Approved _____