

Canadian Parents for French, National
Board of Directors Meeting Minutes
Wednesday, May 12, 2021

*Scheduled Face to Face Meeting transitioned to abbreviated Web Meeting due to COVID-19 travel restrictions.

Attendees:

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

Board Support:

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

WEDNESDAY, MAY 12, 2021 – WEB MEETING – Day 1

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President, Derrek Bentley, calls web meeting to order on Wednesday, May 12, 2021, at Noon. President welcomed everyone.
- Brief discussion on suggested reading: *Establishing Values and Principles and Working Together*, Tamarack Institute with guiding question: ***Consider, what can we learn from this exercise? Would completing the whole exercise or something like this, as a full Network leadership, be insightful?***
- This reading has been shared via the Communiqué, prior to the education session on April 28th. This reading goes hand in hand with the training session delivered by the Liz Weaver, Russ Gaskin and Luzette Jaimes of the Tamarack Institute.
- Members encouraged to watch if could not attend live. The links are being shared with the Network as soon as available.
- Discussed and shared views and thoughts from the training session and the reading. A workshop / exercise with the CPF Network could help ensure the core of the organization is in line with the key values within the Strategic Plan.

ACTIONS:

- National will send link from the education / training session – *Shared Values for Collaboration and Difficult Conversations* to the CPF Network as soon as it is available.
- Nicole Thibault and Derrek Bentley will encourage sharing during CoED and CoP to emphasize key points of views / thoughts and how to move forward addressing difficult topics.

NATIONAL OFFICE and DERREK BENTLEY – SPRING 2021

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars
- Approvals: approve the agenda; approve previous meeting minutes; approve AGM 2020 minutes
- Review Summary of Pending Action Items
- President's Report
- Executive Director's Report

- Operation’s Report
- Nominations Committee Report - circulated
- Bylaw Committee Report – nothing to currently report.
- Advocacy Research Working Group Report – nothing to circulate.
- Philanthropy / Fundraising Advisory Group Report – nothing to circulate.

A few questions asked for clarifications.

- Request to pull out one item from summary of action items as reminder to sign up: “*Board of Directors to sign up to support of The Linguistic Duality Network, www.linguisticduality.ca.*”
- Follow up conversations have been made with CPF Ontario about election bylaws.

MOTION:

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

CARRIED

3. GOVERNANCE DISCUSSION

- CPF Strategic Actions: OLA Reform Document and OL Action Plan 2023-2026
 - QCGN Position on Reform Document – Derrek Bentley, Kate Peters and Nicole Thibault attended meeting with President Marlene Jennings. QCGN good partners to CPF – review QCGN PowerPoint on their position on the Reform Document. Nicole Thibault to follow-up with Director General, Sylvia Martin-Laforge.
 - Advocacy Stakeholder Letters and Meetings, Spring 2021 – Advocacy Strategy to support Reform document on OL Act underway (and well received) with Branch and National letter writing campaign and stakeholder meetings, following the requests at the Minister Melanie Joly meeting.
 - Consultations with OCOL – Marc Gobeil started discussion from a post-secondary position and important for CPF Network to continue these conversations. Good timing for National to create a document with the vision of FSL at the post secondary level.

ACTIONS:

- Nicole Thibault to follow-up with QCGN Director General, Sylvia Martin-Laforge with the QCGN Position on OLA Reform Document.
- Nicole Thibault to follow-up with Marc Gobeil to help create an updated CPF position paper with the vision of FSL at the post secondary level.

NATIONAL OFFICE – SUMMER / FALL 2021

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

President Report – Branch Communications, Summary, Board Conversation on Equity, Diversity and Inclusion (Derrek Bentley)

- A good amount of Branch liaison work has been ongoing. This includes:

- **CPF New Brunswick** – Ongoing monthly check-ins by Zoom and email. Concrete step of respectful workplace training completed and moving forward with monthly meetings focused on governance issues.
- **CPF Ontario** – Invited Derrek Bentley and Nicole Thibault to a May 15, 2021, meeting with CPF Ontario Board regarding next steps after the OLA, actions towards changes in P/T Education Acts and a request for funds to begin legal review process with Ontario Education Act.
- **CPF Saskatchewan** – HR issue with this Branch is now ‘resolved’ from a National Board perspective.
- **CPF Newfoundland and Labrador** – Unprofessional email circulated to COED and National Board, May 13, 2021. Discussion began with Branch Board President around next steps. Meeting with Branch and National is being scheduled.
- **CoP Meeting** – February 28, 2021. Provided a series of updates on CPF National’s work and discussed the CSAE training sessions.
- **Summary, Board Conversation on Equity, Diversity and Inclusion – Proposed Next Actions:**
 - Governance Education Session scheduled for Noon ET, May 13, 2021: *Equity, Diversity, and Inclusion for Board Success Planning*, presented by Mante Molepo. Recording will be available.
 - Discussion to guide Nicole Thibault for summer consultation work: Questionnaire, Reporting and Timeline. To review Nominating and Succession Planning processes used by Branches; introduce the “survey” to be conducted with a report for the Fall for discussion. Agreement to hire a consultant to work to create “survey”. Derrek Bentley to provide a list of consultant names.

ACTIONS:

- National to send Governance Education Session: *Equity, Diversity, and Inclusion for Board Success Planning* recording to Network.
- Derrek Bentley to provide a list of consultant names to work with members and National to create a “survey”.

NATIONAL OFFICE and DERREK BENTLEY – SPRING /SUMMER 2021

Advocacy Research Working Group (Wendy Carr / Nicole Thibault)

- Recorded video presentation for CPF FSL Awareness Advocacy Event to follow President’s Welcome and Toast.
- Soft launch of Advocacy Brief publication May 13, 2021, formal launch to be confirmed in September. Document will be posted and available in both English and French.

ADJOURNMENT – Web meeting adjourned at 1:42pm.

Canadian Parents for French, National
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Secretary: Wendy Carr
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Director: Richard Slevinsky
Director: Diane Tijman
Director: Nancy McKeraghan

Board Support:

Executive Director: Nicole Thibault
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WEDNESDAY, MAY 19, 2021 – WEB MEETING – Day 2

- President, Derrek Bentley, calls web meeting to order on Wednesday, May 19, 2021, at 12:04pm. President welcomed everyone.

5. ITEMS FOR DISCUSSION FROM REPORTS CONTINUED COMMITTEES AND WORKING GROUPS UPDATES 2020-2021

Nominations Committee Update (*Richard Slevinsky*)

- Regular meetings of the Nominations Committee of 5 members were held March 5th, April 9th and May 7th, 2021, and the committee accomplished the following:
 - Issued a ‘Call for Interest’: This was completed, and the Nominations Committee received 6 applications by the April 26th, 2021, deadline.
 - Reviewed the ‘Criteria for Nominations Rubric’: This instrument was completed, and the final document was used by the committee to shortlist the applicants for an interview. Of the 6 applications received, 5 were retained for the next step.
 - Reviewed the ‘Candidate Evaluation Matrix’: this tool will be used by the Nominations Committee when interviewing applicants on May 29th, 2021.
 - This year, we have 4 positions to fill, with 5 names which will appear on the ballot.
 - The Nominations Committee discussed two strategies that may help the CPF National Board recruit candidates in general, sharing for board consideration. The first of these would be for the Board to explore creating the role of Past President. In this scenario, the Past President would continue to serve on CPF National board, perhaps in an advisory role. The other strategy discussed would be to permit an additional candidate to participate on the Board with observer status as a means of receiving mentoring - in this case, when more candidates on the slate than spots available - the individual receiving the least votes would be invited to participate as an observer, receiving mentoring and then re-applying for the next election.
 - Possibilities were discussed and decided to move forward with keeping 7 positions and the regular election process for this year. Share with the Nominations Committee that these are good ideas to share with the consultant being hired to help with EDI educational sessions for different approaches.

Treasurer Report, Audit Chair (*Marc Gobeil*)

- Review of 4th Quarter Financials (ending March 31st, 2021) – Marc Gobeil and Cathy Stone have reviewed the 4th Quarter financials in detail, confirming we are in a solid place in the balance sheet.
- Proposed Budget 2021-2022 – Slight reduction in overall budget, funds spread across all projects. Website and IT development costs will be finished and although National will not have many project applications, encouraging and helping Branches to apply.
- Scheduling next meetings with Treasurers and EDs – Spring 2021 - Meeting with National Auditor to review PCH expectations and moving toward a more common presentation of financial statements across the Network (June and September).

MOTION:

- Marc Gobeil moved to accept the proposed budget and seconded by Richard Slevinsky.

CARRIED

Director of Operations Report (consent agenda) (*Cathy Stone*)

- Report shared prior to meeting. No questions.
- The audit is scheduled to begin the week of May 25, 2021. For the second time, due to the pandemic, this audit will be conducted remotely. We are fully set up remotely with the Royal Bank, QuickBooks, and have all the necessary files that will be uploaded to a secured portal.
- Reviewed division of tasks for Cathy Stone: Director of Operations
 - Financial Operations and Facilities Management – Office Renovations
 - Payroll, Banking, Bookkeeping Liaison, Audit
 - Fundraising, Sponsorships and Advertising
- Reviewed division of tasks for Human Resources Manager:
 - Staff Benefits, RRSPs, Operational Bulletin
 - Purchasing BambooHR software, Employee tracking system
 - Network Liaison on ED Employment Practices (Hiring, Contracts, Performance Reviews, Exit interviews, Grievances/Complaints Process
 - National ED (Nicole Thibault) Performance Review scheduled for Spring/Summer 2021 will work with Derrek Bentley, Kate Peters and Nancy McKeraghan.

Executive Director Report (consent agenda) (*Nicole Thibault*)

- Report shared prior to meeting. No questions.
- Meeting with new PCH Assistant Deputy Minister, Julie Boyer, and Denis Racine, Director of Official Languages Branch. Review who we are and what we do, advocacy role as linguistic voice. Discussion on Reform document, next Action Plan – focus on Pillar 3 Promoting a Bilingual Canada, progress made to date, and next steps working with P/Ts government.
- Regular phone meetings with Minister’s Staff for support for Linguistic Duality Day 2021 and Proclamation going forward. Partnership with the OL Champions Network in Public Service. Budget allocation of 180 million as a start to addressing waitlists in French immersion.
- Confirmation of funding - \$100,000 for Linguistic Duality Network – Year 3 began on April 1st, 2021. Strategic Plan complete. Next step, creating a framework for collaboration with partner organizations as we want to expand and open “membership” in the coming year. Work on the “official” Observance Day will increase visibility, supports the OLA update, and enshrines into calendar for all Canadians (and for a budget allocation in future).

- No response yet on status of Year 2 of Virtual French Tutoring Project or WIGUP After School French Club. We have met with COED and Staff and discussed how to proceed if approved.
- Key items completed and follow-up discussions at CoED Web Meetings:
 - All Branch Oversight Checklists were completed and submitted. Doing some checks and follow-ups.
 - Network Employee Handbook review is now complete and has been distributed for implementation. This document is overarching, and all Branch documents must be aligned; if disagreement, National’s policy takes precedence.
 - Good follow-up discussions after the two Education Sessions – *Shared Values for Collaboration and Difficult Conversations*, with 5-6 Executive Directors – sharing perspectives and how to move forward addressing difficult topics.
 - Invitation was extended to EDs to attend a monthly brainstorming, strategic discussion related to key priorities outlined in the Strategic Plan.
 - Staff Performance Reviews for the year to be completed by June 30th, 2021.
 - CPF BC-YK support to both the Branch President and Interim Executive Director continues with the Executive Director scheduled to return in mid-May.
 - Human resources have made some initial contacts and introductions, and gatherings priorities and specific needs to CPF PEI ED, CPF BC-YK President, CPF AB ED and CPF ON ED.
 - Network Support - Governance Education Sessions; April and May 2021 underway, all being recorded.

6. UPCOMING BOARD MEETING SCHEDULE 2021/2022 Review and Confirm Dates:

- Scheduling two dates for next Board of Director’s web meetings, the week of August 16, 2021 – August 20, 2021, and the week of August 23, 2021 – August 27, 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.
- Scheduling a Hybrid Annual General Meeting at Chateau Montebello on Sunday, September 12, 2021 – Noon to 1:30pm.
- Proposed originally first meeting of the new Board of Director’s to be a web meeting, the week of November 15, 2021 – November 19, 2021, and the week of November 22, 2021 – November 26, 2021, from Noon – 1:30pm (Ottawa Time). If hybrid, proposing to attach travel to be in conjunction with the ACPI conference scheduled to take place in Banff on December 2-4, 2021.

7. BRIEF PROJECT UPDATES

- Reviewed briefly and will revisit at future board meetings.
 - FSL Awareness Advocacy Event has been cancelled as a live event. Website page created, being populated with recording sessions.
 - 17 Stakeholder Meetings 2021 scheduled for May 13, 2021, and into June. National prepared briefing notes and circulated to help guide the meetings. The “trios” represent a mix of National and Branch, Staff and Volunteer as much as possible. Board of Directors involved in

Stakeholder meetings requested more information. Nicole Thibault will follow-up and send details as well as collate all Stakeholder meetings notes to distribute to the CPF Network.

- Concours Finals 2021 scheduled from June 1, 2021 – June 10, 2021. Board of Directors may receive an email request to be a Judge.
- CPF Network Website Updates ongoing through the summer; Newfoundland and Labrador and Manitoba complete by June 2021; one Branch outstanding to be resolved.
- FSL Teacher R and R Project – National campaign taking shape, *My raison d'être*. Fall 2021.
- Linguistic Duality Day – September 9, 2021, + CPF National AGM – September 12, 2021.
 - CPF Fall Governance Networking Event will be coordinated in conjunction with these two dates. Board of Directors discussed comfort level for travel this Fall and decided on a hybrid event at Château Montebello + virtual access with one day of Official Languages focused presentations + governance discussions.
 - Community based Chapter “Activity in a Box”: Flag, Mask, Spinner Game and Official Languages Questions to win prizes for Linguistic Duality Day celebrations.

ACTIONS:

- Nicole Thibault to follow-up and send Stakeholder meetings details to the Board of Directors.
- Nicole Thibault to collate all Stakeholder meetings notes to distribute to the CPF Network.

NATIONAL OFFICE – SUMMER 2021

8. ADDITIONAL BUSINESS, OTHER

- Debrief from FSL Awareness Event – time did not permit.
- Circle back to discussion about *Establishing Values and Principles and Working Together* – time did not permit.

9. BUSINESS ARISING FROM THE BOARD MEETING

- Derrek Bentley suggested Board of Directors watch the 3 Governance Education Sessions recordings as they provide useful information for Branch discussions.
 - ***Culture, Collaboration and Choice: A Values Approach*** Presented by the Tamarack Institute. Speakers: Russ Gaskin, Luzette Jaimes, and Liz Weaver.
 - ***Relationships in the Workplace: Managing Conflicts, Difficult Conversations and Situations*** Presented by Rhonda Scharf, Certified Speaking Professional, On the Right Track Training and Consulting.
 - ***Equity, Diversity and Inclusion for Board Success Planning*** Presented by Mante Molepo via Volunteer Ottawa.
- Board Meeting Effectiveness Check: Reminder to complete online and send to Derrek Bentley.
<https://www.surveymonkey.com/r/BoardMeetingFeedbackSurvey>

ACTION:

National to prepare agenda for August 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 – AUGUST 2021

10. IN CAMERA without Executive Director present

- Began at 1:31 pm.

11. ADJOURNMENT – Web meeting adjourned at 1:40 pm.

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Web Meeting, Wednesday, May 12, 2021, and Wednesday, May 19, 2021.

Derrek Bentley, President

Date Approved

Wendy Carr, Secretary *W. Carr*

Date Approved July 13, 2021