

Canadian Parents for French
National Board Meeting
Held: National Office, Ottawa, Ontario
Friday, January 26, 2018 and Saturday, January 27, 2018
MINUTES

Attendees:

President: Chair: Nancy McKeraghan
Vice President: Wendy Carr
Secretary: Sharon Lapkin
Treasurer (Audit Chair): Valerie Pike
Director: Derrek Bentley
Director: Richard Slevinsky
Director: Kate Peters

Board Support:

Executive Director: Nicole Thibault
Director of Operations: Cathy Stone
Member Services and Office Administrator: Debbie Murphy

Minutes

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President, Nancy McKeraghan, calls meeting to order on Friday, January 26, 2018 at 9:05am.
- President welcomed everyone and thanked Kate Peters for attending via the web.
- Focus Question for this board meeting is: **How can CPF cultivate a learning culture within our organization?**
- There needs to be a focus to work on cultivating a learning culture of communication: working together and sharing knowledge. Nancy McKeraghan showed everyone her grandson's school picture commenting that as the board goes further we need to think of what we are doing and how it impacts the children.

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars.
- Approvals: approve the agenda; approve previous meeting minutes
- Review Summary of Pending Action Items
- Review of the National Board Committee Reports

MOTION

Valerie Pike moved to accept the consent agenda, seconded by Sharon Lapkin.

CARRIED

3. GENERATIVE GOVERNANCE

- Top 5 Ideas from Strategies for Cultivating an Organizational Learning Culture (article circulated for reading):
 - Building from an existing culture of compliance toward a culture of learning requires time, shifting points of view. Clarify purpose of gathering data, whether data is needed and how to look at it and how to build upon it for decision making, improvements, etc.
 - Where are we getting data and how are we using it? The challenge is having to produce data at certain times and it sometimes becomes a chore. Everything we do should generate some data as we meet, we share ideas and decisions to be informed and grow along the way. There then is the conception of continuous growth within a positive light.
 - Need to provide reassurance and educational support to help come to an understanding that there is an important benefit and purpose to gathering data. Using data to demonstrate our impact so that our message will be stronger.
 - It may be of value to go to the strategic plan and ask the same questions. How do we help Chapters to report and share their ideas? As the grass roots start with Chapters, there is a need to educate and simplify the process.
 - Place a priority on learning culture, becomes a supportive model for the Branches - National Board can lead by example, show their results of using data to inform and identify key questions to the Branches and Chapters.

ACTION

Richard Slevinsky will serve as liaison for the Performance Measurement Strategy Committee. Nicole will follow up to schedule a meeting with Michael Tryon.

NATIONAL OFFICE – WINTER 2018

- Succession Planning Support for CPF National and Branches
 - Kate Peters facilitated a discussion for direction to the Nominating Committee, forward thinking of where and what we need in the next five years. Three questions: 1. Who among the board is considering or planning on staying on board for the next two election cycles; 2018-2019 and 2019-2020? 2. What are our strategic objectives for the next three years? 3. What gaps, skills and competencies are we looking to fill?
 - Discussion around recruiting new board members, look to the Strategic Plan and pull priorities, does the Strategic Plan further support diversifying to meet certain goals? Diversify with ethnicity and new relevant skills with different backgrounds, youth aspect. Consider expanding the board to 8 members, keeping in mind there would be additional expenses. Also, to consider having board members to fill seats that we can recruit and groom over time. Other consideration to recruit new members to be on the Nominating Committee.

ACTION

The Nominating Committee will work with the ideas from the Board to help with the succession planning.

NOMINATING COMMITTEE – WINTER 2018

- Funding Diversification Efforts
 - Discussion and review of the Funding Diversification plan developed in 2015. It was noted that advertising has increased significantly and some time put into corporate sponsorship, but without much success. Priority to develop a culture of philanthropy across the CPF Network. Considering methods to break-even/profit at our events: Conference, Concours and FSL Breakfast. Improving Exhibitors; attracting outside participants who pay and securing sponsorships. PCH wants to see us diversify to get to various sponsors, partners and funders.
 - A priority has been put on developing a strategy for the Donor Program to grow in 2018. Set some goals to why donate, what are the funds supporting, why we are trying to reach more donors and to focus on activities that are not funded which will enhance the organization. Reviewed the updated case of support document.
 - Discussion on membership fees, who do we want as our members and what value do we give our members. There is a priority in 2018 to upgrading the membership online renewal process and the benefits package to be consistent across the Branches. After improvements, could begin dialogue for increasing membership fees in 2019-2020.

ACTION

Nicole will develop a strategy, identify current results and fundraising goals, linking back to the Strategic Plan to show priorities for the next three years.

NATIONAL OFFICE – WINTER 2018

4. STAFF PRESENTATION – Cheri Nixon, Membership Services Coordinator

- CiviCRM Database, Website Updates
- Membership Services – Updates
- Volunteer Engagement – Online Volunteer Profile
- Cheri Nixon reported on the new CiviCRM database – Status of training, capabilities and benefits. Continue to have Chapter Development and Branch Staff teleconference calls for information and support. Planning a summer training session in July, 2018 to work with the Branch Staff / Chapter Development Officers. There will also be a workshop at the October Conference and AGM, 2018. An online volunteer profile has been created and registration process will begin shortly.
- Suggested circulating the CPF Privacy Policy, ensuring we have updated and communicate compliance as we record personal information.

ACTION

The CPF Privacy Policy will be reviewed, updated and circulated to the Board.

NATIONAL OFFICE – WINTER 2018

5. REPORTS

- President Report (Nancy McKeraghan)
 - CoP Update
 - Overall good conversation and exchanges; request to have education sessions earlier in the day at next conference. Taking a more proactive approach, using a consent agenda, Rena Prefontaine (CPF-MB) will set up a simple google account so all CoP can access the minutes and reports.
 - Discussion with regards to number of winners of Concours, use of the prizes. Need to look at regional prizes; possibly one from every province. Branches will identify what is working and not working in each of their provinces. Focus on new ways to engage students (not only Concours) and different ideas for funding support.
 - The State of FSL Report – support to understand as there is a lot of ‘edu-speak, simplified precise model for parents to understand and use with suggestions as to how and when it might be used. Nancy will ensure all Presidents have reviewed the accompanying Advocacy Tool, communicated in the Communiqué. We can adapt, improve the tool with their feedback. The Branches liked the content of the Positions Statements and the message is “right on”, lengthy in wording.

ACTION

Nancy will follow up ensuring all Presidents have reviewed the accompanying Advocacy Tool to the FSL Report.

National office will follow up with audit of Concours prizes / comparison / access and use. Provide information to Nancy for CoP.

Public Policy Committee will continue to refine the position statements, to respond to needs of varying audiences.

PRESIDENT / NATIONAL OFFICE / PUBLIC POLICY COMMITTEE – WINTER 2018

- Director of Operations Report (Cathy Stone)
 - Staff Salaries – COLA
 - RRSP and Benefits Plan – Updates
 - Accounting Update – Bookkeeper retirement, ACCESS training
 - Banking Investments, Insurance, Equipment contractual engagements
 - Cathy reported that the salary line in the 2018-2019 draft budgets allow for COLA which has not been offered since 2014-2015. This action was approved for future budgets. We continue regular reviews of operational contracts and will provide updates to the Board:
 - RRSP plan remains the same at this time. A webinar on this plan has been posted on the national website. An RFP for our benefits program has gone to market and will have results in March 2018.
 - Bottom Line Accounting Services having served CPF for many years, will be retiring effective March 31, 2018. They will ensure a smooth transition in preparation for the year-end audit. Marc Brazeau, Of Marcil Lavallée (auditor firm) has recommended a new accounting service for April 1, 2018. Meetings scheduled to begin a needs and application review. Cathy will begin training with Access, the financial software.
 - Investments are currently GICs at the Royal Bank. Until we have a larger surplus we will continue with short term investments that can be cashed in a short period of time to support our cash flow.
 - We have also reviewed our credit card program. We currently have a Diners Club Mastercard which is the only card that will allow for a 60 day no interest payment.
 - A review of equipment was made last May for both photocopier and postage machine. As a result, we’ve seen a savings of nearly 30% annually.
 - A review of our internet services with Rogers was made in September which resulted in a renewal with Rogers for a savings of 20% annually.

- Executive Director Report (Nicole Thibault)

- CoED Update + CoED Committee Updates
 - 2-day April CoED meeting planned around the Performance Measurement Strategy, with a half-day education session: Making your Data Work for You. The CoED working toward a common template for annual reports, an agreed format for consistent, professional image. Hoping for Branch agreement to use the same Annual Report template for 2-3 years in which they can show comparisons and data from year to year within their Branch. Begin review of first draft of the CPF Network Summary Report including agreed to tracking of indicators, process for collecting data and timelines.
 - Two-year review of agreed Branding implementation, a package will be distributed for Network review and feedback in February; with suggested updates and changes to phase into effect beginning of Fall 2018.
 - Committees meetings underway with priority on Conference 2018 program, budget, local committee responsibilities; volunteer management, and governance documents.
- Staffing Performance Evaluations – Process Review with Board
 - Nicole briefly reviewed the process, timeline, written evaluation form being used with National staff, every two years. The interim year is an informal interview with individual staff members setting goals.
- CPF National Communications Strategy – Update
 - Nicole reviewed tasks underway such as (a) audit the electronic newsletter offerings (improve consistency – formats and messaging, ensure all members receive a communication at least 3 times per year); (b) beginning 3 issues of the CPF Magazine per year/shorter per issue; Editorial Team providing input for updates (c) CPF National taking lead to communicate with “volunteers” as a targeted audience – website section, blog, etc.
- Nunavut Project Update, Outreach, Partnership Efforts
 - Update on progress with Gabrielle Guillon taking on lead role with Quebec Outreach and Engagement, conducted phone interviews with FSL consultants of Quebec school boards, letter writing to stakeholders, planning with Quebec partner groups for networking day, strategy meeting with QCGN and following up with regular program planning (member newsletter, virtual choir and Concours). Shaunpal Jandu provides staff support.
 - A second visit to Nunavut is being planned for late March 2018. The focus will be on 4 Iqaluit schools (2 elementary, 1 middle, 1 secondary school) and 1 parent meeting, stakeholder meeting (parent advisory group rep and ministry of education contact).
 - Partnerships: Alliance Francaise, for two years partnered with on a bi-monthly radio spot with Unique FM. CPF National did not renew this Fall. The new Director General is hoping to increase our ties across Canada; meeting today.
 - Initial discussion with Trois Pistoles (French Family Immersion Camp) to welcome us a partner. Will follow up to have a rep attend this year’s Camp in August. Build brand for CPF sponsored activity. May pursue funding for bursary family program to attend the camp, could support Chapter membership.
 - We have signed a protocol with Association des collèges et universités francophones du Canada, avenue to partner for Concours scholarships, student bursaries and incentives. Contact made by Richard Slevinsky with Campus St Jean will provide us with an additional incentive to report this year. Future support with the OCOL Interactive Map (of post-secondary opportunities for FSL students).
- Framework for Collaboration (with Valerie Pike and Sharon Lapkin) – Update
 - The committee chairs incorporated feedback and the revised Framework has been circulated to Branches who can provide more feedback. The document is being finalized and the final document will be posted on CPF national website.
 - This Ad Hoc committee will be dissolved and its operational component will be guided by the CPF CoED Operational Committee with former committee member Catherine Davies as reporter.

ACTION

Nicole will share the Staffing Performance Evaluations template and process with CoED, encourage Branch input to support standardization across the Network.

Include a map of Canada with contact information on the back of the Annual Report for National and all Branches, way to demonstrate the Network across the country.

Communications for updated CPF Magazine will be circulated to the Board, encouraged to provide input and suggestions.

Gabrielle will provide a staff presentation on the Quebec Nunavut Project at the May board meeting to share her progress.

The National Office will pursue further partnerships for student incentives, summer camp opportunities.

Finalized Framework for Collaboration document will be posted on website.

NATIONAL OFFICE – WINTER/ SPRING 2018

Wrap up In-Camera - Moved to in-camera at 3:50pm

- With Executive Director present

Meeting for day adjourned at 4:30pm

4:30pm - Networking with members of the Board of Directors of Alliance française (Ottawa) and Director General.

Meeting called to order on Saturday, January 27, 2018 at 9:10am.

Moved to in-camera at 9:20am.

- ii. Without Executive Director present

Returned to meeting at 9:50am.

5. REPORTS – Continued

- Treasurer Report, Audit Chair (Valerie Pike)
 - 3rd Quarter Actuals / current year (to December 31st, 2017)
 - Reviewed the more detailed Treasurer Report providing breakdowns for revenues as well as expenses; comfortable and stable position, yet will continue to monitor spending in a few areas until March 31, 2018. It is a balanced budget and hoping to show a small surplus for the year.
 - All projects are on track with PCH funding. Money has been received from OCOL project, along with sales for t-shirts. Travel and accommodation is within budget. Cathy Stone to continue to split spending by network and board. Over budget items are equipment / rental lease had some unanticipated rental fees for Concours and FSL launch, Postage and courier but will come in line by the end of March 31, 2018.
 - Changing expectations of Network - printing less hard copies of magazine and only sending electronically. Print less membership forms and pamphlets and invest in iPads/PowerPoints for chapter support committees to use at parent nights and membership drives. Will occur over time.

MOTION

Valerie Pike moved to accept and seconded by Sharon Lapkin.

CARRIED

- Draft New Budget (April 1st 2018) – Priorities Review
 - Within the new contribution agreement some items have shifted with the deliverables. The Nunavut project provides more money, yet there is the travel and accommodation expenses. 2018 is a Conference and AGM year which will require more money under that Pillar.
 - It was suggested that where staff names indicated should have positions titles added to clarify.

ACTION

Cathy Stone to add position or titles to staff names under each Pillar in the budget presentation.

NATIONAL OFFICE – WINTER 2018

- National Committee Reports / Updates
 - Review of updated terms of reference for each committee
 - Accepted the terms of reference for 3 of the 4 committees. Working groups do not require a terms of reference. There were some discussions and additions to the Nominating Committee terms of reference.

National office to follow up and finalize with Kate Peters.

- Review draft #1 calendar for committee meetings and deadlines.
 - The draft calendar was reviewed, provides an overview of the scope of committee meetings over the calendar year; some dates will need to change according to availability of chairs. Doodles will continue to be used to set the actual dates of meetings. Suggested colour coding may improve readability.
- Pillar A. Youth
 - Youth Engagement Network (Derrek Bentley)
 - 10 people have expressed interest in collaborating; a first meeting to initiate dialogue will be planned for February / March 2018. Since no funding was obtained, will begin with review of Concours, providing suggestions for future.
- Pillar B. Parents, Members and Volunteers
 - Chapter Support Committee Derrek Bentley)
 - First meeting is scheduled for March; until then we are gathering information for the staff training session for Summer 2018.
- Pillar C. Decision-makers
 - Public Policy Committee (Valerie Pike, Richard Slevinsky)
 - Sharing Draft #1, Proficiency Levels White Paper (CPF Support for CEFR and DELF)
 - A call for expression of interest in new committee membership was circulated following the October Leadership meetings and Larry Vaters and Mary Cruden have confirmed participation.
 - The Teacher Supply and Demand White Paper and Position Statements – waiting for final Branch feedback; The translation and final document to be ready for the April FSL breakfast.
 - Acknowledgements to Wendy Carr and Joan Hawkins for their contributions in development of a new White Paper on FSL Proficiency Levels which provides the committee with a strong draft document to begin their work. The draft paper was circulated to the board for review, more following sharing with the committee.
 - Research Work Group (Sharon Lapkin and Wendy Carr)
 - An advocacy document has been prepared based on the Report (*Making Our Voice Heard: The State of FSL Education in Canada Report 2017 – A CPF Advocate Guide*) and circulated to Branch EDs are currently providing their feedback.
 - The Report has been circulated to key stakeholders. The Communications Plan actions have been completed as of December 2017.
 - Plans for the 2018 Report are taking shape, same format; lead article will be the same length and the references will be posted as a web link. Will include the Teacher Supply and Demand study that is going on in Ontario. Will also have a British Columbia and OCOL project lens focus. The working group is proceeding and will consult as needed.
- Pillar D. Organization
 - Nominating Committee (Kate Peters)
 - Review Nominating Policy, Process, Calendar Updates
 - Key decision points need to be put on the calendar. The privacy protection law is new to the terms of reference.
 - On page 4 regarding the composition of the CPF National board – do we want to change the number of people on the board? If so it would be a bylaw change. Agreed that this is not a priority currently.
 - Some suggested process changes for discussion: the language needs to be updated to reflect reality; timeline may be condensed; consultation with the Branches for feedback; interviews will be recorded for committee members but not available to general public; Need to obtain permission from the candidates to call their references and inform the candidates ahead of time that the committee members will receive the reference check notes. Documentation about the candidates is retained for 5 years.

- The interview process is good, but the time of the months is off. Suggest moving interviews to May and decision / vote by the end of June. Have an extra meeting in April and early communication to Branches that timelines are being changed.
 - No longer have a call for nominations from the floor of the AGM for the election of the officers of the President and Vice-President. Therefore, can eliminate the roles of Chief Electoral Officer and scrutineers.
- Bylaws Committee (Nancy McKeraghan)
 - Nancy as Chair has been following up on progress with Branches who have not yet submitted their finalized Bylaw template. To date: NS, MB, NB, ON – approved bylaws. NL, AB – completed in works for approval. SK, BC/YK, NWT – working on finalizing.
 - CoEDs have been asked to submit a copy of their Branch policy index to ensure that as we are working on policies, we are including everything that we should.

ACTIONS

Updating and finalizing Terms of Reference for Nominating Committee.

Updating dates and add colour coding to Calendar of meetings.

Updating Nominating Process Documents – wording changes to reflect current reality; additional permissions required; timeline changes, etc. and communicate changes to Branches early on in process.

NOMINATING COMMITTEE / NATIONAL OFFICE – WINTER/ SPRING 2018

Meeting broke for lunch with Follow Up to In-Camera, scheduled at return from lunch.

- In-Camera began at 12:52pm and returned at 1:15pm

6. PROJECTS, EVENTS, UPCOMING INITIATIVES, NEXT STEPS

- Governance Documents, Website (CPF Orientation Guide, etc.)
 - Additional tabs have been added to website to streamline the pathways of finding things.
- OCOL Survey Project Progress Update
 - Mimi Mason and Jeannie Larson started working together on project in December and will finish in March. Robert Talbot of OCOL is supervisor to project. Progress is good and the questionnaire is finalized. Interviews will be conducted by volunteers from the board, Paule Desgroseilliers and Mimi Mason. Need to update interviewers on the interview schedule.
- FSL Awareness Breakfast – April 19th, 2018 / Stakeholder Meetings
 - The FSL Awareness Breakfast will be held on Thursday, April 19, 2018 from 7:30am – 9:30am.
 - Discussion of this year’s topics/themes revolving around bilingualism. Share with the audience the big picture of what we have accomplished. The FSL Report puts forward a case of who we are. Encourage donations. How government can help? Same page with messaging, breakfast is beginning of discussion – follow up with stakeholder meetings. CPF Ontario and Saskatchewan part of program. Suggest leaving something in writing, maybe a postcard, with important messaging.
- Public Policy Roundtable – May 24th, 2018 (TBC)
 - There was discussion around the agenda for roundtable; use the Teacher Supply White Paper to choose the “Call to Action” and assign one to each “panelist”. The program should have a regional approach with different perspectives – educational, stakeholder, etc. Some of the key players would be from ACPI, David Jack, Labour Mobility, Campus France Canada. There should be an understanding that there are differences and how nationally we can help solve them. The consensus was to move ahead with the roundtable discussion on Thursday, May 24, 2018 from 1:00pm – 3:00pm.
- Concours – Quebec and National Finals
 - Quebec Concours will be held on Saturday, May 5, 2018 @ CEGEP in Montreal. The Master of Ceremonies is Nicole Thibault.
 - National Concours Finals will be held on Saturday, June 2, 2018 @ Sheraton Hotel in Ottawa. The Master of Ceremonies will be Sharon Lapkin.

7. CLOSING

- Business Arising from the Board Meeting

- Review Important Dates, Upcoming Board Meeting Schedule 2018-2019 / Planning.
 - Scheduling board meeting dates to allow for completion of quarterly financial reports to be circulated prior to meeting.
 - Suggested dates to be added to the Meetings Calendar: Magazine will be issued in March, May and October and Summer Chapter Development session/training second week of July.

ACTIONS

Update Board Meeting Schedule as per discussions, circulate with the Minutes.

Confirm availability / attendance of Board at the FSL Awareness Breakfast and the Public Policy Roundtable.

NATIONAL OFFICE – WINTER 2018

- Board Meeting Effectiveness Check – online completion, send to Nancy McKeraghan
 - The board will complete and send to Nancy McKeraghan.
 - Nancy McKeraghan commented that it was a very successful two-day board meeting with good a cohesive group discussions and input. Reviewed some of the follow up actions (CoP, Committees, etc.)

8. MOTION TO ADJOURN

- The CPF National Board of Directors meeting adjourned at 2:50pm.

First Draft — Second Draft– Final Draft

Minutes of National Board Meeting January 26, 2018 and January 27, 2018.

Nancy McKeraghan, President _____

Date Approved _____

Sharon Lapkin, Secretary _____

Date Approved _____