

Canadian Parents for French, National
Board of Directors Meeting Minutes
Wednesday, February 23, 2022

*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, FEBRUARY 23 – WEB MEETING – Day 1

1. CALL TO ORDER, PRESIDENT’S WELCOME

- President, Derrek Bentley, calls web meeting to order on Wednesday, February 23, 2022, at 12:06pm. President welcomed and thanked everyone.

2. GOVERNANCE DISCUSSION

- Brief discussion and shared views on suggested reading: *CPF Branch Diversity, Equity, and Inclusion Preliminary Report* by Lunaria Solutions (February 2022) prepared for CPF National with final report to be shared with CPF Network in Spring 2022.
- 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 thorough, comprehensive, structured, and insightful report. Need to have a face-to-face board meeting over a couple of days to digest and discuss details.
 - Good categorization of six themes; evidently a naturalistic study. Suggested reading the Globe and Mail article published by a Stats Canada study on findings on earnings of Canadian Ethnic Groups on February 19, 2022.
 - The questions mirrored the Network’s needs and moving forward the need for emphasis of the order and prioritization of the six recommendations when modelling across the network. Concern recommendation 1 – communication planning, may signal a marketing / branding perspective versus an organizational change approach.
 - Branches are at different stages, need to develop a clear / explicit understanding how to do certain things and slowly bring people along with a next step model.
 - Report’s comments were very telling, and it is an accurate snapshot of where the Branches view diversity, equity, and inclusion differently. Focus was more on diversity and not on equity and inclusion. This is not a campaign National came forward with, but it is how the world is now. Moving forward keep in mind equity and inclusion for action.
 - Recommend that the synthesis of report be shared by all who participated.

- Concrete ramifications that Branches need to be aware of, for future funding proposals if not prepared for DEI.
- As this is a preliminary report, what would be the most useful information to share. Discuss further on March 2, 2022, web meeting; what can this look like going forward and what do we want to do with it.

ACTIONS:

- Schedule to discuss findings in person at Board of Director’s meeting.
- Richard Slevinsky to circulate the Globe and Mail article published by a Stats Canada study on findings on earnings of Canadian Ethnic Groups on February 19, 2022.

NATIONAL OFFICE and BOARD OF DIRECTORS – WINTER 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
- Executive Director’s and Bylaw’s Report to be submitted for review March 2, 2022; moved to next week’s agenda and adopt consent agenda at that time.

ACTIONS:

- Executive Director’s and Bylaw’s Report to be submitted for review March 2, 2022; moved to next week’s agenda and adopt consent agenda at that time.

4. REPORTS

President Report (*Derrek Bentley*)

- **Update on Branch Liaison Work** – A good amount of Branch liaison work has been ongoing throughout the past months.
 - **CPF New Brunswick** – Meeting with the whole board was held in December and the situation around the AGM and bylaws was made clear. A new AGM is scheduled for March 15, 2022.
 - Additional concerns related to communication between CPF NB staff person and PCH and was brought to National’s attention. Discussions ongoing to address and/or resolve the situation and Branch Board to finalize an action plan and report back.
 - National Board of Directors discussed important risk mitigation concerns / issues about this situation and the implications moving forward. Consider sending a formal letter to CPF NB Board of Directors, to include availability of support from National’s lawyer.
 - **CPF British Columbia & Yukon** – The Branch Executive Director’s last day will be February 28th, 2022. CPF National will continue to provide support to the Branch Board as it relates to interim operations and hiring a new ED.

- **CPF Newfoundland & Labrador** – Email received in mid-February from a CPF member requesting CPF National and Branch support concerning cuts to a local immersion program, in Marystown, NL. To date, National has not received request for help from Branch. Larry Vaters reached out to see what role National can offer. National office is following up.

Update on National ED Performance Review Process on behalf of Committee

- New contract is being completed and will be signed by the end of March.
- Executive Director’s Evaluation process will begin again, hopefully in tandem with HR online system over the spring / summer.

MOTION:

- Nancy McKeraghan brought motion forward to send a formal letter to CPF NB Board of Directors to communicate concerns and suggest next steps, offering legal support and reminder of Directors & Officers insurance coverage. Seconded by Wendy Carr.

ACTIONS:

- National Board of Directors to send a formal letter to CPF NB Board of Directors. Kate Peters will draft the letter and send to National Board of Directors for review before emailing to CPF NB Board of Directors prior to their meeting.
- National to send a letter of support to CPF NL and CPF Marystown Chapter with respect to possible FI cuts. Follow ups to include both Larry Vaters and Walter Parsons.
- Derrek Bentley to confirm the ED Evaluation Process will be done in tandem with a new contract with HR firm.
- Review of reports moved to March 2, 2022, web meeting. Highlight key points and any questions in email to Derrek Bentley. For discussion at this meeting, consider meeting in person in April 2022; if so, what dates work best?

KATE PETERS, BOARD OF DIRECTORS, NATIONAL OFFICE, and DERREK BENTLEY – WINTER 2022

IN CAMERA without Executive Director present

- Began at 1:28pm.

ADJOURNMENT – Web meeting adjourned at 1:40pm.

Canadian Parents for French, National
Board of Directors Meeting Minutes
Wednesday, March 2, 2022

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Attendees:

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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

WEB MEETING – Day 2

- President, Derrek Bentley, calls web meeting to order on Wednesday, March 2, 2022, at 12:05pm. President welcomed and thanked everyone.

5. REPORTS

Continued - President Report (*Derrek Bentley*)

– **Update on Branch Liaison Work**

- **CPF New Brunswick** – The Branch board chose not to follow our recommendation at this time. We will move forward with a meeting and a formal letter from the lawyer and we will go from there. In the meantime, some Directors will likely be contacted by PCH and the hired Mediator. Accept this invitation for the time being, and we will have more information soon.
- The Branch AGM went well and now have 3 strong candidates coming forward.

Continued - Governance Discussion

- **Diversity, Equity, and Inclusion ideas and next steps** – Many ideas and processes to discuss and digest. Face-to-face meeting in April to focus discussions on DEI, Funding and Diversification and Bylaws will be helpful.
- The process and awareness of DEI is ongoing – not to be rushed as it is a preliminary evaluation – good impetus to affirm the Branches’ engagement. Perception is reality and we want to affirm and celebrate earlier than later in the beginning.
- Education came up as a strong item, a collectively we all need and to turn our minds to that and how we do it. It is important to understand the needs and how National can help them be achieved.
- Lunaria Solution’s recommendations are very doable. Sharing the report with Council of Presidents and Council of Executive Directors is a good next step to allow us deeper conversations with the Network.
- Opportunity to ask our federal and provincial bodies, what kind of initiatives they are doing in their workplaces to build awareness, education, and inclusion.
- Need to delve into it and develop a one pager by Fall, 2022, that Council of Presidents and Council of Executive Directors can use to brainstorm a list of interesting ideas / practices.

ACTIONS:

- CPF National to meet with lawyer and request a formal letter be sent to CPF NB Branch with expectations and a timeline for resolution around these concerns.
- Include DEI discussion as part of the Board Meeting agenda in April. Share the report with Branches via both the CoED and CoP meetings. Encourage discussions on next steps that can be taken by Branches and National over the next year. Prepare a document for August, Network Leadership Event.

CPF NATIONAL AND DERREK BENTLEY – SPRING 2022

Treasurer Report, Audit Chair (*Larry Vaters*)

- **Review of 3rd Quarter Financials (October 1st to December 31st, 2021)** – The CPF 3rd Quarter is in a good cash flow position noting that:
 - **Salary** is over budget due to increase in staff support for projects including HR for National and Branches. Hiring finance manager to take on the finances for CPF AB and CPF National (salary for this position is equivalent to Finance company, Envolta and invoicing CPF AB for staff support).
 - **Administration – staff development** is over budget due to providing additional professional development this year – workshops, training videos and professional development at the Leader Networking Event, CSAE symposium registration for Branch Presidents and Executive Directors.
 - **Travel** is under budget due to COVID, and fewer face-to-face meetings.
 - **Administration – operations** is under budget due to other project funding supported budget money for admin. With staff working from home there is less administration spent on supplies, returned the leased postage machine, and reduced the lease on the photocopier – very little copying.
- **Review Draft Budget New Fiscal Year, April 2022-March 2023** – Subject to changes in April/May 2022; will be requesting PCH approvals to move some funds from current year to next fiscal year.
- Examples: \$200,000 in travel money approved for 2021-22 and asking to move over to 2022-23. We will end the fiscal year with approximately \$100,000 project surplus to request carry forward to 22-23. Already received approval for the FSL Teacher R & R Campaign 2022-2023. All other project funding has been spent.

MOTIONS:

- Larry Vaters moved to accept the approval of the 3rd Quarter Financials and proposed Draft budget 2022-2023 and seconded by Nancy McKeraghan.

CARRIED

6. COMMITTEES AND WORKING GROUPS UPDATES 2022

Nominations Committee Update (*Kate Peters*)

- **Call for Interest** - Circulated on February 16, 2022. Deadline date is April 25, 2022. Nominating Committee discussed addition of step to inform and engage voting delegates in the decision-making that requires they reach out to their colleagues to discuss the National Board role and consult before voting.

- Request to forward the Call for Interest to personal contacts, networks and to broader circles to diversify applicant pool. Board of Directors to record and share by email to Kate Peters and Wendy Carr where and with which groups you have distributed the Call for Interest to help inform future practices for the Nominating Committee. Translate Call for Interest in French.
- **Criteria for Nominations Rubric updated** – Discussed succession planning and recruitment with the Board of Directors and best practices moving forward. Reviewed the criteria for nominations from Call for Interest and rubric of competencies in current Board of Directors. New tool to conduct a self-identification of the Expertise / Experience and Underrepresentation Rubrics to inform the Board and the Nominating Committee to address attributes, skill / background gaps and redundancies on the National Board.

ACTIONS:

- Board of Directors to forward the Call for Interest to personal contacts, networks and to broader circles to diversity applicant pool. Share by email to Kate Peters and Wendy Carr where and with which groups distributed to help inform future practices for the Committee.
- National to translate Call for Interest in French by March 4, 2022.
- Current Directors to complete new tool to conduct a self-identification of the Expertise / Experience and Underrepresentation Rubrics and send by email to Wendy Carr by Friday, March 11, 2022.

BOARD OF DIRECTORS AND NATIONAL OFFICE, MARCH 2022

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

- The group met on January 11, 2022 and the next meeting is scheduled on March 4, 2022.
- To date, set Terms of Reference and a working plan. The strategy proposes an overall amount to be raised is \$500,000. Each jurisdiction would raise an amount that is the percentage of the total membership. A committee member will take the lead for each jurisdiction.
- Advisory group sees opportunities with three companies – Suncor, Nutrien and Telus. Before approaching these three companies or others, need to do a one-page background / research check on each of them. Must be mindful that each organization / company has its own rules and what they would like to invest in. CPF will likely focus funds to go to youth projects which keeps in line with Pillar 1 of the Strategic Plan.
- This National activity will initially target National projects to serve as a role model to set up a template and process to share with Branches.
- Nine questions have been developed by Advisory group for further discussion at the April board of director's face-to-face meeting.

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

- Report shared prior to meeting. Only one question / response – CPF Network Finance Manager, Sylviane Pichardie will be doing the bookkeeping for CPF AB and CPF NWT bookkeeping when Finance company, Envolta is terminated.

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

- Report shared prior to meeting. Only one question / response – As of April 1, 2022, Wednesdays continue to be our in-office day for all CPF National staff at the same time; each staff chooses 1 or 2 other days to be in office for the rest of the week.

ACTIONS:

- A one-page background / research check will be completed on three potential sponsoring companies.
- Include Funding Diversification discussion as part of the Board Meeting agenda in April to address the nine questions developed by Advisory group.

REVENUE DIVERSIFICATION ADVISORY GROUP AND NATIONAL OFFICE, APRIL 2022

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

- **April 2022 face-to-face meeting – Ottawa, Ontario** + Virtual Stakeholder Meetings over the course of the month
 - All board of directors available from April 23 – April 26, 2022, for face-to-face meeting.
 - Schedule three two-hour discussion blocks per day. Approx. 6 Topics for discussion include – DEI, Funding and Diversification, Bylaws/Risk Management, Generative Governance (Consultant – Yves Savoie), Succession Planning.
- **Web Meeting Noon – 1:30pm (Ottawa Time)**: National to send Doodle for May 17, 18 & 19 and May 24, 25 & 26, 2022.
 - Review 4th Quarter Financials – End of Year (January 1st – March 31st)
 - Finalize New Fiscal Year Draft Budget
 - Review reports and committee and working group updates

8. ADDITIONAL BUSINESS, OTHER

- Rapid Test kits will be available for April Board of Director’s face-to-face meetings.

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 – MARCH 2022

10. ADJOURNMENT – Web meeting adjourned at 1:35pm.

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Web Meetings, Wednesday, February 23, 2022, and Wednesday, March 2, 2022.

Derrek Bentley, President

Date Approved:

Diane Tijman, Secretary

Date Approved:

