

Canadian Parents for French
National Board Meeting
Held: Toronto, ON
May 6-8, 2017
MINUTES

Attendees :

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

Board Support:

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

Minutes

SATURDAY, MAY 6 2017 @ 2:30 – 5:30PM – BOARD MEETING – TORONTO

1. CALL TO ORDER, PRESIDENT’S WELCOME

- President calls meeting to order at 2:30 PM
- Brief update from Board members

2. IN CAMERA

MOTION

Motion to go in camera, moved by Sharon Lapkin, seconded by Derrek Bentley.

CARRIED

Meeting resumed at 3:04 PM

3. CONSENT AGENDA

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

ACTIONS

- Board removes portions of the Summary of Pending Action Items for further discussion under Executive Director report.
- Board pulls Bylaws, Nominations and Public Policy, & Membership committee reports for further discussion under Generative Governance – each Pillar A. B. C. D.

MOTION

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

CARRIED

4. REPORTS

a. President Report

- Theme for meeting: Managing risk; considering strategic alternatives; on-strategy / off-strategy risks. Board discussion to focus on how risks may impact the organization in completing its mission – is CPF on strategy for dealing with potential risks? Funding, succession, other.
- Board Continuity - National Board accepts Kurt Inder’s resignation from the CPF National Board of Directors. Board discusses filling of the vacant position – agrees not to at this point in the year.
- Succession Planning – has there been any precedent with CPF for the role of Past President (voting/non-voting)?

Nothing in the Bylaws that addresses this scenario. Board may consider making this part of the Policies. Board agrees not formalizing position of past President at this time – process should be organic depending on the composition of each Board. Also some discussion around the concept of co-presidents as a model.

- Board discusses current Board composition, re 2017 Nominations process – Nominating Committee identified skill sets/characteristics currently not existing on the CPF National Board: Parent of school-aged child, public relations/communications/ advocacy; past President designate.

ACTIONS

- Karen Lynch to develop communications/letter to the network re Kurt Inder's resignation; Board will not be filling vacant position.

KAREN LYNCH/ NATIONAL OFFICE – MAY 2017

- CoP Meeting Considerations: Further discussion around understanding request related to liaison positions; CoED, CoP, and their respective meetings are the 'liaison' mechanism put in place.
- Questions arise around knowledge gap; what happens when someone with longstanding CPF experience and expertise leaves – is CPF sufficiently equipped should there be a loss of staff/member who has a strong understanding of the organization (corporate memory) & FSL landscape?
- Breakfast on the Hill briefing package – Members from CoP having attended last year expressed concern about briefing notes. These individuals were pleased with the information they received this year. Next time, request in preparation, earlier information about who will attend to President and Network leaders.
- A member on the CoP continued to feel it important to develop comparison document related to provinces for OLEP similar to what was circulated in 2011; although the CoED declined the need, using a different approach focused on the six categories, the Branch President did develop a comparison document on their own time and has circulated with other the Branches. Thanks to the CPF Ontario President for this useful supplementary document.
- Report on the Performance Measurement Strategy – 9 of the 10 presidents submitted reports.
- CoP itself and the National Board need to get a clearer understanding of what the role of CoP is in relation to the National Board; the Council is advisory as stated in the definition within the bylaws; the roles, responsibilities and relationship to the National Board will be further outlined in new Policy development. This policy will be shared with Board at August board meeting and with CoP at September meeting. Goal to have approval at Board meeting in October.
- Board members may be called upon to attend CoP meetings to help further/facilitate information sharing, more productive. Nancy will provide info on Bylaws review and policy development process at September meeting.

ACTIONS

- Karen Lynch to provide further explanation related to liaison role to CoP.
- Bylaws and Policy committee to develop a policy that determines the roles and mandate of the CoP over the summer. Board to approve at the August Board meeting. Circulate at September CoP meeting.
- Karen Lynch to request that Nancy McKeraghan attend CoP meeting in September (Policy Development Process underway).

BYLAWS & POLICY COMMITTEE, NANCY MCKERAGHAN & KAREN LYNCH – SUMMER/FALL 2017

- Correspondence with Branches: offer of support to NWT, NL: NWT is without an Executive Director – National office sent an email to Wendy Karstad offering support in the interim. Karen Lynch has reached out by email should Wendy require any support.
- NL – Executive Director has expressed being overworked when asked to provide some reports to National office. Nicole Thibault has extended deadlines, offered support. Elaine Huxter is also a new President; Karen Lynch reaching out to provide assistance if requested.

b. Executive Director Report

- Items from the Summary of Pending Action Items: activity to highlight exemplary FSL teachers outside of French Immersion to be featured in the CPF Magazine received very positive response from Branches who submitted names and we will be able to profiles across the country.
- National office requiring more clarification on what the expectation of calendar is. Cathy Stone to send invite for events, meetings, etc. to Board members to add to their own calendars; looking 6 months ahead.
- Communications plan request still in development; Communication plan for the FSL report to be reviewed

during this meeting.

- Volunteer Recognition Project: personalized thank you cards to each individual identified and launched the #WhatsYourWhy social media campaign – CPF member testimonials featured on Twitter/Facebook. Campaign received very positive feedback; to be shared in the upcoming Magazine and communiqué.
- Communication about the Revenu Quebec bill is for the Treasurer report at the AGM.
- Reminder to Board members to provide names of champions for the marketing and promotion of CPF products to Maryanne Bright.
- Membership – National office has connected with members to collect information but not to 100 members yet; Karen Lynch offers survey support through ATB.

ACTIONS

- Board members to provide names of champions for the marketing and promotion of CPF products to Maryanne Bright.
- National office to continue work on Communications plan and Membership profiling.

BOARD MEMBERS, NATIONAL OFFICE – SUMMER 2017

- Update for National Office and Quebec/Nunavut Project: Quebec Concours – extremely successful; 42 students in attendance. However, same issues re-emerge every year re non-compliant teachers (late onsite registrations; changing categories, etc.) Discussion about consolidation of tasks - Quebec and National Concours may be overseen by Quebec project staff with assistance from Mireille Faucon of Events par Excellence in the future.
- Receipt of CPF Atlantic Letter of Intent – request for funding to hire staff: Atlantic provinces sent Letter of Intent to National requesting support. As CPF National is not a funding agency, it cannot provide money directly to the Branches (in contravention of the PCH contribution agreement); But it could offer indirect support to the Branches; there is a definite need for assistance. Can National ‘help in the reimagining’ of how small branches better operate? Conversation should revolve around the issues – and what is the best way to address the issues. Answer the question of ‘what is hoping to be solved?’ The National Board would like to know more rather than assume what the Branches need. Once identified next steps can follow. Board could support by conducting a needs analysis - third party to review and develop a report. Needs analysis will help to facilitate a conversation so that National can better understand how it can provide support.
- What other National organizations have a similar make up and who could National look to as an example – PCH may have other organizations in a similar situation. Ask for references. Larger Branches at the CoED meeting in April were receptive to the idea of National offering more support to the Atlantic Branches to help strengthen the Network. Board decides it is best to move forward with a response letter.
- National to draft a response offering support for needs analysis; can also offer help with proposal for special project funding. National can also make links to mandate of Membership committee pilot work to support the Atlantic provinces.

ACTION

- Draft response letter confirming receipt of CPF Atlantic Letter of Intent; jointly signed by National President and ED, circulate to all signators.

NATIONAL OFFICE – MAY 2017

- COED Meeting, Edmonton April 2017, Update: Training on performance measurement strategy by Carmen Wyton– EDs are committed to taking what they’ve learned back to the Branches and will inform their Branch Board of Directors. Understanding on the importance of the process is varied but positive in general. Good conversation on rationalization of admin expenses and consolidation of tasks as recommended by the Impact Study 2009; how can CPF do things differently and let go of practices from the past? Admin expenses – perception is that as a Network our admin expenditures are too high, mostly because of the current governance structure. Branches doing their part; National has tried to show where its budget is going; Branches are receptive. National continues to look at areas where it can cut back (reduce number of live meetings, staff sharing, etc.) What role does the Board have in leading/addressing the conversation re high cost of admin expenses? It can be considered as part of our leadership initiatives.
- Actions to Complete on Impact Study 2009 Recommendations: This year, National will develop a Network Summary Report (for public) as well as remit the final report on the Impact Study to PCH – this is an internal document but will be shared the Branches for feedback, to ensure agreement that steps taken and moving forward.
- Meetings / Events / Partnerships: The University of Ottawa has approached CPF to become more involved in the

Council of Europe projects now that there is one dedicated to European parents in support of second language learning. Discussed attendance at PCH meetings in May and June. National ED to Present at the Council of the Network of Official Languages Champions Conference, June 1st – Creation of 2 videos promoting Bilingualism for employees of the public service - looking to recruit more bilingual employees; great for visibility of CPF. National set up several informal meetings Ministry of Education reps during Council of Ministers of Education, Canada (CMEC) May meeting, Ottawa to get a better sense of where things are going regarding the negotiations with OLEP.

ACTION

- National will develop a Network Summary Report (for public) as well as remit the final report on the Impact Study (internal) to PCH.

NATIONAL OFFICE – SUMMER 2017

- Potential Staff Changes, Staff Reduction, Staff Sharing with Branches – discussed in-camera with Executive Director

MOTION

Motion to go in camera, moved by Sharon Lapkin, seconded by Wendy Carr.

CARRIED

Board goes in-camera at 5:52 PM. Meeting adjourned at 6:15PM to resume on the following day.

SUNDAY, MAY 7 2017 @ 8:30 – 4:30PM

REPORTS *Continued*

c. Director of Operations

- Staff Benefits Discussion/Review with Branches: National is presently looking into incorporating LTD coverage across the Network. This is the best coverage to have in one's portfolio, but comes with a cost. Branches get to decide whether they want the coverage or not. National looking to pool together all Branches that have LTD and bring in the ones that do not. Information circulated via communiqué; insurance company developed informational webinars for Network review.
- Membership Database: New database development to happen over the next 6 weeks. National conducting needs assessment with Branches to know exactly what they want. National is moving forward with the implementation of the new database but will keep IMIS active until assured of a successful transfer. National communicating with Branches to ensure that the implementation process will be smooth and well supported. Estimated projected cost is \$156,000 for year one – there will be long-term cost advantages.

ACTION

- National office to develop a backgrounder / informational document with three key points regarding the new membership database for Karen Lynch to share at an upcoming CoP meeting to reassure that much communication has taken place between National and the Branches over the last year in preparation for this step.

NATIONAL OFFICE (Cheri Nixon, Cathy Stone) – MAY 2017

- New accounting support / RFP for auditor FY 18: Reminder that National put out an RFP for a new auditor last year but held off on any action until it entered into a new 3-year funding block; we will now do a review. Also looking at changes to office accounting support: it might also be good time to transition in next few years (retirement pending) to work more closely with bookkeeper's familiar with PCH expectations.
- Funding diversification update – Air Canada sponsorship for Concours, 15% discount on participants flights. We are pleased with this first step.

ACTION

- Review auditor submissions received last year – consider best steps for moving forward. Begin to explore accounting support options.

NATIONAL OFFICE – MAY / SUMMER 2017

5. FINANCIAL OVERSIGHT, FUNDING UPDATES, FUNDING DIVERSIFICATION

d. Treasurer Report, Audit Chair (Valerie Pike)

- Fourth Quarter Actuals / current year-end: Report 1 of 3: provides details for Board, Report 2 of 3 CH reporting categories, Report 3 of three information on how budget is being applied to the pillars of the Strategic Plan.
- EXPENSES: Results show a small deficit. National Board reviewed contributing factors that led to the deficit – specifically the effect of receiving the Revenu Quebec Bill and how the amount was offset. Under budget for travel. Online meetings/webinar still high; individuals call into meetings, which brings up the cost. As a network, CPF needs to work on getting better in this area. New database: work commenced, soft launch in August, hard launch in October. Printing and reproduction: updating of old branding materials - printing to decrease substantially moving forward. Honorary/Consulting: overspent; large investment on the website facelift, not a cost National intends to incur on a yearly basis.
- REVENUE: down on sales (promotional expenses) as well as a decrease in membership fees and donations. Interest: Less money, therefore less interest; conference year makes it hard to hold onto dollars. Advertising: over what was budgeted by \$50,000. Sponsorship: good in-kind sponsorship (VIA Rail). Board discusses reporting in-kind donations and whether they should be shown.
- Valerie Pike and National staff regularly meet and are kept up to date on the budget and spending.
- Board thanks Cathy Stone and Nicole Thibault for their efforts, as well as Valerie Pike for her contributions.

ACTIONS

- Some suggested clarifications to provide more readily available information: In-kind donations, National to look into how best this can be shown in reports. Articulate sponsorship more clearly as a separate item in financials – VIA, hotel sport, printing. Fees, dues and subscription refers to licensing (website, server – technology) – add ‘licensing fees’ for clarification. Add percentages by pillar (project); Report 3 of 3: include indicator of the budget being spent on each project / each pillar of the strategic plan; see at a glance where the money is going – how the money is being distributed across the organization.

CATHY STONE – SUMMER 2017

MOTION

- Valerie Pike moves to accept the end of year financial report, seconded by Nancy McKeraghan. **CARRIED**
- Updates to Budget (April 1st, 2017 – March 31st, 2018): The budget circulated to the Board in February, has been tweaked to better realistically reflect actual revenues and expenses. It is balanced and final. Marginal changes by 10 percent; adjustments not major cutbacks.
- Still some review of certain activities – high expenses such as the CPF Magazine – National to look at its current distribution practices and move away from printing. National will consider allowing members to choose how they receive the CPF Magazine (print or electronic)
- Board members encouraged to donate incidentals back to CPF when filling out expense claim forms.
- Contribution Agreement 2017-2018 – Obligations: Board meetings a question of efficiency and effectiveness – Board discusses how it might effect change. Decreasing the length of the meetings might decrease the cost, not all items on the agenda need to be discussed. Reports submitted prior to each meeting for Board review would help move things along more quickly. Board needs to be provided with more material in advance in order to be better prepared when coming into each Board meeting – questions and background information should be included in the agenda for Board review prior to each meeting. Conversation on the agenda should be evoking debate and feedback.

ACTIONS

- Cathy Stone to circulate copy of final budget to Board members electronically.
- National Board members to submit expense claim form in a timely way, within 30 days; can scan but must send in original receipts, can add in incidentals and donate back to CPF.
- Board package sent 2 weeks ahead of time for members to review – include questions and background information for reading and reflection to help in preparation for meeting.

CATHY STONE, NATIONAL BOARD – MAY 2017

- Comparisons – CSAE Financial Operations Report and CPF National Actuals – Goal-setting: Nicole Thibault reviews the CSAE (Canadian Society of Association Executives) Financial Operations Report and CPF National Actuals. Brings to light interesting points that indicate that CPF National is very aligned with the average Canadian nonprofit, charitable organizations of its size. CPF is heavily dependent on government funding and there is a strong need to diversify our funding (risk management). Areas to consider bringing in additional revenue: Events/symposiums/webinars/selling of reports. How can entrepreneurial thinking help us diversify our funding? CPF needs staff and volunteers who think entrepreneurially. See community foundations for expertise.
- Discussion around use of terms: Move away from using the word ‘administration’ and replace with “leadership”, which bears a cost. Should CPF do away with the term ‘administration’ and refer to exactly what the money is being used for/spent on? ‘Consulting’ and ‘contractors’: Board reviews how the term ‘consultant’ is defined. National currently groups all consulting services together whereas CSAE separates them more clearly. There is a difference between a contractor working on a project vs our accountant.
- Demonstrating our revenues and expenses using similar pie charts, new formats will allow for the conversation for comparisons between Branch EDs to occur, and shows the Network and PCH funders that CPF is aligned with benchmarking against other organizations.
- Some discussion around entrepreneurship and nonprofit social enterprise – this could be a topic for training at upcoming board meeting in NL, to better develop our understanding and then share with the Network. Consider ‘entrepreneur’ expertise as National Board member for future.

ACTIONS

- National to continue working on this financial comparison benchmarking document and share with Branches; will be used within our annual performance report and the CPF Network summary report; update the presentation of the CPF Actuals stats to match those of the CSAE stats (clearly identify same colors and percentages). Reconsider use of certain language like ‘consulting’ and ‘admin’; find alternatives as we report.
- Identify contact in NL with expertise in social enterprise and innovation that might be able to speak to the Board at upcoming meeting in August.

NATIONAL OFFICE, VALERIE PIKE – SUMMER 2017

- Funding Diversification Strategy: 40th Anniversary Donor Campaign, Website Donor Button, and Case for Support. Board Question: How do we keep the sustained efforts going? How do we sustain funding diversification efforts across the Network?
- National reached out to the Network regarding the 40th anniversary campaign but received very little feedback/participation from Network leaders. Include a donation barometer in the National Communique/ website to drum up follow up excitement. Good idea but would require ‘seed money’ to get started. Feature donation campaigns during prominent events like *Concours* and call parents and members to action by donating.
- Need to help ramp up fundraising campaigns with Branches. What is the call to action? Lead a conversation around commitment to the organization – financial commitment and demonstration of support.
- Advertising, Sponsorships, Product Sales: National has created t-shirts for #Canada150 to bring in additional revenue – has begun advertising on social media. Initial good response with a dozen orders received to date. More information followed in the monthly communiqué.
- National is actively looking for new sponsors; requests for links from the Network for national organizations that may be interested in supporting CPF. Branches will be the default recipient of sponsorship opportunities but if the organization would like to support National then a request to forward the contact information would be appreciated.
- Discussion around what percentage of ED / Director of Operations time on funding development? Track the office efforts and report back.

ACTIONS

- National to draft sample letter and circulate to Branches to send to *Concours* participants/parents as follow up to donate to campaign. National to distribute letter to participants and parents at Finals.
- National to explore family foundations further – make contact with Philanthropic Foundations Canada (Hilary Pearson).
- Karen Lynch to develop and lead a conversation around commitment to the organization – financial commitment and demonstration of support as this is new area for CPF. Before going outside the

organization, CPF needs to look at how we give internally. Bigger conversation to have at the AGM in October.

- Karen Lynch to share with Council of Presidents, request to submit names/contact leads of national organizations interested in sponsoring CPF.
- Cathy Stone and Nicole Thibault to chart time spent on funding development initiatives.

NATIONAL OFFICE, KAREN LYNCH – FALL 2017

6. GENERATIVE GOVERNANCE: STRATEGIC PLAN KEY INITIATIVES, PLANNING, NEXT STEPS (Mega issues: trends, new external info, evolving dynamics, strategic choices, assumptions about the future)

Pillar A. Youth

- Concours d'art oratoire – Q: Concours has a strong CPF brand, is it time to rethink it? Replace it or should Concours evolve... what risk does this bring forward? Issues coming forward in several areas – the competition does not fit with the curriculum anymore; Manitoba pilot project – less presentation more focus on oral interaction. The concern is that is it still *Concours* or is it *Concours+*? Board considers several questions: Is there a need to have a new approach to the National *Concours*? Does there need to be a competitive element, do we need a winner? What is the incentive/motivation for students, teachers and parents to participate at the provincial and National level if the competitive element is removed? Board suggests creating a short-term project committee to look at the issues, which will include former *Concours* participants. This project should not require a lot of staff support. Meetings can be held via GoToMeeting.

ACTIONS

- National to create short-term project committee to develop background paper on the current challenges of *Concours*. The group will begin work in the summer; Board follow up in August.
- Derrek Bentley to attend and MC the 2017 National *Concours* in lieu of Karen Lynch.

NATIONAL OFFICE & DERREK BENTLEY – JUNE / SUMMER 2017

- Youth Committee: Agreed will not act as a ‘committee’, no terms of reference required; in future, National to apply for funding for the special project. The *Youth Engagement Network* will function as an action based working group. National still needs to develop a plan on the group’s mandate and role – could begin with *Concours* review and recommendations.
- Bylaws committee did gather information regarding Branch Board youth representation – some branches have a ‘designated youth delegate’ whereas others have youth representation on their Board, as a Director, no special designation. Suggested roles will be outlined in policy to help provide overview of considerations.
- Mary Joyce Booth Endowment: The bequest was donated with no restrictions; a committee was then developed which placed controls on where/how the funds could be used. The initial thought process was that the fund would be spent until depleted. The Board is happy with the funds going towards youth activities but considers whether it is necessary to continue putting time and effort into keeping the fund afloat. Donor campaign underway to help replenish funds. Should National establish goal setting to bring money in – should National be strategic about the fund? The National Board agrees it would like to sustain and grow the fund if possible. What investment strategy would provide the best gains as the current funds are not substantial enough to get a good return? Priority to develop an investment policy, then can invest beyond GIC.

ACTION

- National to draft communications informing the Network there is a potential that MJB funds might deplete; include end date with current usage for Branch planning and information.
- Bylaws and Policy Committee to work on developing an investment policy, sharing at Board Meeting in August.

NATIONAL OFFICE – SUMMER 2017

- Communication Strategy / Support of Francophone partners: Considered high priority with PCH, not the same importance for all Branches; How much is outreach and support of Francophone groups important to CPF? How much time should the National ED be giving towards this effort? This is an important aspect for PCH in regards to rapprochement and the bringing together of Francophone and Francophile communities.

National is trying to bridge the gap but the effort varies across the Network. CPF National ED has been doing French radio spots for two years with the hope that Branches would replicate this model of outreach. CPF National will no longer be doing the radio spots but is looking to collaborate with campus radio next year. Should National be working on a background paper or strategy to assist Branches in making these connections? This is an opportunity to educate the Network without any added pressure.

ACTION

- Provide allocation of National ED's time spent on various projects and broad categories to better plan for priority areas.

NICOLE THIBAUT – SUMMER 2017

Pillar B. Parents, Members and Volunteers

- Child Safety / Volunteer Screening Policy, Protocol & Process: National met with three branches on the committee. To meet insurance requirements, National needs to develop a process/protocol to ensure volunteers working with children are aware of what is appropriate behaviour, expectations. Policy in development and plan to establish volunteer directory for the fall underway. Session during AGM in October to educate all Network leaders. Some difficulties will be, how does National ensure Branches/Chapters are adhering to protocol? National Board feels this is a CoP conversation; it shouldn't be National's responsibility to make sure Branches and Chapters are complying. Most will willingly do so.

ACTION

- National to develop a protocol in collaboration with the Branches that will outline volunteer screening requirements for activities that involve children and youth.

NATIONAL OFFICE – SUMMER / FALL 2017

- Membership Committee: Terms of Reference sent and reviewed – minor tweaks regarding Chapter development. Compared to past years, membership numbers are down by 17 percent. There has been a big drop in NB - schools wanting access to TFO materials were given free membership; following expiration, none renewed – numbers reflect this. Board inquires if this drop in membership numbers might be a concern for PCH. Numbers are not a major factor as they recognize the outreach CPF does. Membership committee following up on gathering data about active and inactive chapters. Looking at models of where Chapters are working well and alternate models underway.

Pillar C. Decision-makers

- FSL Education Research Report: Developed a 3-year plan for the report; 'teachers' will be the focus of the 2018 FSL research report. Contact Michael Salvatori to write article. Nicole Thibault guides board through communications strategy for the launch of the report. Chairs of committee will be spokespeople and developing the call to action.
- Request for Support Alberta– Teacher Shortage: CPF Alberta reached out to the Research committee for guidance as they prepare for summer student work; the committee will share information with Alberta Branch to begin their work until we have our report underway. Ensure contact with Teacher partner groups, ACPI / CASLT should lead while CPF is the support. ACPI has an active project that complements what National is working on. CPF National moves slowly on issues and needs, Branches need something more quickly to take a stand and a voice on the issue. With the evidence we do have, National can draft an open letter or a package that goes out to CPF's partners outlining the steps it is taking to move forward. CPF needs to get ahead of this discussion.

ACTIONS

- Sharon Lapkin to draft response to Michael Tryon. The information can be compiled to be communicated across the Network to Branch leaders, articulating the challenges and some solutions in different provinces. National to encourage Branch leaders to investigate further and connect with their partners.
- Research Committee Chairs will consider what can be done to move more quickly on this discussion topic: What we know so far, steps the Branches can take, other agencies involved, improve our ability to develop an advocacy campaign to carry the conversation forward.
- National to explore possibilities of co-op Carleton student helping in supporting our communications

strategy for public policy, Branch advocacy work, etc. (Joe Walsh is the director).

SHARON LAPKIN, WENDY CARR & NATIONAL OFFICE – MAY / SUMMER 2017

- Public Policy Coordination Committee: Position Statement backgrounders have been circulated to the committee for feedback. Will then go on to Branches for input.
- Following Kurt's resignation the Public Policy Committee is without a Chair. Valerie Pike agrees to take on role as Chair with request for additional Board support; Derrek Bentley appointed to committee as supporting Board member.
- OLEP Letter review and approval: suggested reorganizing the chart by priorities; National has received submissions from nine of the ten Branches. Final review of the letter and provided feedback.
- Letter of Support for AFO, 10-year funding freeze: AFO circulated open letter on Monday – Board does not see value in pursuing this issue further, CPF will not provide a response.
- NL Department of Education cuts Manager of Language Programs: Huge loss for second language programs; CPF-NL met with the current manager and presented a case consisting of several points. No indicators that they will rethink this decision – Valerie Pike has spoken to others in the CPF Network about ways to respond and reengage; will develop a document to help support the NL Branch, program specialists and French first language community to see if they are willing to reengage and collaborate in a more informal way. Questioned if PCH know about the cuts – they can ask the question of the Ministry what their plans are. Nicole Thibault to reach out.
- Backgrounder - Francophone rights holders and CPF: Working draft paper developed by Kurt Inder was shared. Some updates and suggestions made. The edited version will be shared with the Public Policy Committee for further input. Our focus will continue to be: What role does CPF play in the support of parents? The backgrounder will help guide Branch EDs and provide an overarching consistent CPF message while allowing for differences by region. National to provide framework document so Branches have accurate facts (laws, jurisdiction issues in relation to the Charter, to include regional chart that highlights the differences between the provinces to help guide Branches when taking action, etc.) – ready for sharing in October. We hope to provide some sample scenarios to consider and discuss, ideas submitted by Branches on issues they have tackled.

ACTIONS

- Public Policy Committee will continue to review and update the documents being prepared (Position Statements, Francophone Backgrounder).
- National to make final changes to OLEP letter, send and circulate to Branches for information.
- Valerie Pike to complete document and Nicole Thibault to follow up with PCH contact and request that they ask the NL Ministry of its plans moving forward to provide support for CPF-NL.

PUBLIC POLICY COMMITTEE, NATIONAL OFFICE, & VALERIE PIKE – MAY / SUMMER 2017

Pillar D. Organization

- Nominating Committee: Call for interest sent out to the Network, May 15th deadline. Committee chair asks Board members to connect with their network.
- Bylaws & Policy Committee: Bylaws committee has prepared Branch Bylaws package for review - preamble will be attached to the package with request to the Network for a 60-day review. Having identified several policies that were removed from the National and Branch Bylaws during review, the committee has developed a separate document that outlines these policies for Branch information. The committee will meet on June 12th to continue policy development work. A first set of policies will be shared at the August Board meeting.
- Impact Study 2009 Final Report for October 2017: Board to receive draft report in August and provide support to National to develop a strategy in regards to discussion with the Network in October. Board will require framework on what is needed from them.
- Network Oversight Checklist: Branches agree that they will submit reports in timely fashion; reinstating that this is part of National oversight; request to submit each year by April 30th will allow a preliminary risk assessment at May Board meeting each year. Important to review this expectation with members of CoP.
- CoP Request for Training Support (Network Leadership Event, October 2017): clarification required around timing of CoP's request for training – Karen Lynch to speak with Tony Orlando before next meeting to get a better understanding of what the Council of Presidents is looking for; CoP need some time alone face to face to get to know one another – however separate training means we are not working as an entire Network.

Different needs to benefit everyone, but should ensure that we address their requests.

ACTIONS

- Board to reach out to their network and circulate Call for Interest for openings to the CPF National Board.
- National to circulate the final Impact Study Report to Board for August Board meeting to discuss distribution strategy.
- Karen Lynch to review expectation of annual Network Oversight Checklist with members of CoP.
- National to provide a draft outline of the agenda for Network Leadership Event in October 2017 with Karen Lynch, in time to discuss with CoP Chair to ensure meeting their needs.

NATIONAL BOARD – MAY / SUMMER 2017

7. CLOSING

Business arising from the board meeting – Review of items identified during the meeting – recap completed.

- Meet and eat – Cathy Stone briefed Board members on who is attending the stakeholders meet and eat immediately following this National Board meeting.
- **Important Dates** – Review of the immediate key dates. Cathy Stone to circulate all important Board dates and schedules for the coming six months.
- **Upcoming Board Meeting Schedule 2017 / Planning** – Quick review of plans for the next board meeting to be held in St John's, NL; organization of schedule to invite the CPF-NL branch to join the Board for training, member consultation and stakeholders reception. Karen Lynch to make contact with Elaine Huxter, President. Nicole Thibault will follow up with Francine Couture, ED, on operational issues.

ACTIONS

- Cathy Stone to circulate all important Board dates and schedules via Outlook invitations.
- Karen Lynch to contact NL Board President re planning & confirmation for August Board meeting. Nicole Thibault to follow up with ED on operational plans around half day 'professional development' session - request suggestions on what the NL Board would find beneficial.

CATHY STONE, KAREN LYNCH & NATIONAL OFFICE – MAY 2017

Wrap up In-Camera

MOTION

Motion to go in camera at 10:20-AM, moved by Sharon Lapkin, seconded by Derrek Bentley.

CARRIED

- *With Executive Director present*

ACTIONS

- Nicole Thibault to request a meeting of the Board with PCH in October in conjunction with the AGM weekend.
- Nicole Thibault to provide current allocation of time, using a pie chart and goals of where time should be spent.

NICOLE THIBAUT – SUMMER 2017

- *Without Executive Director present*

8. ADJOURNMENT

- Reminder for National Board members to send the Board Effectiveness Checklist to Karen Lynch electronically.

The CPF National Board of Directors meeting adjourned at 11:06-AM

ADJOURNED

First Draft – May 11, 2017 – Second Draft May 15, 2017 – Final Draft May 18, 2017

Minutes of National Board Meeting May 6-8, 2017

Karen Lynch, President _____

Date Approved _____

Wendy Carr, Secretary _____ *W. Carr* _____

Date Approved _____