

Canadian Parents for French, National  
**Board of Directors Web Meeting Minutes**  
Thursday, July 21, 2022

Attendees:

President (Chair): Derrek Bentley  
Secretary: Diane Tijman  
Treasurer (Audit Chair): Larry Vaters  
Director: Wendy Carr  
Director: Nancy McKeraghan

Board Support:

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

Regrets:

Vice-President: Kate Peters  
Director: Richard Slevinsky

**THURSDAY, JULY 21, 2022 – WEB MEETING**

**1. CALL TO ORDER, LAND ACKNOWLEDGEMENT, PRESIDENT'S WELCOME**

- President, Derrek Bentley, calls web meeting to order on Thursday, July 21, 2022, at 12:05pm. President welcomed everyone and completes the land acknowledgment.

**2. CONSENT AGENDA**

- Review 45<sup>th</sup> AGM Minutes
- Approvals: approve the agenda
- Added 47<sup>th</sup> AGM Dates for discussion

**MOTION:**

- Wendy Carr moved to accept the consent agenda and 45<sup>th</sup> AGM minutes and seconded by Diane Tijman.

**CARRIED**

**3. TREASURER REPORT, Audit Chair (Larry Vaters)**

- Review of 1<sup>st</sup> Quarter Financials (April 1<sup>st</sup> to June 20<sup>th</sup>, 2022) – Reviewed and noted two projects – 6.2 & 6.4 identified with asterisk, waiting for funding approvals. Will finalize if and when funding is confirmed.
- Reminder 'publicity' spending is high due to promotional teachers' campaign – billboard advertising and paid Facebook, Spotify, and YouTube ads.
- Review of Audited Financial Statements to March 31<sup>st</sup>, 2022 – Audited Financial Statements presentation by Marc Brazeau will be by video at AGM, August 21, 2022.
- CPF is in good standing and has now set a \$175 Risk Management reserve fund in place. Two last years have demonstrated a strong need to support Branches financially. In August, some data will be shared with Branches of how National's budget is used to support them.
- Review of Significant Findings from the Audit 2021-2022 – Within the Statements, there is a list of Audit Adjustments and Uncorrected Misstatements, which demonstrate adjustments made to the general ledger account of transfers and unused funds moving into the next fiscal year. This is common to have some financial entries moving between two years. The term 'Uncorrected Misstatements' is an accounting term. Cathy Stone clarified with Marc Brazeau that this is not to raise concerns, although it is the first time, we see the term used in our statements.

- Discussed putting forward a motion for Nicole Thibault to write a management letter to implement the two recommendations from the Audit.

**MOTIONS:**

- Larry Vaters moved to accept 1<sup>st</sup> Quarter financials and seconded by Nancy McKeraghan.
- Larry Vaters moved to accept the approval in principle of the audited financial statements and seconded by Wendy Carr.
- Larry Vaters moved the request for a management letter to implement the recommendations from the audit, as proposed the audit and seconded by Nancy McKeraghan.

**CARRIED**

**ACTIONS:**

- Nicole Thibault to write a management letter to implement the two recommendations from the Audit.

**NATIONAL OFFICE – FALL 2022**

**4. 47<sup>th</sup> AGM 2023 Dates**

- Discussion to have 47<sup>th</sup> AGM 2023 in Ottawa region, close to Canada Day.
- Convey message to Branches to have their AGM as early as July and by end of September.
- Board of Directors first preference is July 6<sup>th</sup> – July 9<sup>th</sup> and second preference is July 13<sup>th</sup> – July 16<sup>th</sup>.

**ACTION:**

- Cathy Stone to look at venues for 47<sup>th</sup> AGM 2023 for Board of Directors first preference, July 6<sup>th</sup> – July 9<sup>th</sup> and second preference, July 13<sup>th</sup> – July 16<sup>th</sup>.

**NATIONAL OFFICE – FALL 2022**

**5. ADDITIONAL BUISNESS, OTHER**

- Yves Savoie’s meetings with Branches went well with full participation. The outline structure of report with his recommendations will be sent out to the whole Network at the end of July. Suggested that Yves presents a video to the whole Network to offer context. Will be requested.
- Topics to discuss at November Board of Director’s meeting – feedback from Yves (will request a meeting) and steps to guide us moving forward, key stakeholder meetings, ideally PCH and or OCOL, connected to ACPI conference.
- ACPI conference is November 3<sup>rd</sup> – November 5<sup>th</sup>, suggesting scheduling the CPF November Board of Director’s meeting November 6<sup>th</sup> – November 8<sup>th</sup>. Confirm dates with new Board of Director member at the Board of Director’s Orientation meeting in August.
- Nicole Thibault to explore having a member consultation and Branch meeting in conjunction with Spring Board of Directors meeting in Saskatoon, SK in April.

**ACTIONS:**

- Confirm dates with new Board of Director member at the Board of Director’s Orientation meeting.
- Nicole Thibault to pursue having a member consultation and Branch meeting in Saskatoon, SK in spring.

**6. IN CAMERA without Executive Director present**

– Began at 12:40pm.

**7. ADJOURNMENT – Web meeting adjourned at 1:15pm.**

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

Minutes of National Board of Directors Web Meeting, Thursday, July 21, 2022

Derrek Bentley, President

Date Approved

Diane Tijman, Secretary



Date Approved October 19, 2022