

Canadian Parents for French, National  
**Board of Directors Meeting Minutes**  
Wednesday, February 17, 2021

Attendees:

President (Chair): Derrek Bentley  
Vice-President: Kate Peters  
Secretary: Wendy Carr  
Treasurer (Audit Chair): Marc Gobeil  
Director, Past President: Nancy McKeraghan  
Director: Richard Slevinsky  
Director: Diane Tijman

Board Support:

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

**WEDNESDAY, FEBRUARY 17, 2021 – WEB MEETING – Day 1**

**1. CALL TO ORDER, PRESIDENT’S WELCOME**

- President, Derrek Bentley, calls web meeting to order on Wednesday, February 17, 2021 at 12:03pm. President welcomed everyone.
- Brief discussion on suggested reading: Meaningfully Engaging Youth, Tamarack Institute with guiding question: *As we prepare to launch a call for nominations, how can this reading help inform us, not only as it concerns youth, but also other groups who may not be present on the Board?*
- This reading has been shared with CoED to begin conversation on succession planning as well as Pillar D on providing opportunities with emerging leaders.
- Good guide to engage all and underpin meaningful interactions. Key principles / mechanisms to develop trust, accountability and meet balance with youth and other groups. Valid discussion points and questions to refer to when seeking future nominees and emerging leadership roles.

**2. CONSENT AGENDA**

- Approvals: approve the agenda; approve previous meeting minutes

**MOTION:**

- Nancy McKeraghan moved to accept the consent agenda and previous meeting minutes and seconded by Diane Tijman.

**CARRIED**

**3. REPORTS, COMMITTEES AND WORKING GROUPS UPDATE 2020-2021**

**President’s Update – Branch Communications, CoP and Board January Conversation on Diversity and Inclusion (Derrek Bentley)**

- A good amount of Branch liaison work has been ongoing. This includes:
- CPF New Brunswick – Bylaws were passed at their Special Meeting. New HR matter emerged re: unprofessional emails. Letter sent from CPF National to the NB Branch Board and a meeting on February 15 was positive with a series of action items identified. Will continue with monthly meetings. Summary letter to be sent to CoP and CoED.
- CPF Ontario – Notified that CPF Ontario President stepped down with VP filling in as Interim President. Have offered support as required. Responded to an email received by a member, specific to

diversity and nominations. Vital to prioritize moving forward and a report will be expected at the next AGM.

- **CPF British Columbia & Yukon** – Branch Board requested CPF National take over on a HR file. Continuing support, will require several months to complete. Communications with staff and President are ongoing.
- **Board “Coffee Chat”** – In January, focused on Equity, Diversity, and Inclusion. Two discussion points to flag: 1.) Need for training at the National Board and Network to occur in April / May. 2.) Potential to allocate some funds to begin a survey / audit of CPF practices. Budget to be set aside for these purposes. Next “coffee chat” scheduled in March will continue the conversation further links to succession planning.
- **CoP Meeting** – January 31, 2021. Question arose around criminal record and child abuse registry checks. It was suggested to provide clarification to CoP and CoED. This is usually addressed via CPF Network volunteer management procedures and the CDOs.

#### **ACTIONS:**

- Letter to be sent to CoP and CoED re: NB ED actions and meeting with NB Branch Board.
- National to set aside budget for training sessions and a survey/audit of CPF Network equity practices (nomination and staffing practices).
- Schedule date for next Board “coffee chat” meeting in March.
- National to provide clarification around criminal record and child abuse registry checks to CoP and CoED.

#### **BOARD OF DIRECTORS, NATIONAL OFFICE – SPRING 2021**

#### **Nominations Committee Update** (*Richard Slevinsky, Chair*)

- Chair met with outgoing Nominations Committee Chair and National Member to transfer ‘the file’ to the new committee. New National members met several times.
- Chair canvassed current Board Members to determine intentions to present themselves for election to continue to serve. At this point, three current board members are letting their names stand while one is considering not putting name forward to offer an opening to recruit more diverse applicants. Final decisions still to come.
- Candidates were solicited to serve the Nominations Committee; Members: Richard Slevinsky (Chair and National Board Member – AB), Nancy McKeraghan (National Board Member, Past President – ON), Maggie Hawkes (CoP Representative – NT), Rima Majaess and Christine Rees (Chapter / Member Representatives – NS and ON respectively).
- First Nominations Committee meeting was held February 12, 2021 and the committee accomplished the following:
  - Reviewed Policy GOV 05 – The committee will strive to recruit a minimum of 5 members for the Fall 2021 elections.
  - Reviewed the Terms of Reference – Committee has 5 members, therefore 4 in attendance are required to have quorum.
  - Set timelines for the upcoming election cycle to ensure that the process respects required deadlines and is transparent.
  - Set in place the necessary technology support to support a just election process.
  - Reviewed and updated all supporting documents (Interview Questions, Governance Matrix of Desired Skill Sets, etc.,) as current and reflective of the collective thought of the National Board as laid out in our Strategic Plan.

- All Board members encouraged to reflect on their roles and skills, our approach going forward for diversity and inclusion, and offer Chair suggested skills needed and gaps identified to include in the Call for Interest.

**ACTION:**

- Board members share with Chair skills needed and gaps identified to include in the Call for Interest.

**BOARD OF DIRECTORS – FEBRUARY 2021**

**Bylaw Committee Update** (*Nancy McKeraghan, Chair*)

- New Brunswick’s Bylaw was passed and is now in compliance with Nationals’ and the Network. It will be sent to their provincial body for approval before being sent on to National.
- Network Employment Handbook finalized. Branch Policies related to Chapters and Teams finalized. Both at operational stage, circulation and implementation going forward. National working on draft of the Affiliation Agreement.
- Meeting in January 2021 with CPF ON, Betty Gormley and My Dang, to review process and discuss Ontario’s objection to the Bylaw amendments that were proposed at our last AGM.
- CPF ON had concerns on transparency of process for elections of “officers” as different than “directors”, with Voting Delegates not specifically voting for two core positions, VP and P as is the current practice. The discussion reviewed the selection process completed prior to the officer positions at the director stage. All selected “directors” should be elected with the understanding they are deemed acceptable to serve in either core positions of VP and P. There is now a better understanding of the intention and process which will be relayed to CPF ON Board.
- It was suggested that a member of the CPF ON Board become a member of the National Nominations Committee to get a firsthand understanding of processes. Christine Rees is confirmed to join the Nominations Committee.

**Advocacy Research Working Group Update** (*Wendy Carr*)

- First meeting on January 29, with Working Group members: Wendy Carr, Diane Tijman, Michael Tryon, Elizabeth Hoerath and Nicole Thibault; co-developing the next advocacy-oriented research brief on FSL Online Language Learning. The goal to produce a Brief that is informative, accessible and equips readers with tools to support their advocacy for maximizing the benefits of online learning opportunities while addressing some of the challenges now and in the future. Meetings are scheduled monthly.
- University of Ottawa graduate student, Cameron Smith, will work under Stephanie Arnott’s supervision, to produce the literature review and, with support, co-produce the Resource appendix.
- Brief will be first presented with an overview at the virtual Advocacy Event May 13, 2021. Will allow for further development of appendices, links, other support tools over the summer with a hard launch to follow at the CPF Governance Networking Event in September 2021.

**ACTION:**

- Wendy Carr to schedule next Working Group meeting the week of February 22, 2021.

**BOARD OF DIRECTORS – FEBRUARY 2021**

**Philanthropy / Fundraising Advisory Group Update** (*Richard Slevinsky*)

- Richard Slevinsky has begun research; reached out to the CEO of Suncor Company as a corporate donor and supporter of CPF. Believes we have a good chance of matching our needs to corporate sponsor programs. Using this as a pilot, he is willing to bring our request / proposal to their funding

committee. Also suggests preparing a list of corporate sponsors/donors across the country to help secure long-term funding; create a model and replicate the exercise with various funders.

- Discussion followed: is this the path desired at this current time? If so, need to explore further, plan a strategy, set goals for fundraising that resonates across the Network and guiding principles to follow.
- Nicole reviewed the history to this point: Staff responsibility is covering donations, advertising, product sales; sponsorships have been sought when there is an outstanding need for large scale CPF events: Breakfast, Concours, and new Career Fair all have sponsorship potential. CPF has a history of event sponsors that can be revived; Cathy Stone has the files and can support the committee; need governance discussion on setting parameters for acceptable sponsorships; from there, staff can take action.
- Agreement to continue exploring these ideas. Setting up a working group of members including Branch Executive Directors and Presidents. Cathy Stone will offer Chair staff support. Timeline to begin in new fiscal year. National office will initiate a first meeting after the Governance Education sessions are completed.

#### **ACTION:**

- Richard to continue gathering details for working group discussion. National will coordinate names of working group members with Chair and then schedule a first meeting date.

**NATIONAL OFFICE and BOARD OF DIRECTORS – SPRING 2021**

#### **ADJOURNMENT – Web meeting adjourned at 1:29pm.**

Canadian Parents for French, National  
**Board of Directors Meeting Minutes**  
Friday, February 19, 2021

#### Attendees:

President (Chair): Derrek Bentley  
Vice-President: Kate Peters  
Secretary: Wendy Carr  
Treasurer (Audit Chair): Marc Gobeil  
Director, Past President: Nancy McKeraghan  
Director: Richard Slevinsky  
Director: Diane Tijman

#### Board Support:

Executive Director: Nicole Thibault  
Director of Operations: Cathy Stone  
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#### **FRIDAY, FEBRUARY 19, 2021 – WEB MEETING – Day 2.**

- President, Derrek Bentley, calls web meeting to order on Friday, February 19, 2021 at 12:06pm. President welcomed everyone.

#### **4. REPORTS, COMMITTEES AND WORKING GROUPS UPDATE 2020-2021**

##### **Treasurer Report, Audit Chair** (*Marc Gobeil*)

- Review of 3<sup>rd</sup> Quarter Financials (October 1<sup>st</sup> to December 31<sup>st</sup>, 2020) – Marc Gobeil and Cathy Stone have reviewed the 3<sup>rd</sup> Quarter financials in detail, confirming we are in a solid place in the balance sheet.
- Current Situation to end of Fiscal year – March 31<sup>st</sup>, 2021 – Marc Gobeil and Cathy Stone have reviewed and confirm there will be a surplus this year. PCH is aware as one request was already made to carry over travel funds and a second one will also be made.

- Proposed Budget 2021-2022 – Slight reduction in overall budget, funds spread across all projects. Bilingual Ottawa project ends in February 2021, not included in new fiscal year.

**MOTION:**

- Nancy McKeraghan moved to approve the draft budget and seconded by Marc Gobeil.

**CARRIED**

**Director of Operations Update** (*Cathy Stone*)

- ACPI renovations completed in December and CPF’s renovations scheduled for February/early March. Individual office spaces for staff, improved meeting space and one small office for potential sub-let.
- The operational bulletin shared with all CPF staff, the income tax 2020 information for work at home expense claims.

**Executive Director Update** (*Nicole Thibault*)

- Consultations with PCH Official Languages in January and February - a) OLEP Consultations held individually over a two-week span by P/T. Nicole Thibault attended only the BC Consultation to bring support to Rowan Burdge as Interim Executive Director. CPF was the only linguistic duality partner invited to attend along with Francophone partners; b) Action Plan Mid Term Review, one meeting, with all linguistic duality partners. All Executive Directors attended except for one Branch due to a connection issue. National prepared briefing notes to offer Branch support on Network wide messaging. Branches can then expand regional ideas as needed. Nicole will share documents with National Board. EDs encouraged to share with Branch Board of Directors.
- CoED January Web meeting: shared reminder to complete the Oversight Checklist and reviewed of current projects including virtual Concours and Virtual Career Fair. Introduced next priorities: technology audit, human resources support, and personnel documents being updated and finalized. Planning for longer CoED and CoP meetings in April will include:
  - o Sexual Harassment Training in the Workplace
  - o Engaging youth and emerging leaders in CPF
  - o Human Resources and Personnel documents – final approval
  - o Affiliation Agreement – First review for approval in Fall 2021
- New Human Resources Manager position, to begin in new fiscal year to coordinate human resources requirements over a 3-year period as outlined in National Bylaw and Policies across the Network. Interviews set for March.
- No PCH response yet on funding status for projects:
  - o Year 2 of Virtual French Tutoring Project. To begin on April 1, 2021.
  - o Year 3 of Linguistic Duality Network. To begin on April 1, 2021.
  - o Wig Up After School French Club. To begin on April 1, 2021.

**ACTION:**

- Nicole Thibault to share PCH consultation briefing notes with National Board of Directors.

**NATIONAL OFFICE – FEBRUARY 2021**

**5. BRIEF PROJECT UPDATES**

- Reviewed briefly and will revisit at future board meetings.
  - o Conference 2020 Report

- Donor Tally 2020 Report was shared with the Board of Directors. As in past years, they were asked if they would like to make some Donors Thank You calls. Interesting to find out why donors donate.
- CPF Virtual French Tutoring Report was shared with the Board of Directors. CPF Alberta, Ontario and Nova Scotia are the 3 regional coordinators. It is underway and very successful. A review meeting will be completed as soon as we know if the project will end or continue next year.
- Wig Up After school French Club Pilot Project is struggling to engage youth independently. Enlisting “mentors” to support.
- CPF FSL Awareness Breakfast, Stakeholder Meetings scheduled for Thursday, May 13, 2021. Theme is: FSL Surviving to Thriving during a Pandemic. Will include outline of brief on Remote online learning and Testimonials from parents involved in Virtual Tutoring Project.
- ‘New and Improved!!’ CPF Network Website to be launched on March 15, 2021. Phase 2 is beginning – Member protected resources and volunteer log in section.
- Brainstorming session will be scheduled in spring, for input on FSL Teacher Recruitment and Retention Project. Waiting to receive communications strategy by end of February.
- New: Virtual Career Fair Pilot will run with Atlantic provinces be on February 23 and 25, 2021.
- New: Marathon de Lecture Project with video is underway to June.
- O’Poésie received over 400+ entries (80+ last year). Judging taking place over the next 2 weeks. If requiring additional judges, Diane Tijman offered and Richard Slevinsky can offer some teachers’ names. Will inform Chelsea Craig.

- Important to note, by identifying all these projects, helps with donating and fundraising objectives and initiatives. We have a lot to share with potential sponsors.

**ACTION:**

- Nicole will follow up as required with individual board members on Thank You calls to donors; if contest judges needed; and details on advocacy stakeholder event as confirmed.

**NATIONAL OFFICE – FEBRUARY 2021**

**6. GOVERNANCE DISCUSSIONS FOR FEBRUARY AND FUTURE MEETINGS**

- Reviewed briefly and will revisit at future board meetings.
  - Membership Strategy discussion with CoED input in February/March. Nicole Thibault to share at the next Board of Director’s meeting.
  - Indigenous Languages and Perspectives and CPF – links to Linguistic Duality Action Research Network – Important for CPF to show our role and participation publicly.

**ACTIONS:**

- Board of Directors to share with Nicole Thibault their ideas / thoughts on different strategies on membership fees, retention. Nicole Thibault to share CoED’s input at the next Board of Director’s meeting.

**BOARD OF DIRECTORS, NATIONAL OFFICE – SPRING 2021**

**7. ADDITIONAL BUSINESS, OTHER**

Business Arising from the Board Meeting: None identified.

Upcoming Board Meetings Schedule 2021(Debbie Murphy): Scheduling two dates for next Board of Director's web meetings, the week of May 10, 2021 – May 14, 2021 and the week of May 17 to the week of May 21, 2021 from Noon – 1:30pm (Ottawa Time).

- National to send out a Doodle to determine the next two dates for the Board of Director's meetings.

Upcoming Conversation (Informal Board Coffee Chat) Meetings Schedule 2021(Derrek Bentley): Suggesting there should be two days of Conversation (Informal Board Coffee Chat) Meetings on March 17, 2021 and April 21, 2021 at 11:00am (Ottawa Time).

- Board of Director's checking schedules and will email Derrek Bentley.

Board Meeting Effectiveness Check: Reminder to complete online, Debbie Murphy to send to Derrek Bentley.

<https://www.surveymonkey.com/r/BoardMeetingFeedback>

**ACTIONS:**

- National to prepare agenda for May Board of Director's web meeting; circulate the invitation and include the link to Board Meeting Effectiveness Check; forward results of the Board Meeting Effectiveness Check to Derrek Bentley.

**NATIONAL OFFICE – MAY 2021**

**8. IN-CAMERA without Executive Director present**

- Began at 1:25pm

**9. ADJOURNMENT – Web meeting adjourned at**

**First Draft – Second Draft – Final Draft**

Minutes of National Board of Directors Web Meetings, Wednesday, February 17, 2021 and Friday, February 19, 2021

Derrek Bentley, President

Date Approved

Wendy Carr, Secretary *W. Carr*

Date Approved March 29, 2021