

Canadian Parents for French, National
Board of Directors Meeting Minutes
Tuesday, November 16, 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: Diane Tijman
Treasurer (Audit Chair): Larry Vaters
Director: Wendy Carr
Director: Richard Slevinsky
Director: Nancy McKeraghan

Board Support:

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

TUESDAY, NOVEMBER 16, 2021 – WEB MEETING – Day 1

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President, Derrek Bentley, calls web meeting to order on Tuesday, November 16, 2021, at 12:03pm. President welcomed and thanked everyone.

2. GOVERNANCE DISCUSSION

- Brief discussion and shared views on suggested reading: *Respectful Workplace Audit: Outcomes Report* by Pivot HR Services prepared for CPF BC-YK with financial support of CPF National, and to be shared with CPF Network in late Fall 2021. Guiding question: ***How can we build upon the report recommendations to support growth in areas identified as Strategic Plan Priorities: strengthening Network collaboration and shared leadership, succession planning and nominating processes?***
 - Discussion and shared feedback for *Next Steps for Action draft brief* for National to move forward with responsibilities and timeline for completion of recommendations. Key points / suggestions / ideas:
 - Very comprehensive, lacks some context of background work already completed, suggestion to separate between governance training and board nominations process.
 - Much relates to procedures in bylaws and policies - good place to start with CPF National bylaws and policies informing and providing guidance for Branches' review.
 - Suggested National provide training to Branches with a template for specific province work safe guidelines and human rights and labour codes. Link to Board / staff orientations; Affiliation agreement exercise.
 - Key piece, board members to be informed of their roles and responsibilities and certain behaviours are unacceptable.
 - Sharing of the brief - Provide a background piece (some context to scenario) to accompany it such as a cover letter; confidentially is important, remove names and slim down report.
 - Plan to share brief with Network in December. Continue working with Pivot HR Services to implement their recommendations and provide a training session in winter 2022. Bylaw Committee to review recommendations in early spring, network feedback in summer in time for August AGM

ACTIONS:

- National to work with CPF BC-YK to share brief with Network in December. Provide background piece (some context to scenario) to accompany it, remove names - privacy, confidentiality focus.
- National to continue working with Pivot HR Services - Bylaw Committee to implement recommendations within bylaw and policy; schedule a training session in early winter. Follow up with template for Branches with specific province work safe guidelines and human rights and labour codes.

NATIONAL OFFICE and BYLAW COMMITTEE – WINTER 2021-2022

3. 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
- Director of Operation’s Report
- Nominations Committee Report – submitted by Kate Peters
- Bylaw Committee Report – submitted by Nancy McKeraghan

MOTION:

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

CARRIED

4. REPORTS, COMMITTEES AND WORKING GROUPS UPDATES 2021

Bylaw Committee Update (*Nancy McKeraghan*)

- **Update on sharing Affiliation Agreement – Draft, includes a Director’s Commitment to Serve form**
- The draft Affiliation Agreement form aligning with the National Bylaws will be shared after completion of Board orientation sessions in December. Timeline for feedback is January.
- Developing a separate document for Executive Directors to sign off on.
- **Meetings to schedule in based on work to complete with Pivot HR Services:**
 - January: National Bylaw and Policies update.
 - March: Branch Bylaw and review of BC-YK Branch Policies (as template for Network).
 - May/June: Scheduled review of Branch Bylaws to bring into further alignment, ready for approval at Fall AGMs.

ACTIONS:

- National to share Draft Affiliation Agreement after Board orientation sessions are completed.
- National to schedule Bylaw’s meetings in early winter to review feedback from Affiliation Agreement and begin work with Pivot HR Services, National Bylaw and Policies update.
 - March: Branch Bylaw and review of BC-YK Branch Polices (as template for Network).
 - May/June: Scheduled review of Branch Bylaws to bring into further alignment, ready for approval at Fall AGMs.

NATIONAL OFFICE – WINTER 2022

Nominations Committee Update (*Kate Peters*)

- **Draft Call for Interest** – Discussion based on the skills set process and the skills of who is now on the Board and succession planning.
- Pivot HR Services report recommended key knowledge and experience qualities very important. Suggests externally recruiting people with specific skills to the board positions, lawyer, accountant/ bookkeeper, HR consultant.
- This while we tend to be moving away from more people on board to less in number, could reduce the potential of diversity on the board - need to balance both. Could add Past President as board member; could expand board to 9 board members - these types of changes require amendments to Bylaws. Could ensure one candidate fits at least two profiles (diversity criteria and specific skill).
- Consider “weighting” the skills of candidates for future. How would that be presented? Which skills would weighted higher for recruitment?
- Need to discuss, confirm, and advertise accurate expected commitment of time needed from board members. How many board and event meetings and will they be face to face, virtual or hybrid?
- Kate Peters and Wendy Carr to discuss Call for Interest and Matrix at the 1st Nominations Committee meeting and bring feedback to the board members.
- **Succession Planning: Diversity, Equity and Inclusiveness Audit by Lunaria Solutions** (*Wendy Carr*) – The process starting with 3 people from each branch, including 3 people from National to meet with *Lunaria Solutions* and a team will compile a synopsis. *Lunaria Solutions* is a thoughtful group, nurturing a safe place for respectful discussions.
- There is a lack of diversity on certain boards and the *Lunaria Solutions* experience will show how boards can learn moving forward. Input from National board members to go to Cathy Stone to share with Derrek Bentley and Diane Tijman as the 3 representing National.

ACTIONS:

- Kate Peters and Wendy Carr to discuss Call for Interest and Matrix at the 1st Nominations Committee meeting and bring feedback to the board members.
- For the DEI Audit process with Lunaria Solutions, Cathy Stone, Derrek Bentley and Diane Tijman will be interviewed team for CPF National; other directors to provide input to Cathy. To be completed in December.

KATE PETERS, WENDY CARR and NATIONAL OFFICE – WINTER 2021-2022

Advocacy Research Working Group (*Wendy Carr*)

- **Advocacy Brief 2022** – The 1st meeting scheduled for January 2022. Committee members have been established. Principal investigator / researcher is Ibtissem Knouzi. Topic has been chosen to focus on ***early childhood / early FSL literacy from birth to age 5 years***. This corresponds with initiatives coming out related to \$10 childcare, etc. We will be partnering with Families Canada (national association for Family Resources Centres and Toy Lending Libraries). Looking for other like-minded early childhood focussed organizations, resources, research. Early release of Advocacy Brief 2022 is in late Spring and official release is in Fall.

Philanthropy / Revenue Diversification Advisory Group (*Richard Slevinsky*)

- The 1st meeting has been scheduled on November 18, 2021. Committee members have been established. Nicole Thibault, Cathy Stone and Jon MacDougall are staff support.
- The focus will be to review policies and guidelines as they relate to private and corporate sponsorships; to initiate a strategy to pursue national corporate sponsorships for specific Network initiatives over the next 2 years; then develop a template and training to support Branch fundraiser teams, further creating a culture of philanthropy at CPF.

5. ADDITIONAL BUSINESS, OTHER

- Nicole Thibault will add technology audit to OneDrive for the next meeting on November 24, 2021.
- Request that every National Board member donate the price of a “cup of coffee”, using the Giving Tuesday campaign link: www.cpf.ca/givingtuesday. CPF Ontario branch staff are challenging CPF National office staff. Request that National board challenges another Branch board. Do not choose CPF Manitoba, as CPF Manitoba branch staff are challenging their board.

ACTIONS:

- Nicole Thibault will add technology audit to OneDrive for the next meeting on November 24, 2021.
- Request that every National Board member donate the price of a “cup of coffee”, using the Giving Tuesday campaign link: www.cpf.ca/givingtuesday.
- Request that National board challenges another Branch board, Derrek to send the challenge.

NATIONAL OFFICE and BOARD OF DIRECTORS – NOVEMBER/DECEMBER 2021

IN CAMERA without Executive Director present

- Began at 1:24pm.

ADJOURNMENT – Web meeting adjourned at 1:40pm.

Canadian Parents for French, National
Board of Directors Meeting Minutes
 Wednesday, November 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: Diane Tijman
 Treasurer (Audit Chair): Larry Vaters
 Director: Wendy Carr
 Director: Richard Slevinsky
 Director: Nancy McKeraghan

Board Support:

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

WEDNESDAY, NOVEMBER 24, 2021 – WEB MEETING – Day 2

- President, Derrek Bentley, calls web meeting to order on Wednesday, November 24, 2021, at 12:03pm. President welcomed and thanked everyone.

6. GOVERNANCE DISCUSSION

- Brief discussion and shared views on suggested reading: *Guaranteeing a right to French Immersion in Ontario by amending the Education Act, Memorandum* prepared for CPF Ontario with financial support of CPF National, and to be shared with CPF Network as a “template” for each Province / Territory, after the Modernization of the OLA is passed. Guiding questions: ***How can we build upon and direct our advocacy to address the steps in the memo? What advocacy strategies can we begin now to improve conditions for action across Canada? How can we prepare Branches to be ready to move on this regional work when time comes?***
- Discussion and shared feedback for National to develop an action plan to share with Branches. Key points / suggestions / ideas:
 - CPF Ontario commissioned a report by MPower on requirements to update the Ontario Education Act to meet the CPF position to improve access to FSL for all students.
 - This work spans beyond our current strategic plan, broader than CPF’s immediate activities. CPF has an advocacy role to play with partner stakeholders over the next twenty years. We can begin some conversations.
 - There is a lot grouped into this document, that should be categorized by area / responsibility.
 - Could create a similar template or a toolkit for each P/T to equip Branches and Chapters to move forward within their own educational context. Training would be required.
 - Opinions, media reports, links to first / second language rights - need to consider who will see this and for what purpose. Audiences can take issue.
 - CPF National will continue our focus on “push” to modernize the OLA in the next 100 days. CPF National can then support Branches once Modernization of the OLA is passed.
 - Derrek Bentley and Nicole Thibault to bring shared feedback to CPF ON at the same meeting scheduled for Board Orientation in early December.

ACTION:

- Derrek Bentley and Nicole Thibault to bring shared feedback to CPF ON Board in early December.

DERREK BENTLEY and NATIONAL OFFICE – DECEMBER 2021

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

President Report (*Derrek Bentley*)

- **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. Reply received from NB to National’s letter. Draft reply to NB will be sent soon. Derrek Bentley will attend NB AGM on November 27, 2021.
 - **CPF Saskatchewan** – some ongoing struggles continue mostly around Board recruitment, some questions on end of year financial situation required clarification (surplus versus deferred revenue); all resolved, but can be added to the treasurer information for all branches. Check-ins continue with the SK President.

- Update on National ED Performance Review Process on behalf of Committee – ED Evaluation was completed before the AGM. In camera session required in the coming months, during November board of director meetings, if possible, to discuss the process and approving new employment contract.

ACTIONS:

- Derrek Bentley will attend NB AGM on November 27, 2021.
- In camera session required during November board of director meetings, to discuss the process and next steps around approving a new ED employment contract.

DERREK BENTLEY and BOARD OF DIRECTORS – FALL 2021

Treasurer Report, Audit Chair (*Larry Vaters*)

- Review of 2nd Quarter Financials (July 1st to September 30th, 2021) – Larry Vaters mentioned CPF is in good standing. Hired financial person, Sylviane Pichardie to work with AB, NWT and National. Agreement that \$175,000 will be moved to a contingency restricted fund by end of fiscal year. Reviewed the 2nd Quarter financials. 3rd Quarter financials ready by end of January.
- Updates on Budget 2021-2022 - Review and requesting approval of this amended budget. Reminder that it has been adjusted once confirmation received for a couple of projects that were added after initial approval. (April to June).

MOTIONS:

- Larry Vaters moved to accept the approval of the 2nd Quarter financials and budget update and seconded by Richard Slevinsky.

CARRIED

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

- Report shared prior to meeting. No questions.

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

- Report shared prior to meeting. No questions.
 - Reporting in progress due December 1st – Project application accepted for Linguistic Duality Network. Joint Project Application with NCRA (National Campus Radio Association), podcast development – ‘What’s Trending in French across Canada’. Working on a proposal for next steps for FSL Teacher R and R campaign - maintaining the digital media campaign created and a new focus on ‘retention’, Status of Language Teachers angle.
 - CoED Hybrid Meeting, September 2021 Update – Discussion on topic Team Effectiveness – Adding Unique Value, Managing Productive Tensions, full day in Montebello with Matt Robertson. Items discussed: Volunteer Management System; HR Systems; Paid Time off for Board Members to attend CPF Events; Workplace Vaccination Policy; Strategic Plan Midpoint Check-ins with each Branch Board.
 - CoED Web Meeting, October 2021 Update – Generative Governance Conversations with each Branch Board: “review” delivery of programs with Branch Boards – not necessarily returning to past ways, doing things differently has proven that we can reach new audiences / youth. Delivery needs to align with the strategic plan and our Diversity, Equity, and Inclusion priority.

- ED Education Sessions, Planned November 2021 – *Fostering Team Effectiveness – Tarp Exercise, Managing Productive Tensions*. January 2022 – *DEI Audit*. March 2022 – *Internal Safety Audit, Actions*. May 2022 - *Revenue Diversification – working group update*.
- ED Performance Reviews underway – 3 Branch pilots: PEI, ON and BC-YK. Will provide feedback on process with first 3 pilots in January. Goal is to follow up with 3 more in winter 2022 (MB, SK, NL are tentative).
- Continue to meet monthly with PCH representative.
- OneDrive training session on December 5th, 2021, for Branch and Board participation. National will send Zoom link and Recording link.
- Statistics Canada has included linguistic questions in the Census. Results will be available in April and November 2022.
- The national office is losing Paola St-Georges (website projects) at the end of November. Work assignments have been re-assigned until January, when re-evaluating projects for new fiscal year, then hiring will be completed accordingly.

8. BRIEF PROJECT UPDATES

- Reviewed briefly and will revisit at future board meetings.
 - CPF Giving Tuesday Challenge 2021 – As part of the Strategic Plan Priority for funding diversification and creating a CPF culture of philanthropy.
 - CPF Network Website Development Wrap-up, Maintenance – Work continues to December 31st. In January we will hold a meeting with website staff to review and address any outstanding items on Branch wish lists.
 - CPF Volunteer Management System Launched – All Branches have been asked to register for training. All CPF Volunteers are required to register, create a profile, for insurance liability coverage.
 - CPF HR Personnel System Launched, BambooHR – National profiles complete. Branches being onboarded (PEI, NS, NL, ...).
 - CPF Network Technology Audit Complete - Purpose to assess risk related to technology, working remotely and cybersecurity. Preliminary report to be shared, posted.
 - CPF Membership Surveys – Preliminary collation of data underway. We will create a Network summary for February board Meeting.
 - FSL Teacher R and R Project National campaign, *My raison d'être*– 2nd photoshoot took place in Saskatoon, SK for “western” teachers, November 3rd-4th, 2021. 2nd social media campaign underway. Print and electronic resources (brochures, posters, magazine articles, etc.) being completed. 3rd photoshoot planned for February 2022 in Charlottetown, PE for “eastern” teachers, if travel permits.

ACTIONS:

- National will send Zoom link and Recording link for OneDrive training session scheduled on December 5th, 2021.
- Technology Audit Preliminary Report to be circulated.

NATIONAL OFFICE – JANUARY 2021

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

- Web Meeting: February 23, 2021 – Noon to 1:30pm – confirmed date.

- Review 3rd Quarter Financials (October 1st – December 30th)
- Review Draft Budget New Fiscal Year
- Review Progress on Projects, Updates Policy

- Face to Face Meetings - Discussion about Joint Branch Board Meeting and Member Consultation if travel allows. Location proposed is Saskatoon, SK but concerns about health and safety at this time. If not a face-to-face meeting with SK, plan a virtual 5 – 7 event at a future spring date.
- Perhaps looking at late April for national Advocacy Event to take place on a smaller scale with only the National Board of Directors participating in person. Continue hosting stakeholder meetings virtually as this allows us to accommodate more people’s schedules.
- In terms of planning for future face-to-face (Board of Director and Event) meetings, traditionally have been Thursday, Friday, and Saturday. This type of meeting may not suit everyone. Options are web and hybrid meetings.
- Board requested more details for meetings, timing, dates, topics. The Board meeting schedule will be updated and circulated for February Board Meeting.

ACTIONS:

- National to prepare agenda for February 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.
- The Board meeting schedule will be updated and circulated for February Board Meeting.

NATIONAL OFFICE – FEBRUARY 2021

10. ADDITIONAL BUSINESS, OTHER

- None received.

11. 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 – NOVEMBER / DECEMBER 2021

12. ADJOURNMENT – Web meeting adjourned at 1:32 pm.

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Web Meeting, Tuesday, November 16, 2021, and Wednesday, November 24, 2021.

Derrek Bentley, President

Date Approved

Diane Tijman, Secretary



Date Approved: February 3, 2022.