

Canadian Parents for French, National
Board of Directors Meeting Minutes
Tuesday, August 24, 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

TUESDAY, AUGUST 24, 2021 – WEB MEETING – Day 1

1. CALL TO ORDER, PRESIDENT’S WELCOME

- President, Derrek Bentley, calls web meeting to order on Tuesday, August 24, 2021, at 12:05pm. President welcomed everyone.
- Brief discussion and shared views on suggested reading: *Disruptive Times Requires Skilled Community Changemakers*, Tamarack Institute, specifically, the section titled: *Structuring for Systems Change by Becoming Agile* with guiding question: **How can we help move the CPF Network to being more “agile” as we move into this next stage of the pandemic and eventually into post-pandemic?**
- CPF Network has shown it has strong capacity to be agile as Branches are collaborating, sharing, and enabling technology to access information and facilitate web meetings, e.g., 44th Annual General Meeting held as a web meeting. Offers opportunity – e.g., connect with private organizations and bring them to the table for discussion and input. Progress has been made through shared leadership and collaboration. Focus moving forward at the beginning of the next stage of the pandemic / post-pandemic is to ensure everyone is well informed while supporting maintenance of a positive, trusting, resilient environment.

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars
- Approvals: approve the agenda; approve previous meeting minutes
- Review Summary of Pending Action Items
- President’s Report
- Executive Director’s Report
- Operation’s Report
- Nominations Committee Report – required – and posted for AGM
- Bylaw Committee Report – required – and posted for AGM
- Advocacy Research Working Group Report – nothing to circulate.
- Philanthropy / Fundraising Advisory Group Report – nothing to circulate.

MOTION:

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

CARRIED

3. GOVERNANCE DISCUSSION

- Review CPF National Annual Performance Report 2020-2021
- Nicole Thibault to share draft of CPF National Annual Performance Report 2020-2021 by email to Board of Directors. The format is the same for the Network, useful to collate Network impact numbers, for soliciting sponsorship and advertising. Requested help from 1 or 2 Board of Directors to review by September 12, 2021. Three directors offered.
- The Network Summary Report will also be available, later in fall.
- CPF Strategic Actions:
 - Federal Election Strategy and Backgrounder –
 - All Branches have original document to be used. An email will be sent to all CPF members.
 - At the Leader Networking Event in September, advocacy training session will include letter writing campaign, petitions and online software to guide campaigns. An overview of the automated process will be introduced.
 - CPF Network Affiliation Agreement, Commitment to Serve –
 - Developed through the Bylaws Committee, a draft affiliation agreement document has been created to help address questions related to the legal and governing relationship between CPF National and Branches.
 - Will be referenced at the Leader Networking Event in September. Need decision whether we share it at that time. The draft will be further shared for Network Feedback after further Board of Director’s review and discussions.
 - CPF QCNU seeking support from CAQ provincial government – Office Québécoise de la langue française (OQLF) and Bill 96 –
 - Meeting with Christopher Skeete, MLA for CAQ provincial government in QC; links identified on how we may receive funding via the office of the “language police”; fits into their mandate as part of government funding provided to support English Quebecers. Need some reflection whether wise to pursue that route.

ACTIONS:

- National to share draft of CPF National Annual Performance Report 2020-2021 by email to Board of Directors. Three directors will offer editing suggestions.
- National to send The Federal Election Strategy and Backgrounder by email to all CPF members.
- Network Event will provide a training overview of the automated advocacy campaign process.
- The CPF Network Affiliation Agreement, Commitment to Serve - details below.

NATIONAL OFFICE and BYLAW COMMITTEE – FALL 2021

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

Bylaw Committee Update (Nancy McKeraghan)

- **Affiliation Agreement – Draft, includes a Director’s Commitment to Serve form** – Discussed purpose; this Affiliation Agreement form aligns with the National Bylaws, but is a separate document for Executive Directors and Presidents/ Board Directors to sign off on. Intent to define the relationship between National and the Branches with clear governance responsibilities and roles.
- Nancy McKeraghan requested the Board of Director’s to review the Affiliation Agreement form and send feedback by September 6, 2021. The Bylaws Committee will then revise and work with the CoP and CoED; then share for Network Feedback after the Branch AGMs as part of the orientation sessions.
- **Bylaws Report posted for AGM** – In October last year at the AGM, the membership approved amendment to the CPF National Bylaws. The document as approved was deposited with Corporations Canada and posted on the CPF National website for reference in December.
- There were specific items within the proposed Bylaws that were removed, by request of the CPF ON Branch. The Chair of the Bylaw committee held one meeting in November with the CPF ON Branch to review the concerns, to answer questions and clarify understandings. The input has been documented and actions taken as required.
- While the Bylaw Committee only met on Bylaw related items once early in the year, work continued at the operational level to implement updates of governance and administrative policies to ensure alignment of documents, protocols, and procedures with the amended Bylaws.
- The CPF National Policies were reviewed in November 2020. These are posted on the CPF National website for reference. Work was completed to finalize the CPF Branch CHT Policies guiding Chapters and teams. These were posted in February 2021.
- Administrative support documents reviewed and updated include: the CPF Chapter Manual and Volunteer Handbook, the CPF Network Employment Handbook including adding procedures related to cybersecurity and remote work as this became an important risk management consideration in the last year. Templates for CPF employment contracts, job descriptions and performance reviews were circulated for input. The CPF Network Oversight Checklist was updated, and training was provided to the Council of Executive Directors.

ACTIONS:

- Nancy McKeraghan requested the Board of Director’s to review the Affiliation Agreement form and send feedback by September 6, 2021. Drafts will not be circulated during Leader event; further review and discussions with Committee and some EDs; then shared for Network Feedback after the Branch AGMs as part of the Orientation sessions.
- Nancy McKeraghan will deliver the Bylaw Committee Report at the upcoming AGM.

NANCY MCKERAGHAN – SUMMER / FALL 2021

Nominations Committee Update (*Richard Slevinsky*)

- **Nominations Committee Report posted for AGM** – The committee met on a regular (monthly basis) to review their terms of reference, work plan, and any proposed policy changes. All documents used for the nominations, interview, and election process were reworked (succession planning documents, the evaluation matrix, the call for interest, and the interview questionnaire).
- As a result of the process, there was an expression of interest in serving the CPF National Board from seven individuals. The Nominations Committee followed up with all individuals and the result

was that five individuals (four incumbents and one new candidate) let their names stand for election.

- Elections were held in July 2021 and all 17 voting delegates cast their votes. The results of the election process saw incumbents Wendy Carr, Kate Peters and Diane Tijman re-elected as well as the election of a new candidate, Larry Vaters. A communication announcing election results was shared with the CPF Network leaders in July 2021. The election of these four candidates will be endorsed and ratified at the Annual General Meeting on September 12, 2021.
- A Call for Nominations for the positions of President and Vice-President was circulated. The deadline for receiving completed nominations for these two positions is set at 5:00pm on August 10, 2021. A reminder was sent to all CoP members and the Nominations Committee will forward the results of this process for an election, should the need arise.
- As of August 11, 2021; one nomination was received from a Branch Voting Delegate for Derrek Bentley to serve in the position of President and one nomination was received from a National Voting Delegate for Kate Peters to serve as Vice-President. Both Derrek Bentley and Kate Peters confirmed their interest in serving in these capacities. The results of the Nomination process are being circulated to the voting delegates via the National communique.
- Based on receipt of one nomination for each officer position, no election will be undertaken.
- The result of the nominations process will be endorsed and ratified at the Annual General Meeting on September 12, 2021.
- The full biographies of the 2021-2022 National Board of Directors are included in this report and are also displayed on the CPF National website.
- Richard Slevinsky to send National all Nominations Committee documentation to be saved on the CPF shared drive (corporate registry).
- Board of Directors to review their full biographies and send changes to National. Any changes to be reposted on the AGM documents website.

ACTIONS:

- Richard Slevinsky to send National all Nominations Committee documentation to be saved on the CPF shared drive (corporate registry).
- Board of Directors to review their full biographies and send changes to National. Any changes to be reposted on the AGM documents website.

RICHARD SLEVINSKY, BOARD OF DIRECTORS and NATIONAL OFFICE – SUMMER / FALL 2021

IN CAMERA without Executive Director present

- Began at 1:30pm.

ADJOURNMENT – Web meeting adjourned at 1:47pm.

Board of Directors Meeting Minutes

Thursday, August 26, 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

THURSDAY, AUGUST 26, 2021 – WEB MEETING – Day 2

- President, Derrek Bentley, calls web meeting to order on Thursday, August 26, 2021, at 12:04pm. President welcomed everyone.

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

Advocacy Research Working Group (*Wendy Carr*)

- **Discussion outline for CPF position papers – Fall 2021.**
 - FSL education at the post-secondary level – discussed how it ties into the Action Plan.
 - FSL education in early childhood – discussed focus by the Government.
- Discussion about creating two position papers. For this year's AR Working Group focus, Wendy Carr recommended that it be on early language learning, especially given recent national focus on universal child care. Discussed call to CPF membership for their involvement.
- Discussion on update for CPF School Self-Assessment Tool – It was an excellent CPF document from 20 years ago but needs to be reviewed and updated for how useful it is currently. Wendy Carr suggested tasking a small subgroup to approach the review of the document from a parental lens.

President Report (*Derrek Bentley*)

- **Update on Session, Collaborative Leadership and Governance** – Derrek Bentley and Nicole Thibault participated in a Tamarack Institute virtual event in August 2021 with 5 other CPF reps. Discussed many ways of thinking of collaborative leadership and governance and how the CPF organization could look at other possibilities of a governance structure / model.
- **Update on Branch Liaison Work and Letters** – A good amount of Branch liaison work has been ongoing throughout the past months.
 - **CPF New Brunswick** – Ongoing monthly check-ins by Zoom and email. July and August were both phone calls between Derrek Bentley and Greg Keith. In addition, two letters have been drafted around the key outstanding points: 1) CoED meeting role contribution and the NB Branch website and 2) Next steps in terms of resolving interpersonal issues between the EDs and potential mediation.
 - **CPF Saskatchewan** – National HR consultant consulted for guidance, support to help move things forward.

- CPF Newfoundland and Labrador – meeting took place re: unprofessional email, situation was resolved, and an apology was sent.
- CPF British Columbia & Yukon – National offering Board support, ED has returned to work, moving forward; National HR consultant consulted for guidance on ED Performance Review.
- Summary of project with Lunaria Solutions on Succession Planning: Diversity, Equity and Inclusiveness – Proposal has been accepted from *Lunaria Solutions*. They are a Black women-owned and led organization based in Waterloo Region. This will be an ‘audit’ to give us more information around next steps. Through the DEI audit, they will gather the information and data needed to paint a picture of how CPF is currently attracting members, what the demographics of said members are, and how we might diversify membership and leadership moving forward. This will be done through 75-minute Branch interviews and focus on nominations while also looking at broader membership.
- In the audit report, we will outline the insights from the interviews. The DEI plan includes an outline of recommendations to reach and engage with a more diverse membership based on the audit results. We present both the DEI plan and the audit report in a combined 2-hour presentation. Derrek Bentley proposed Wendy Carr to be board liaison with Lunaria Solutions.
- Update on National ED Performance Review Process on behalf of Committee – ED Evaluation was transitioned to an online format and a great response was received. All National board members and all National staff participated. In camera session will finalize this document and then a meeting will be held with Nicole Thibault and Derrek Bentley to discuss on August 26, 2021.

ACTIONS:

- *Lunaria Solutions* to begin DEI audit in Fall, 2021. Wendy Carr to be board liaison with *Lunaria Solutions*.
- Meeting with Nicole Thibault and Derrek Bentley to discuss ED Evaluation on August 26, 2021.

WENDY CARR, DERREK BENTLEY and NATIONAL OFFICE – SUMMER / FALL 2021

Treasurer Report, Audit Chair (Marc Gobeil)

- Approval of Audited Financial Statements to March 31st, 2021 – Marc Gobeil mentioned CPF is in good standing having a line of credit which has not been used. Suggested to look at exploring an operating reserve policy with auditor. Also, important for ED to focus on getting more funding from different sources to decrease dependency from the same funder. Board of Directors to set up some goals for economic dependency discussion in the next couple of years.
- Review of 1st Quarter Financials (April 1st to June 30th, 2021) – Reviewed and tabled the 1st Quarter.
- Updates on Budget 2021-2022 - Approval and confirmation received to add a couple of projects into budget.
- Scheduling next meetings with Treasurers and EDs in late Fall 2021 – Marc Brazeau, our auditor will lead the session. Provide clarity of the ideal format, documentation, and wording with Canadian Heritage. Need to wait until after the Branch AGMs take place, invite new treasurers. Opportune time to standardize the process.

MOTIONS:

- Nancy McKeraghan moved to accept the approval of the audited financial statements, budget update and 1st Quarter financials and seconded by Diane Tijman.

- Kate Peters moved to accept the National Board of Directors to explore an operating reserve policy in the next year and seconded by Richard Slevinsky.

CARRIED

ACTIONS:

- National to explore an operating reserve policy in the next year with Auditor. Report back to Board.
- Board of Directors to set up some goals for economic dependency discussion in the next couple of years.

NATIONAL OFFICE – FALL 2021

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

- Report shared prior to meeting. No questions.
- Reviewed division of tasks for Cathy Stone: Director of Operations
 - Facilities Management and Office Renovations
 - Fundraising, Sponsorships and Advertising
 - Oversight of Network Financials and HR
- Reviewed division of tasks for hiring Financial Manager – August 2021
 - Payroll, Banking, Bookkeeping Liaison
 - Audit
- Reviewed division of tasks for Elizabeth Hill: Human Resources Consultant
 - Updating ED Job Description, ED Compensation Chart
 - Support for CPF National, BC-YK, PEI – ED Performance Review, Guidance
- Reviewed division of tasks for hiring HR Administrator – August 2021
 - BambooHR software: Employee Personnel Records, Staff Benefits, RRSP Tracking System – National staff followed by Branch staff
 - Operational Bulletin

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

- Report shared prior to meeting. No questions.
 - All reporting complete to Funder (4) – Project Funding Applications – everything confirmed for this year. Confirmation of Project Funding received for Virtual French Tutoring Project and Wig Up After School French Club, Year 2.
 - Consultation on OL Action Plan – Submitted the OL ACT Reform ‘Memoire’ on behalf of the CPF Network to the standing Senate Committee for Official Languages – May 31st. One phone interview consultation on Impact of the Action Plan for Official Languages (external investigator hired by PCH).
 - CoED Meeting, June 2021 Update – Discussion on topics covered during 4 Brainstorm Meetings.
 - Network Support, Planned September Education Session – *Fostering Team Effectiveness: The Importance of Productive Conflict*.
- Continue to focus on the programming of the September Leader Networking Hybrid Event.
- CPF Website Phase II is now underway – Member Protected documents, Volunteer Portal for internal CPF documents section (staff and volunteers) and a Plug-in for “Letter to your MP Writing Campaign”.
- Responding to Branches / Chapters needs – Selling and shipping Bescherelle books in bulk orders at a reduced cost.

- Staying connected with Branches / Chapters – CPF Member Survey distributed, with support of National office; some Branches choosing to wait until the Fall. Two surveys, one for individuals and another for organizations.
- Met with the staff of Erin O’Toole’s office in August 2021. Shared our position and who we are. We now have an election background piece to discuss.

6. BRIEF PROJECT UPDATES

- Reviewed briefly and will revisit at future board meetings.
 - Linguistic Duality Day – Joint program with Federal Public Service, September 9th, 2021 – Monthly meetings with the partner organizations; CPF preparing a promo video; Nicole Thibault scheduled to speak and offer an introduction to video on the program of the event. Due to the election, some communications have been adjusted or delayed.
 - September Leader Networking Event Program, September 10-12th, 2021 – Program covers: Governance updates on Collaborative Shared Leadership, Advocacy and Federal Election (pre and post) letter writing campaigns, Media Relations and Interviews, and Change Management.
 - CPF National Annual General Meeting 2021 – Documents posted on Website.
 - For event: decision Board of Directors to meet an hour before dinner on Wednesday, September 8, 2021, to discuss responsibilities / duties at the Leader Networking Event. Vaccination status was asked on registration form. Proof of vaccination needed at the Leader Networking Event and to be mentioned in Communique going out on Monday, August 30, 2021. Depending on the Covid-19 situation may need to only have a virtual event, to revisit on September 1, 2021.
 - Updates: CPF Network Website – Phase 2 launching in September: member password protected resources; volunteer portal for governance resources. CPF Network Technology Audit – Questionnaire completed and distributed to Branch EDs. The purpose is to assess risk related to technology, working remotely and cybersecurity; results, Fall 2021. CPF Membership Surveys – Two surveys, one for individuals and one for organizations; results, Fall 2021.
 - FSL Teacher Recruitment and Retention Project National campaign, *My raison d’être*, launched – First social media results available. Next phase, teachers in Saskatchewan in fall 2021; Atlantic in spring 2022.

ACTIONS:

- Montebello Event: National to send out Communique Monday, August 30, 2021, to confirm proof of vaccination needed at the Leader Networking Event. After Labour Day, confirm if moving forward.
- Nicole Thibault to speak on Linguistic Duality Day, September 9.
- Board of Directors to meet an hour before dinner on Wednesday, September 8, 2021.

BOARD OF DIRECTORS and NATIONAL OFFICE – SEPTEMBER 2021

7. UPCOMING BOARD MEETING SCHEDULE 2021/2022 – Briefly discussed and reviewed dates.

- Format, Web for Business Items + 3 in person meetings tied to events and stakeholder meetings:
 - *Winter – Mid January – Member / Branch Consultation*
 - *Spring – Mid April – Advocacy Breakfast*
 - *Fall – Mid September – Annual General Meeting*

- Proposed originally first meeting of the new Board of Director's to be a web meeting, Tuesday, November 16, 2021, and the second meeting, 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.
- Confirm with Larry Vaters first meeting of the new Board of Director's on Tuesday, November 16, 2021, and National to send Doodle for second meeting, week of November 22, 2021 – November 26, 2021.
- April Meeting will likely be after April 18, 2021, when House of Commons reconvenes.

ACTIONS:

- Review Board of Director's Meeting Schedule 2021-2022-2023 at Board of Director's Orientation Meeting on Sunday, September 12, 2021
- Confirm with Larry Vaters first meeting of the new Board of Director's on Tuesday, November 16, 2021.
- National to send Doodle for second meeting, week of November 22, 2021 – November 26, 2021.

BOARD OF DIRECTORS and NATIONAL OFFICE – SEPTEMBER 2021

8. ADDITIONAL BUSINESS, OTHER

- None received.

9. BUSINESS ARISING FROM THE BOARD MEETING

- Board Meeting Effectiveness Check: Reminder to complete online and send to Derrek Bentley.
<https://www.surveymonkey.com/r/BoardMeetingFeedbackSurvey>

NATIONAL OFFICE – AUGUST / SEPTEMBER 2021

10. ADJOURNMENT – Web meeting adjourned at 1:36 pm.

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Web Meeting, Tuesday, August 24, 2021, and Thursday, August 26, 2021.

Derrek Bentley, President

Date Approved

Wendy Carr, Secretary

W. Carr

Date Approved 12 November 2021