

Canadian Parents for French
National Board Meeting
Held: GoToMeeting
November 17, 2016
MINUTES

Attendees:

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

Board Support:

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

Minutes

THURSDAY, NOVEMBER 17, 2016 @5-6:30 PM – BOARD MEETING – GOTOMEETING

1. PRESIDENT WELCOME

- Karen Lynch welcomes National Board of Directors
- Three goals of the Board: debate, discuss, and determine
- Board members introduce themselves - share why CPF's mandate and FSL programming are important to them and why they volunteer with CPF

2. CONSENT AGENDA

- Review alignment with CPF mission statement and strategic plan priority pillars
- Approvals: Agenda previous meeting minutes
- Review Summary of Pending Action Items
- Review Executive Director's Report

ACTION:

- Pull review of ED report and Summary of Pending Action Items in respect of time

NATIONAL BOARD – NOVEMBER 2016

MOTION TO APPROVE CONSENT AGENDA:

- Moved by Sharon. Seconded by Valerie. Approved.

CARRIED

3. PROJECTS, EVENTS, ACTION UPDATES

A. Current Significant Issues / Matters for Noting, Approval

OLEP Advocacy readiness for National and Branches – Nicole

- Two components to the agreements: the protocol and the provincial action plans
- CPF National started discussion with Branches in the summer months; worked closely with CoEDs; provided a package with informational backgrounder in October. Action plan has 6 categories and provided possible recommendations. Communications received that Branch EDs pleased with the support document provided.
- National communicated with PCH about suggestions for protocol wording. Although not part of usual consultation process, PCH is welcoming our specific comments; Branches asking to provide input have been informed and will respond by end of November.
- All Branches have been asked to provide 3 priorities by end of November. Goal to wrap up before Christmas break and follow up with the network response piece to CMEC in January – National waiting for feedback from Branches, once received National will draft response. Board to review and finalize before sending it out in

January.

- Branches with new EDs have been given some extra support (communication) where needed in order to better familiarize themselves with the OLEP process. Consultation formats vary from province to province – phone conversation to full day working groups sessions.

ACTIONS:

- Draft network response letter to be circulated to Board members for feedback prior to sending to CMEC.

NICOLE THIBAUT/NATIONAL BOARD – DECEMBER 2016

Opportunities arising from National Conference in October -

- National Board and office to focus on three areas, as identified from feedback following 2016 Conference: Member focus, Database and Communication/Advocacy.
- Communications/Advocacy - communication stood out as a primary area for growth both internally and externally; consultant work just beginning and will continue with more input from Network. Priority in the coming year to clarify membership structure and services delivery, role of National and Branches in communicating with Chapters.

Short Term Action Items

- Board briefly reviews summary of action items - Items that have been completed removed from list; working actions and new priorities added to the list.

Executive Director follow up – CPF ON question, CPF Conference 2018 in Halifax

- Question was asked about Conference 2018 to be held in Halifax, NS in 2018 – NS is the only province that hasn't held it twice; cost efficiencies associated with Halifax as location. National provides travel support to all Branches according to distance traveled – will not negatively affect any Branches differently than past process.
- Member database - National already looking into newer and more cost effective software. Started the process of benchmarking and has been working with Chapter development Officers at each Branch to identify the best option. Identified CiviCRM – Information session held during Conference 2016 (PowerPoint available on the website under Program and Learning Materials). Will require budget allocation for database but also for staff training (branch and National) and transfer of information; process will take place over a 3-year period. National can't move forward without getting Branch support. April to June 2017 is the projected timeline for when the CPF Network will make a final decision. Board members need to look at how we can make this a high priority.
- No questions on Nicole's written ED Report.

2016-17 National Board Committees

- *Youth Committee* - Derrek Bentley leads conversation; wants to bring more youth into the conversation to work alongside the Board; could be beneficial. Canadian Youth for French, having been dissolved, means there may be a potential for funding. The youth committee would fill a similar void with youth working towards the same goals as the National Board of Directors. The establishment of a youth committee would be ideal as it is important that CPF committees reflect this pillar in the strategic plan.
- What does representation by youth on various Branch boards look like? How much of a youth perspective does CPF as a network have on its Branch boards? Several Branches across the country already have youth Board members. How is having a youth delegate on board of directors different than having a youth committee?
- National Board supports a conversation to establish a terms of reference for a youth committee; helpful in taking the next step. Important initiative that will add value in a tangible way. No committee yet, but agree to explore further.

ACTION:

- Derrek to work with Nicole to develop a terms of reference for a youth committee, clarify purpose and value; consider composition and explore role of youth delegates on Board of Directors.

DERREK BENTLEY / NICOLE THIBAUT – FEBRUARY 2017

- *Advocacy Committee* - Debrief meeting following Conference 2016: the committee felt that the mandate completed. Any tools or resources that need to be developed should be done so at the operational level; Branches and National working together through the CoED. National Board agrees it should still retain the word 'Advocacy' in at least one of the committees.
 - Discuss whether or not Research and Advocacy can be grouped together to become one committee - they are connected but separate areas. Research can serve advocacy but ultimately the strategies related to it

are different.

- Advocacy committee could go on hiatus as a National committee; reestablished as an operational committee instead. To be determined as either committee of the National Board or reestablished as a operational committee. More discussion to follow.
- *Committee Membership* – Are there too many committees? Can the Board and staff support them all? Can any of them be amalgamated?
- Bylaws Committee remains a standing committee. Nancy McKeraghan accepts position as Bylaws Committee Chair. One additional board member would be welcome on this committee. Next priorities include Branches still needing direction around Branch Bylaws and National Policies needing to be realigned to National Bylaws.
- Nominations Committee remains a standing committee. Mandate doesn't change from year to year; but the nominations policy requires some updating this year with online voting of director positions. Karen Lynch to Chair. One additional board member would be welcome on this committee.
- Membership Committee - Karen Lynch, Chair. Mandate will be a key priority for us this year; additional board member would be welcome on the committee; also require a new Branch President.
- Research - Sharon Lapkin and Wendy Carr, Co-chairs with Joan Hawkins and committee members Betty Gormley and Diane Tijman. Just beginning of mandate. Priority is to reinstate CPF State of FSL Report this year.
- Strategic Implementation Committee - Sharon Lapkin and Valerie Pike, Co-chairs: the committee will spend the next few months to complete activities to help Branches to engage chapters and create/update materials. Committee needs to develop a timeline to operationalize the committee's action plan. Next steps are for Branches to support Chapters. Still important role in guiding governance training, network capacity building, coaching and mentoring leaders. Committee mandate may, therefore, need to be broader.

ACTIONS:

- Board members to submit their preferences to Karen / Nicole on which committee they would like to serve on by the end of next week.

NATIONAL BOARD – NOVEMBER 2016

Longer Term Items

- Postponed to February meeting.

B. Organization

- President Report: Karen – Key points shared during introductory remarks.
- ED Report: Nicole – Written report circulated prior to meeting, key points shared above.
- Director of Operations: Cathy – No additions.
- Treasurer (no formal presentation of financials until Feb Board meeting): Valerie –
 - Valerie spoke to there being no issues or concerns to report, and full report will be made during February meeting.
- Board Priorities for FY 18 –
 - Circulated prior to the meeting – no items of surprise, useful information as we prepare budget for first board review during February meeting.

4. CLOSING

New Business

- no new business

Business arising from the Board Meeting

- no new business arising

Upcoming Board Meeting Schedule 2016-2017

- Nicole walked through the planned dates and locations for this year's board meetings.
- Feb 2-4 Board Meeting - meeting confirmed.

ACTIONS:

Updated Board meeting schedule to be sent electronically.

CATHY STONE – NOVEMBER 2016

In camera

- *With ED present*
- *Without ED present*

No In camera sessions.

Board meeting Effectiveness Check

- Feedback; good meeting, efficient and covered a lot of material. Suggestion to circulate a list of acronyms to new members.

ACTIONS:

Circulate updated acronym list.

CATHY STONE – NOVEMBER 2016

MOTION TO ADJOURN

- Nancy Mckeraghan moves to adjourn the National Board Meeting, seconded by Kurt Inder. Approved.

CARRIED

First Draft – November 18, 2016

Second Draft – November 23, 2016

Final Draft -

Minutes of National Board Meeting November 17, 2016

Karen Lynch, President _____

Date Approved _____

Wendy Carr, Secretary _____

Date Approved _____