

Canadian Parents for French
National Board Meeting
Held: CPF National Board Office, Ottawa, ON
May 5-7, 2016
MINUTES

Attendees:

President, Chair: Jane Keith
Vice President: Sharon Lapkin
Secretary: Wendy Carr
Treasurer (Audit chair): Valerie Pike
Director: Derrek Bentley
Director: Heather Stauble
Director: Karen Lynch (attended
portions via skype)

Board Support:

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

Minutes

THURSDAY, MAY 5, 2016 @2:00 – 6:30 PM – BOARD MEETING – OTTAWA, ON

1. PRESIDENT WELCOME

Welcome to Derrek Bentley, Introductions

- The National Board welcomes Derrek Bentley from Manitoba as its newest Director – Derrek has former experience working on CPF MB Branch Board.

2. APPROVALS

a. Meeting called to order

b. Motion to approve agenda for meeting

MOTION:

- Valerie Pike moves to approve the May 2016 Board meeting agenda as presented. Seconded by Wendy Carr.

CARRIED

c. Motion to approve the minutes – February 2016 Board meeting

- Heather Stauble moves to approve the minutes as subject to amendments. Seconded by Wendy Carr. Board accepts as amended.
- Reminder that the board minutes will be put on a consent agenda so that they are approved ahead of time.
- Suggestion that the minutes can be further streamlined – reduce length, focus less on characterizing the content and more on key/factual aspects.

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.

ACTIONS BROUGHT FORWARD

- Governance and training, further policy development, and research priorities.

NICOLE THIBAUT – SPRING 2016

4. REPORTS

a. President Report

Clarification of Roles and Responsibilities / Advocacy Committee: Process, Strategy

- The board discusses and clarifies the understanding between what is operations and governance of committees

and review the roles played by Board members, committee members and staff at the National level of the organization. The responsibility of the National ED is directly to the President and then more broadly to the Directors of the Board.

- Any activities impacting resources allocation – staff and budget – fall under operations. Prior to any commitments, the CPF ED needs to be consulted to ascertain priority in balance with the many commitments underway (requirements of contribution agreements, project funding, etc.) Board members to work cooperatively and collaboratively with staff, keep informed and consult on process.
- After an initial discussion, Heather Stauble tendered her resignation from the CPF National Board of Directors and left the meeting. Following her departure, the Board moved to go in camera.
- While in camera, prior to Board deliberation, Heather Stauble circulated an email notifying the Board of her resignation in writing.

MOTION

- Sharon Lapkin moves to accept Heather Stauble's resignation. Seconded by Karen Lynch.

CARRIED

- The board continued the discussion related to roles and responsibilities, process and protocol.
- Board is encouraged to send comments/suggestions or key points they wish to see included to staff who are drafting the letters.

ACTION

- Continue to improve and articulate process/steps for committee meetings – agreement on process; proposals for meetings must be directed to CPF National ED.
- Communiqué following the May 2016 Board Meeting, to advise the network on the resignation.
- As different consultations are beginning, National office will provide backgrounders and additional support for drafting of common messaging to the Branches. The Branches have a responsibility related to provincial negotiations (OLEP renewal) and National will communicate with each Branch Executive Director to offer appropriate support and ensure that CPF volunteer leaders are consulted in the various processes, attending meetings where possible.

NATIONAL BOARD/STAFF – SPRING 2016

b. Executive Director Report

Update for National Office

- Hired new part time administrative staff for Quebec Project to help support Marla Williams (now working part time), Gabrielle Guillon. Current project is Quebec Concours on May 14. OCOL has been a very supportive partner. An full planning meeting will follow the National *Concours*.
- Administrators day was April 27th, staff appreciation and team building activity was held.
- Staff attending several training/information sessions including workshop on governance, and 'Fundraising Day'.
- Aiming Higher Senate Committee report; circulated FSL Partner Network support letter, and shared meeting update; communications with François Boileau.
- Completed activity booklet shared with Board members; first booklet for students in Kindergarten to grade 2; Office to develop booklets for different grade levels. First sale of activity booklets from Ontario school board.
- Summer Camp Listing circulated; how to ensure strong readership, to help support advertising sales. Need to show readership, impact, metrics.
- National office working on preparations around the upcoming May 29 Concours National competition.

ACTION

- National office to compose letter for OCOL with recommendation of qualities to consider in selection of commissioner candidate.

NATIONAL STAFF – MAY 2016

Meetings / Events / Partnerships

- Updating outdated partnership agreements- no events required.
- Interviews, consultations, attending events - Canada Council of the Arts, U of O / research meeting and CCERBAL, 50th Riverside Anniversary – re celebration of French Immersion, ACUFC joint project / prep for protocol signing on June 23rd (Jane Keith), Monfort Hospital, and Evaluation of the Roadmap (1 hour with pre-

set questions previously circulated to Board members), Annual CSMALO Consultation is a meeting with Assistant Deputy Ministers from the different gov't departments working on official languages file (1.5 hours), this year will help inform about next Federal Strategy.

COED Meetings Update

- Two day face-to-face meeting in early March; Josée Martel attended and spoke.
- CoED recommendation has caused some concerns with Branch Presidents – fears over affiliation and loss of funding. More clarification/understanding is required regarding the recommendation for both Branch EDs and Presidents.
- Preparation for September funding proposals submission to begin shortly - discussion at next meeting June 2016 in Halifax.

c. Director of Operations Report

- Revenue Quebec - Received bill from Revenue Quebec for 12K – pursuing the reason, Marla Williams communicating with Revenue Quebec; negotiating to lower the amount. Tax payment may have to come out of both Quebec and National's budget this year.

Meetings re: investments

National office meeting with Ian Burns who oversees CPF's employee benefit plan and George Piper who oversees RRSP plan; reviewed what services they are providing us.

- For Great West Life –Negotiated from an 8% increase to a 4% increase; not locked in for a year and can change whenever we want. Looking toward moving investments over to Ian Burns and Associates alongside our benefits
- National will offer educational piece at upcoming conference on RRSPs for staff, governance leaders understanding.

Ottawa Parent Forum (February) / Ottawa Parent Expo (April) / Ottawa CPF Chapter

- Ottawa Parent Forum held in February; funding received from PRO grant. Hosted a one day workshop involving support from CPF Ontario. Ottawa Chapter formed following forum and will be hosting their first event (cooking in French class) in May in Ottawa. Cheri Nixon has been providing additional support to get the chapter moving forward.
- National to consider establishing a Chapter in the Gatineau/Hull area; Marla Williams to replicate Parent Forum in Quebec.
- CPF attended the Ottawa Parent Expo as exhibitors – excellent awareness opportunity for CPF. 77 new emails/potential members, handed out 150 membership forms and 150 Chapter event flyers. Numbers will be included in report to PCH to show specific impact with parents locally.

Preparations for conference 2016 (AGM) cost sharing with Branches

- National developed a budget that broke out the cost to host a conference separately from hosting the AGM – clearer and more transparent. Shared with Branches to have a better understanding of the conference costs.
- National has reviewed funding and process changes with appropriate Branch staff (National support for each President and VP to attend, support for 7 delegates per Branch - approx. \$6000; Branches oversee the booking of travel and accommodation themselves. Still rolling out and receiving feedback from Branches.
- Linked to nominations, Years of CPF Board Service chart is circulated to the Board for review – Board discusses and submits recommendations for update.

ACTIONS

- Board to send their itineraries to Cathy Stone when booking travel and accommodation.
- Cathy Stone to update Years of Board Service Chart with feedback provided by Board.

NATIONAL BOARD / CATHY STONE – AUGUST 2016

d. Treasurer's Report

Fourth Quarter – End of Year Financial Statements – Documents circulated at Feb Board meeting with some updates – Board reviews remaining three months of the fiscal calendar.

- Updates under Revenue: added funds for the 'PRO Grant'; money received towards honorarium towards speakers and travel - indication of funding diversification
- Funding and development; under revenue, did not receive the sponsorship that had been budgeted to get for Concours (3 years ago). Spending adjusted accordingly.

- Final report will align with how the strategic plan is presenting the organization – for the 2016/2017 year will show how the money is being allocated to the four pillars
- Bottom line surplus of \$4000+ which was predicted goal set earlier in the year

MOTION

- Motion to approve the financials as presented, moved by Jane Keith. Seconded by Sharon Lapkin

CARRIED

Budget 2016/2017

- Budget shared at February Board meeting – Board request to show staff delegation on projects now visible.
- Board recommendation from February meeting to reduce cost around board meetings: budget has now been scaled back from 10k to 8k per meeting.
- In the last 2 weeks National received confirmation on two projects for youth activities (*Canada a Great Place to Call Home Poster and Learning Tool - \$35,000 and Canada's Destiny as a Great Nation - Celebrating Sir Wilfred Laurier - \$65,900*) – Budget will be updated to include these activities.
- Updated budget will be reviewed and reapproved in August with the new projects included.

MOTION

- Valerie Pike moves to approve the 2016/2017 budget. Seconded by Jane Keith.

CARRIED

e. Report from Joan Hawkins, Research and Advocacy Lead

- Joan Hawkins joins Board meeting to outline current responsibilities and priorities as Research and Advocacy Lead
- Student hires have been less than satisfactory in the last couple of years. National to consider hiring students differently, without requirements of Young Canada Works program.
- Bibliographies serve a strong purpose but are a time consuming task. Request for research information from the Branches can be very demanding – there needs to be a better understanding of Joan's time constraints and priorities. External requests also come in from parents/students who are not members – we are funded by PCH to support the general public but there should be some member privilege for these services. National office is continuing to monitor time and who is receiving the benefits of Joan's expertise and work.
- Joan to attend more roundtables to make/renew connections; invited to upcoming French Immersion research session at U of O in May. Need to update contacts with new, young, up and coming researchers, graduating students.
- Focus for the Research committee to help prioritize impact activities for CPF research focus in the coming year, and then longer term strategy.

FRIDAY, MAY 6, 2016 @8:30AM – 4PM – BOARD MEETING – OTTAWA, ON

5. PRESIDENT REPORT (continued)

April CoP Meeting Report – COED Recommendation and Follow-up

- Jane provided an update on discussions at the meeting re: the recommendation circulated by the CoED. More information was requested around the purpose of the recommendation; the CoED will respond to the CoP request. Recommendation was put together as a discussion item following the meeting with Canadian Heritage representative. The main purpose is to consider solutions to challenges faced by some to deliver our services with restricted resources (staff, budget) and to demonstrate cost effectiveness to the funder (value for their investment) as we are being encouraged to expand and deliver services to small populations (i.e., Nunavut). As operational leaders consider this, including the governance leaders in discussion as it could affect organizational structures. Important that all CPF leaders discussing vision for organization, impacts that changes to funding may have, costs associated with delivery of services as an overall national Network.
- Need to outline a clear process for how major issues are discussed – Between EDs and between Branch Presidents and then as overall Network. CoED will review terms of reference complementary to the COP's terms of reference; process document to follow.
- September 18, 2016 is the deadline for funding proposals to be submitted, from all Branches and National. June CoEd meeting will help coordinate the process. Working to identify performance indicators to help us show our network impact / results achieved.

ACTION

- National will follow up with CoED with development of a process document; how we address major “vision” issues affecting the overall network, outline decision making model that is inclusive and responsive to network needs. Goal to help understanding and ease Branch Board concerns of proposed changes.

NATIONAL OFFICE – SUMMER 2016

Meeting with Randy Boissonnault, Parliamentary Secretary for PCH

- The portfolios at Canadian Heritage have been sub-divided by area of responsibility. Randy Boissonnault is overseeing Official Languages, rather than Melanie Joly. We have a meeting booked to meet with Randy Boissonnault in late May.

Safe Working Environment Policy and Protocol – Review and Discussion

- Draft policy and process circulated to the Board. Document covers both staff and volunteers. Board revises document as a group.
- Board recommendation to use the Canada’s Human Rights code as model; thorough, leaves little room for exclusion. ‘Harassment’ to be used as an umbrella term – physical, sexual, emotional, or other

ACTION

- Board members will submit any further input and the Safe Working Environment Policy and Protocol document will be updated with feedback from the Board, to then be circulated and posted for Network feedback.

NATIONAL OFFICE – SUMMER 2016

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

Nominations Policy / Board Succession Planning Discussion

- Nominations committee met to review current process and documents – Board receives revised draft nominations policy documents. Board goes through documents and provides recommendations/feedback on the the updated nominations policy. The committee will also provide further feedback on the documents. Once input received, documents updated, the policy only will be circulated and posted for network feedback. The working documents can be updated by the committee as needed.
- Board discusses subjects for consideration: Criminal Record Check – if at all, when, costs, already rigorous process; Sharing of candidate interviews – why, purpose, other possible ideas; Election of Officers – the voting delegates to elect President and VP as stated in the current bylaws; this practice is against the NFP Act, we can include in updated Bylaw, is this still considered best practice? As it is not the norm for most organizations, look at potentially revising this process in the coming years. Succession planning – the committee will work over the full year to actively identify potential candidates for consideration/election throughout the year going forward.

ACTIONS

- Nominations Policy to be cross checked against the updated and current bylaws before completing draft and posting for review to network.

NICOLE THIBAUT/JOAN HAWKINS – JUNE 2016

Investment Policy – Initial Guidelines and Discussion

- Based on direction from the Board, National Office will develop generic investment policy to present draft to investment group, who reviews to understand our needs and may provide details about organization profile to guide types of investments.
- Board discusses key points to guide: CPF does not do high risk investments but looks for the best return using guaranteed investment vehicles protected by CDIC. Suggestion for protocol for signatures and signing of cheques/forms for investment purposes (not general operations) – no need for two signatures for amounts under 5k, between 5k to 25k would require two staff signatures, 25k+ would require Director and staff signature. To add to banking documents that Treasurer should have signing authority. Moving towards electronic/automated system of payment – direct deposit avoids the additional cost around processing and mailing. Some of these practices may require policy updates.
- Mary Joyce Booth; National would like to allocate 11K rather than 10K (current amount in policy) to include funds to support Quebec project youth activities similar to other provinces.

ACTIONS

- National to develop first draft, Jane Keith to provide information/direction on investment portfolios to develop the generic investment document.
- Cathy to set up a meeting with investment group when Jane is in Ottawa – to capitalize on her knowledge (Fall 2016).
- Once finalized the investment policy to be posted for 60 days for review and network feedback
- Review and update Mary Joyce Booth Endowment policy to be inclusive of Quebec Project. Once finalized the policy to be posted for 60 days for review and network feedback.

NATIONAL OFFICE /JANE KEITH – SUMMER/ FALL 2016

7. EVENT and PROJECT PRIORITIES

CPF Signature Event, FSL Awareness Breakfast 2016 – Ottawa, April 6th - Debrief meetings, collecting feedback – to be repeated in 2017.

- Received very positive feedback from attendees. Great opportunity for engagement following the meetings with stakeholders/government officials.
- Plans for next year include scheduling event for when the House is sitting/during the week – the only concern is getting bumped during this time.
- Mary Joyce Booth as a donation piece was not successful – attendees asked to donate the cost of their breakfast back \$25. Next year donations to MJB will be requested online as part of the registration process for attending the breakfast.
- French Immersion anniversary offered the chance to celebrate a concrete milestone, National to begin thinking about what will be celebrated next year (Concours 15th anniversary?, other). Board asked to think about concepts around next year's breakfast – theme should be something that touches many individuals and is relatable. It is not about celebrating CPF but rather a person or accomplishment in FSL education.
- Board thanks and acknowledges the hard work of Nicole Thibault and staff.

CPF Summer Camp Listing – Spring 2016

- Working on making small improvements as we go – National would like to set up a committee to oversee the Summer Camp listing, to expand its reach to include other opportunities, to improve readership and advertising. Suggestions welcomed.

Website Facelift Launched May 1st

- Maryanne Bright took Board members through updated website for National.
- Website still undergoing updates – content clean up needs to be done to ensure all aspects of the website are up to date.
- Jennifer Hood, website designer is now beginning the process of converting the Branch websites; tentative completion date of June 2016.

Concours d'art oratoire 2016 – Ottawa, May 28th / New online registration process

- Mireille Brownhill, event planner was hired to organize this year's National Concours competition. Event will be held in Gatineau, QC. New online registration process seems to be working out with few comments for feedback. Jane will attend and MC the event. Everything on track.
- National office planning to launch the Sir Wilfred Laurier project on the weekend of Concours, in a small way, reaching out to some previous Concours winners as mentors. Will look into hiring a facilitator to oversee activities for the initiative for the fall.

Advocacy Meetings May 30th with Liberal MP Francis Drouin, Senator Claudette Tardif

- *Liberal MP Francis Drouin* - local MP who studies in both Immersion and francophone schools, wanted to meet as he could not attend our Breakfast event.
- Author of the Aiming Higher Senate Committee report, already a CPF champion; want to update on our support for report, and upcoming consultations.
- Trying to reschedule the meeting with Randy Boissonault from June if possible.

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

- Committee would like to proceed with a multimedia presentation on CPF's Legacy – Judy Gibson/committee would prefer there to be a tangible product to present audiences.
- National willing put some money into this, but more funding is required– Pat Webster is being interviewed and

may be approached for donation to the production on the video clips. Original budget projected at \$40,000, will try to scale back to 15K.

- Committee hired a student to help with pilot interviews, Merrill Swain completed, product is somewhat choppy and student is unable to script write. Sharon Lapkin contacted Intern coordinator and terminate contract. National Office will find something for the student to do to finish off hours on contract. Committee members will have to write the script for the pilot.
- Marla Williams to interview Pat Webster, student will edit and transcribe it.
- Goal is to have short clips ready for October conference for launch of 40th anniversary. Inform attendees that donations are welcomed. Completion of project in 2017.
- National still moving ahead with the 40 milestones as starting point – CPF National to consider crowd sourcing as an additional fundraising stream.

ACTION

- Sharon Lapkin to send rough edit of Merrill Swain to Shaunpal for additional support on video editing.
- Nicole to follow up with Gail Lecky about interview with PEI volunteer.

SHARON LAPKIN/ NATIONAL OFFICE – SUMMER 2016

Conference / AGM 2016 – Committee Planning Workshops

- Committee of the Board is being asked to assist with the development of workshop content for the 2016 Conference.

Two new funded projects – PCH Commemorate Canada Fund

- Laurier Project – 2016 marks the 175th anniversary of his birth. National will ask former Concours winners to return as mentors to new participants. Attendees will visit Laurier landmarks throughout the city. Project will launch weekend of the Concours. Second half will take place later in the Summer – focus on Laurier’s key lessons and contributions to the building of Canada. Students to share testimonials. CPF to report on impact of projects – how many mentors, numbers of online participants, etc. Scavenger hunts, quizzes and activities learn about Laurier and win some prizes; building from the summer into the Fall (November).
- A small amount of funding received to support Branches who support the project (\$1 000 per Branch) through communication and promotional activities. But has been shared as optional, only Branches who wish to participate.
- Poster Project – Development of a poster on responsible government, and key milestones on the way to confederation in 2017. Visual on front and on the back an activity which focuses on oral speaking skills National will send posters to Branches which can be given away for free while quantities last; a small amount of funding received to support Branches who will send posters to their Chapters (mainlining costs). National is requesting partner network support the project (in-kind) by spreading the word to their contacts/members.

SATURDAY, MAY 6, 2016 @ 9AM – 12PM – BOARD MEETING – OTTAWA, ON

8. NATIONAL COMMITTEE REPORTS

Bylaws

- National office received document from Nancy McKeragan as committee chair; was submitted to legal assistant for review (content and legalese); sent back to committee chair and waiting to finalize document. Will then be posted for Network feedback and Special Meeting, approval / endorsement.

Nominations

- Committee met for a two day face to face meeting in Ottawa – went over nominations process and documents. Updated and revised documents to better streamline the process.
- Ida Continenza no longer a committee member due to conflicting schedule and commitments – send a general call for opening on the nomination committee going forward (summer 2016). After the interviews completed, to not delay this process.
- Valerie Pike offers to sit as Committee Chair should Jane Keith step down and come forward as a candidate for the 2016 election.

ACTION

- Send out a call for opening for Nomination Committee in summer.

Strategic Planning Implementation

- Strategic report developed and circulated to Board members – thanked previous committee members.
- In consultation with Nicole Thibault, the committee developed timeline and set of activities. Branches provided with new timeline and performance indicators which they are working on.
- CPF will focus on CPF operating as strategy led organization; National and Branches will develop their own priorities that line up with the National plan. Holding back on Chapters until the Fall at conference in October.
- Committee also updated the terms of reference.
- Joan Hawkins is developing a resource list with committee; committee will also create a podcast on implementation of line items within the strategic plan. And preparing a workshop for October conference.

Advocacy

- Committee already rolling from last year – Need to touch base with members, provide update on office activities and set goals for committee work for this summer / fall.
- The Board appoints Jane Keith as the Advocacy Committee Chair until October.
- National office will contact committee members to identify a time for a web based meeting in mid June to provide the activity update, provide clarification on consultations that are beginning over the summer and into the fall 2016.

ACTION

- National office will send a doodle and set a web based meeting with members in June.

NATIONAL OFFICE – JUNE 2016

Membership

- Committee is looking at alternate models for Chapters as these are no longer working in some areas. Hope to present new models at the 2016 Conference. Chapters bring on members through activities; how do you get them to renew membership and see the value/benefit of continuing to support CPF once that activity ends? As this discussion affects both operations and governance, will be presented as a larger “mega-issue” or trend in organizations to Network leadership for further input before any decisions would be taken.
- National office did send out membership survey to find out member opinions on different topics as part of the activities in current contribution agreement.

Research

- Call for research committee to be sent out – Branch President (CoP) and Branch ED (CoED)
- Committee will establish research priorities for CPF based on past/present/future state of FSL education in Canada reports – new formats, topics, next steps; consider CPF database and bibliographies, etc.

ACTION

- Send call for openings to research committee to network through CoP and CoED.

NATIONAL OFFICE – MAY/JUNE 2016

9. GENERATIVE GOVERNANCE: NATIONAL AND BRANCH RELATIONS

Change Management – Processes moving forward

- Nicole shared some avenues to pursue for change management initiative with overall Network: ‘Preparing for Change’ document circulated to Board members; coach located in Ottawa can be hired for workshop with the Board or can present at the October conference.
- Collective impact initiatives – National should be seen as the backbone of the organization, not hierarchical; there needs to be more effective collaboration between the Branches and National documented.
- Need to develop a visual document that shows how/where/when National and Branches work together – document will show priorities going forward and CPF’s vision; document should be endorsed in the same way strategic plan was.
- Nicole will pursue further with other consultant to identify the right fit for our needs based on Board input.

ACTION

- Develop collaboration document that shows how Branches and National can work together more effectively, will be circulated and shared with Network in the fall, with the goal of endorsement going forward.

NATIONAL OFFICE – SUMMER / FALL 2016

Feedback on the monthly Communiqués

- Board have been asked to review previous Communiques and send feedback/impressions – monthly Communiques are appreciated, but may be becoming repetitive
- Incorporate new pieces around education; CoED and CoP meetings update, etc
- Format needs to be updated; not so linear – see CASLT as an example. Other examples shared; Consider less text and more visuals including photos; too ‘text heavy’. Begin updated in July.

ACTION

- Board to give back impressions and feedback in a month.
- Maryanne Bright to look into reformatting current communiques; think of new ways to present the content to readers

NATIONAL BOARD/MARYANNE BRIGHT - SUMMER 2016

10. CLOSING

New Business - AGM minutes

- AGM minutes already circulated to the COP, will be posted as draft before the AGM for review and will be approved at the AGM. No further actions required at this time.

Business arising from the board meeting

- Communicate board member resignation in the May Communiqué.
- Update legal documents, administrative changes such as email, etc.

Planning for next board meeting – August 2016 – Fredericton, NB

- Timelines – Cathy circulated updated Board meeting calendar to members.
- Starting at 2 PM may not work well – most individuals flying in the night before; Time frame for August meeting: Board will start Thursday morning 9 AM, followed by membership consultation and stakeholder reception in the afternoon. Finish at 11 AM on Saturday morning, departures as of 1 pm. Some members may remain to meet with research partners at L2RIC if available.
- Will promote stakeholder reception, invite media; have requested to host a reception at the Government House
- Nicole will communicate with CPF NB ED to share timeframe and possibilities for joint activities with Branch.

In camera – with Executive Director present, and without

- Board moves in camera at 11:40 AM
- Board moves out of in camera at 12:10 PM
- No action items to be added.

11. MOTION TO ADJOURN

CARRIED

First Draft – May 11, 2016

Final Draft – XXXX, 2016

Minutes of National Board Meeting May 5-7, 2016

Jane Keith, President _____

Date Approved _____

Wendy Carr, Secretary _____

Date Approved _____