

Canadian Parents for French
National Board of Directors Web Meeting
September 18, 2017 – 2 hours (1pm – 3pm Ottawa Time)
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
Member Services and Office Administrator: Debbie Murphy

Minutes

MONDAY, SEPTEMBER 18, 2017 @ 1:00PM – 3:00PM – WEB BOARD MEETING

1. CALL TO ORDER, / PRESIDENT'S WELCOME

- President calls meeting to order at 1:08pm

2. Pillar D. Organization: CPF Leader Networking Event Program at a Glance (Nicole Lead). Details added, review, feedback from board members, finalize.

- Nicole scheduled the sessions in a specific order for when PCH could attend (Friday morning). Waiting to hear from Kelly Beaton who from PCH will attend the AGM.
- Sharon Lapkin said it looks very familiar to what we had in the past which worked very well.
- The sessions were strategically planned to build upon content in 2015 and move forward, progression of info sharing / setting the stage on Friday to Saturday discussions for planning and setting next priorities.
- Friday sessions (Day 1) will set the tone for progress and Saturday sessions (Day 2) will focus on embarking on new ideas and where we can take them from there.
- The Saturday morning panel presentation is a question and answer session involving the participation of the Branches and is Branch-led with discussions regarding teacher supply and demand, chapter support and membership, research, and French language rights. Betty Gormley is being asked to be MC for the panel and question and answer session. We then flow into Saturday afternoon's public policy committee work on same topics, and the set-up is a roundtable format with two to three branches at six tables, a note taker and a staff member to debrief. Michael Tryon is being asked to be facilitator for the roundtable conversations (as he is member of this committee).
- Suggestion to switch order – Public policy work first, then panel and Branch input. Nicole will make the change in updated agenda.

Roles of Board members – President and VP for CoP; by committee involvement

- In order for committee leads to prepare properly for their sessions they need to be provided with specific details. Add some consistency to role titles, adjust information order – titles first.
- Hot topics discussed from sessions can be shared with CoP before event so that the National Board can acknowledge their thoughts and concerns.
- National Board to share information on how to increase our impact and discuss and improve our communications.
- Karen to have discussion around the culture of philanthropy to build from inside and out. She is planning to feature as part of her opening remarks.
- Goal is to provide lots of opportunity for people to communicate and feel heard.

ACTIONS

- Nicole Thibault to provide specific topics for all to know, adjust order on Public policy sessions and simplify the titles (order of information).
- Request that Tony Orlando to circulate the list of topics from the two-day sessions to CoP.

3. Pillar D. Organization: Strengthening our Network Committee – (Val and Sharon Lead). CPF Network Collaboration Framework draft document for board review. Discuss, suggestions to finalize for circulation

- The Network Collaboration Framework document as circulated is still in rough draft.
- The committee members are not yet fully satisfied with the visual representation of the concepts to finalize it. The document should enshrine the notion of collaboration as a value.
- There was discussion and questions if the document completely represents the roles and responsibilities. The first page is concise and defines key terms; network, collaboration, engagement and growth. The document flows well, particularly the colour coordination with the Strategic Plan document.
- Karen Lynch asked how it links to the CPF Test of Relevance and suggested rethinking the use of word ‘oversight’ under roles and responsibilities.
- Board members will provide further feedback to the Committee chairs.

ACTION

- The National Board to provide suggestions and thoughts regarding the Network Collaboration Framework to Sharon Lapkin and Valerie Pike.

4. Pillar D. Organization: Bylaws Committee - Executive Limitations Policies (Nancy Lead). Board review and feedback

- Many Branches have submitted their bylaws (MB, ON, NS, PEI, NB). Have been in contact with all – some working into the fall. More time has been given to the Northwest Territories branch as they have a new Executive Director. Will follow up in October at face to face.
- Valerie Pike acknowledged the work of the committee members and commented that the Executive Limitations Policies are an amazing, extensive, comprehensive piece of work.
- An additional Executive Limitations Policy around travel expenses services will be reviewed and approved at the October AGM 2017 – as it contains many procedural additions.
- Acceptance of the Executive Limitations Policy was moved by Nancy McKeraghan and seconded by Sharon Lapkin, with the editing review to be provided by Wendy Carr.

ACTIONS

- The word ‘organization’ should be replaced with the word ‘corporation’ for consistency in all policies.
- Wendy to share her editing comments directly with Nancy and Nicole.

5. Pillar D. Organization: CPF Relevance Test (Nicole Lead). Review collated responses received from Board members and results of exercise with CoED. Any further thoughts to add? Will be discussed on Friday agenda of October Event, Performance Measurement Strategy session.

- The Relevance Test was a collective exercise from the Executive Directors. The National Board provided separate answers.
- Executive Directors agreed to complete the exercise with their own Branch boards. Information will be discussed during the October event – similarities, differences, ways of thinking about the organization.
- The results available indicate that the Executive Directors think in a more traditional view of the organization’s impact while the National Board looks at a broader picture.
- The Relevance Test results will be part of the discussion within the Performance Measurement Strategy session. Agreed that a Board Member should lead this discussion at the session.
- The National Board thinks it is a good exercise and should be shared at the Leadership Networking Event in October 2017.

ACTIONS

- The Relevance Test results should visually show (two colours that are not alarmingly different) in a constructive framework that there are important differences and perspectives. Need to collect the Branch Board perspectives, add them in with variations of colour.
- Karen Lynch to lead this session.

6. If time permits / can be completed at October Board Meeting:

a. **Pillar A. Youth:** Second Draft, Youth Council Network Outline (Derrek Lead). Feedback from Board, finalize for project application late September.

- Derrek reviewed the original document, separating into 2 parts (what requires funding, and what doesn’t require funding to move forward). It was discussed that youth engagement can be provided at no cost but, to provide a youth forum, there would need to be funding. The concept is supported by the Board.

ACTION

- Nicole will move forward with a letter of intent for funding to establish a youth forum. Derrek will review. The deadline for the letter of intent is Friday, September 22, 2017.

b. **Pillar D. Organization:** Orientation Manual (Nicole Lead). Board Review the draft document.

- The Orientation Manual under review is dependent on final elements of Network Collaboration document.
- Nancy suggested she will read it and provide her comments to the National Board and they in turn can forward their comments to Nicole Thibault.
- It will be brought forward at the National Board meeting on Thursday, October 12, 2017. At that time, decision will be made if it will be shared during the Leadership Networking Event.

ACTION

- Nancy to provide her comments to the National Board and they will then forward their comments to Nicole Thibault.
 - c. **Pillar B. Parents, Members and Volunteers:** Communications Strategy – Progress Update (Nicole Lead). Further Feedback, Guidance from Board.
- Not a lot of time for feedback, and clear direction to move forward available at last meeting. Nicole requesting additional guidance. Karen will forward some examples of types of document expected – more strategic and less tactical. That can show leadership on this front with the Network in response to the feedback received at Conference in 2016.
- Nicole is working with the Executive Directors to have a better understanding of expectations regarding communication strategies to move forward. There has been positive feedback received from external stakeholders, particularly with the branding initiative.
- Network Collaboration Committee interviews provide some clear ideas on what is required to improve communications with chapter volunteers and past leaders.
- There needs to be a communication strategy so that every entity of Canadian Parents for French network has some way of sharing and receiving information.

ACTION

- Karen Lynch to give corporate communication strategies to Nicole Thibault.
- Nicole to review Network Collaboration documentation/interviews regarding communication.
- Nicole to update communications Strategy for October Meeting.

7. CLOSING - Business arising from the board meeting (Karen Lynch)

ACTION

- Karen Lynch to discuss with Tony Orlando the CoP meeting preparations for the Leadership Networking Event and AGM 2017.
- Next Meetings for Public Policy and Network Collaboration to be booked ASAP, to provide clarity and direction for October include Karen Lynch in the phone meetings.

Important Date: November 30th – OCOL Conference, The Future of Linguistic Duality, Our Official Languages our Identity (Nicole) - 6 locations: Ottawa, Montreal, Moncton, Toronto, Edmonton, Vancouver. *Attendance of CPF National Board members? Invitation to attend?*

- Nicole Thibault discussed with the National Board members that this is an important event to be aware of, if available to attend locally, We should have received invitations directly, but communications seem unorganized. No information posted on their website currently. Derrek was invited (under other role) and will attend in Winnipeg.

ACTION

- Nicole to provide the National Board members more information about the OCOL Conference when located.

Upcoming Board Meeting Schedule 2017-2018 / Planning

- The January Board Meeting will be held all day on Friday, January 26, 2017 and Saturday, January 27, 2017. Departures late Saturday for those who can.
- The August Board meeting will be held on Aug.9-11, 2018. See schedule of meetings circulated.

8. MOTION TO ADJOURN

- Meeting adjourned at 2:45pm.

First Draft — Second Draft– Final Draft

Minutes of National Board Web Meeting September 18, 2017

Karen Lynch, President _____

Date Approved _____

Wendy Carr, Secretary _____ *W. Carr* _____

Date Approved Sept. 27/17 _____