

Canadian Parents for French, National
Board of Directors Face to Face Meeting Minutes
Thursday, April 27, 2023 – Sunday, April 30, 2023
Halifax Marriott Harbourfront Hotel, Halifax, NS

Attendees:

President (Chair): Derrek Bentley
Vice-President: Kate Peters
Secretary: Diane Tijman
Treasurer (Audit Chair): Larry Vaters
Director: Wendy Carr
Director: Salma Al-Saquaf

Board Support:

CEO: Nicole Thibault
Director of Operations: Cathy Stone
Coordinator; Member, Office & Board Support: Debbie Murphy

THURSDAY, APRIL 27 & FRIDAY, APRIL 28 – Day 1 & 2

1. CALL TO ORDER, PRESIDENT’S WELCOME

- President, Derrek Bentley, calls face to face meeting to order on Friday, April 28, 2023, at 8:32am. President welcomed everyone with a Development Leadership Exercise and completed the land acknowledgment.

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars.
- Approvals: approve agenda; approve previous meeting minutes.
- Reports circulated: a) President, b) CEO, c) Director of Operations, d) Nominations Committee, e) Bylaw Committee.
- Summary of Pending Action Items.

MOTION:

- Wendy Carr moved to accept the consent agenda and seconded by Diane Tijman.

CARRIED

3. OTHER

- Recorded Motion moved by Email, Friday, March 17, 2023 – Network Affiliation Agreement.

MOTION:

- It is moved by Diane Tijman and seconded by Wendy Carr that the CPF National Board approves proceeding with distribution on Monday, March 2023 of the draft Affiliation Agreement and Cover Letter as presented, for feedback until April 20, 2023, to the leadership of the full CPF Network.

CARRIED

- Reviewed and discussed Agenda and Roles for CPF National and Atlantic Branches Strategic Planning Meeting, Saturday, April 29, 2023.
- Meeting structured into 3 Blocks: **Block 1 – What are we doing? Block 2 – Who does what? And Block 3 – How do we get there?**
- Derrek Bentley and Nicole Thibault met with PCH Atlantic Province representatives, Regional Director General, David Burton and Manager, Sylvie Lapointe on Thursday, April 27, 2023, from

Noon – 1:30pm. Presented a summary of where CPF is currently and where CPF is moving forward. The CPF Impact Study 2009 was sent to both representatives upon their request.

4. GOVERNANCE DISCUSSION

- Brief discussions and shared views on suggested reading:
 - Three Lessons Nonprofits Can Learn about Networks from Nature:
 - <https://theonnc.ca2023/02/three-lessons-nonprofits-can-learn-about-networks-from-nature/>

A. Guiding questions: What successful network structures can we look to, to inspire us to rethink how we build, grow, and protect ourselves? How do we make sure our network is prepared and resilient during emergencies? How can we allow more people to join our conversations?

- Discussion and shared feedback on suggested next steps and ideas to explore:
 - It takes humility to learn from others and collaborate within the network of the organization.
 - A great deal is learned through people who advocate for indigenous people’s rights and perspectives.
 - The Nominating Committee moved beyond the boundaries to seek board member candidates. Received successful candidates with broadened perspectives and skills through other avenues, i.e., LinkedIn and Charity Village.
 - What we do as an organization to move forward is our mandate and reflects our governance. It is a mindset for relationships to be a structure and for National and Branches to collaborate reciprocally.
 - Universal Access is important, as we continue down the path of releasing advocacy papers, remembering to be sure to always look for various ways to be accessible to everyone.
 - Strength lies in the ability to build reciprocal relationships and hold engaging conversations within the ecosystem.

5. REPORTS

- **Advocacy Research Working Group (Wendy Carr)**
- Wendy, along with 3 other researchers completed first draft Discussion Paper 2023 – Indigenous Languages and Official Languages. Good theoretical base for how we think about languages and the notion of language as a resource.
- Question proposed with shared feedback; ***How can the CPF Network extend education / learning to what is happening within the Indigenous languages? What do you think of the tone as the Discussion Paper 2023 is shared at the Leader Networking Event in July 2023?***
 - Our network is exploring and needs to be mindful / careful moving forward in this territory around languages.
 - Opportunity for building connections never considered before. Teachers across the Network are struggling to find information to include Indigenous languages.
 - Expect some negativity and confusion for those who are naïve and not ready.
 - Need to be ready and cognizant of how the discussions / tones will land.
 - Require an open, safe space for discussions around the CPF strategy / mission moving forward.
 - Position Paper has three various parts with pieces performing different functions. Communicating it to the Network is important and can be provided in various formats. CPF magazine article with DEI paper and Indigenous people content.

- CPF SK Branch has an upcoming Speaker Series with topic including Indigenous and DEI conversations. Welcome to offer and formulate questions for these workshops.
 - Approach should be with an Indigenous leader and or Elder to share their perspectives and thoughts.
 - As the new network evolves, going forward National should budget and share with Branch Executive Directors a continuation of Indigenous people and DEI content training / educational sessions (lunch & learn), podcasts and videos.
 - Important to hear all voices around tables what Indigenous languages and DEI mean for the CPF Network and where does the CPF Network go from here.
- **Nominations Committee** (*Wendy Carr*)
 - Interviews were scheduled and held during April 12th and 17th, 2023. Each interview was debriefed and, at the end of all seven, four were identified as very strong candidates, and three were deemed unsuitable at this time; however, all could be referred to become Branch members or possibly Branch or National Board committee members to familiarize themselves with CPF, its mandate, processes.
 - References were sought for the three short-listed candidates, referee questions were approved, and calls were planned for April 19th and 25th.
 - Next steps / timelines for Communications, prior to AGM 2023 are as follows:
 - Committee Chair informs National Board of recommended nominees.
 - Chair seeks confirmation of acceptance from successful nominees to stand for election.
 - Thank you note (and, if requested, interview feedback) sent to unsuccessful candidates.
 - Network Office: nominee elections packages to voting delegates by week of May 1st.
 - Network Office: coordinate and conduct vote week of May 8th, CoP representative reminds voting delegates to vote (as necessary).
 - Chair announces election results to Nominating Committee, CPF National Board and voting delegates (which must happen no later than June 7th (30 days prior to AGM)).
 - Election will be endorsed and ratified at the virtual Annual General Meeting on July 7th, 2023.
 - A Call for Nominations for the positions of President and Vice President will be circulated.

ACTIONS:

- Nomination Committee Chair and Network Office to follow timeline for Communications prior to AGM 2023.

NOMINATIONS COMMITTEE CHAIR, NETWORK OFFICE – SPRING/SUMMER 2023

6. a) REFLECTIONS, NEXT STEPS WITH NETWORK AFFILIATION AGREEMENT

- Reflected and discussed next steps and thoughts before Network Roundtable with Yves Savoie, Friday, April 28, 2023, from 1:00pm – 2:30pm.
 - Communicate by Communique and encourage CPF Branches to sign Affiliation Agreement by June 30, 2023, independently / separately.
 - Individual email reminders to be sent to CPF Branches.
 - Prior to AGM, Thursday, July 6, 2023, National Board Meeting minutes to require Motion of list of all CPF Branches who have signed Affiliation Agreement.
 - Lunch Celebration to briefly document Affiliation Agreement signatures with cake and a photo.

- Next Steps post-AGM, review with Yves Savoie, Bylaw committee to discuss / review Bylaw changes to Membership Voting Rights and New Structures. Initial discussion will take place with Network leaders during Leaders Networking Event.

ACTIONS:

- Communique to be sent to CPF Branches to sign Affiliation Agreement by June 30, 2023.
- Individual email reminders to be sent to CPF Branches, if required.
- Agenda item added to require Motion on Thursday, July 6, 2023, National Board Meeting minutes a list of all CPF Branches who have signed Affiliation Agreement.

NETWORK OFFICE, BOARD OF DIRECTORS – SPRING / SUMMER 2023

6. b) NETWORK ROUNDTABLE WITH YVES SAVOIE

- Network Zoom meeting held on Friday, April 28, 2023, from 1:00pm – 2:00pm (Halifax time).

7. REFLECTIONS, NEXT STEPS WITH NETWORK AFFILIATION AGREEMENT

- Follow up zoom meeting with Yves Savoie and CPF National Board members at 2:05pm.
- Yves shared brief general summary received from Branch feedback.
- Roundtable from CPF National Board members reactions, thoughts, and key points of discussion from Yves Savoie’s session.
- Decisions made for Yves Savoie to identify a few items / changes to put in the draft Affiliation Agreement based on feedback during meeting.
- Bylaws Committee to review / update changes to the draft Affiliation Agreement by May 4, 2023, and post in Network Communique on May 5, 2023.

ACTIONS:

- Yves Savoie to identify a few items / changes to put in the draft Affiliation Agreement.
- Bylaws Committee to review / update changes to the draft Affiliation Agreement by May 4, 2023, and Network office to post in Network Communique on May 5, 2023.

YVES SAVOIE, NETWORK OFFICE – MAY 2023

8. PCH PROGRAM REVIEW

- Nicole Thibault provided updates to meetings with Daniel Martineau, Senior Auditor, Office of the Chief Audit Executive, Department of Canadian Heritage.
- PCH Review of governance, communication, and accountability processes – Update:
 - CPF National completed last meeting on March 27 – spent over 8 hours (4 x 2 hours) in meetings; and provided over 30 documents for reference. Positive feedback on both the budget and financial templates we use.
 - At least 13 recommendations were suggested and will likely be included. We should anticipate prioritizing the required effort and budget resources to implement the recommendations over the next year.
 - CPF MB was officially removed from the Program Audit Process for compassionate reasons. Meetings with CPF AB in April – completed on April 17. Next will begin meetings with CPF NB.
 - Upon receiving the PCH Program Audit Final Report in July /August 2023, it will be circulated to the whole CPF Network for further discussion and plan for implementation.

ACTION:

- PCH Program Audit Final Report will be circulated to the whole CPF Network.
- NETWORK OFFICE – JULY/AUGUST 2023**
- **IN CAMERA with Executive Director present**
 - Began at 3:15pm.
 - **ADJOURNMENT - Meeting adjourned at 3:50pm.**

 - **Reception followed at The Central Library from 6:00pm – 8:00pm with CPF National Board, CPF NS Branch, CPF NS Members and NS Stakeholders.**

SATURDAY, APRIL 29 – DAY 3

- Held CPF National Board, CPF Network Staff and Atlantic Branches (CPF NS, CPF PEI and CPF NL) Strategic Planning Meetings all day.
- Meetings structured into 3 Blocks:
 - **Block 1 – What are we doing?**
 - **Block 2 – Who does what? And**
 - **Block 3 – How do we get there?**
- Dinner followed at 6:30pm – 8:30pm with CPF National Board, CPF Network Staff and Atlantic Branches (CPF NS, CPF PEI and CPF NL).

SUNDAY, APRIL 30 – DAY 3 – Began at 8:25am**9. DEBRIEF THE PREVIOUS DAY SESSION** – Discussed and reviewed day.

- CPF National Board, CPF Network Staff and Atlantic Branches (CPF NS, CPF PEI and CPF NL) Strategic Planning Meetings rolled out extremely well.

10. REVIEW AGENDA FOR CPF LEADERS NETWORKING EVENT – JULY 2023 – Discussed and reviewed dates and topics.

- Arrival of National Board of Directors on Wednesday, July 5, 2023. National Board of Directors Meeting on Thursday, July 6, 2023. Arrival of event delegates on Thursday, July 6, 2023. Registration and informal welcome reception / light dinner on Thursday, July 6, 2023.
- CPF National Annual General Meeting on Friday morning, July 7, 2023.
 - Discussed different style and need for some research. Brainstorm potential ideas / points:
 - Business completed quickly, shorter meeting – 30 minutes.
 - Invited Speaker / breakfast included during the meeting.
 - Video and slide show of the Annual Performance Report. Leverage technology and posted in advance.
 - Testimonials from speakers. Talk show – interview some people – CPF Network leaders. Introduce our new Board in an interesting way.
 - Highlight for the year / year at a glance...
 - Invite PCH to be in attendance.
 - Trivia game...looking back and looking forward to new chapter of CPF 2.0.
 - Ritual to a new beginning. Elder to guide the meeting, smudge, teach about the territory, history and personalize to acknowledge the land.
 - Network – ask how they want us to begin, CoP to be asked – of governance leaders.

- Bring in some key network players, engaged branch representatives to share their thoughts.
- Recognition of Volunteer and Staff Service and Celebration of the Network Affiliation Agreement during lunch on Friday, July 7, 2023.
- Looking Forward to CPF 2.0: CPF Membership Voting Rights and New Structure facilitated by Yves Savoie on Friday afternoon, July 7, 2023.
 - Discussion around Membership and Donor Model Digital Strategy and Fund Development Roles in Fundraising.
 - Different style of presentation – circles and working table talk.
- Looking Forward to CPF 2.0: Equity, Diversity, Inclusion & Decolonization facilitated by the First Peoples Group on Saturday morning, July 8, 2023. Looking Forward to CPF 2.0: Official and Indigenous Languages Education in Canada facilitated by Wendy Carr on Saturday afternoon, July 8, 2023.
 - Indigenous Languages Discussion Paper – may bring in DEI focus with Nominations Process and Succession Planning – Lunaria Solutions report from last year.
- Looking Forward to CPF 2.0: CPF National as Backbone Organization facilitated by Nicole Thibault on Sunday morning, July 9, 2023. Wrap-Up, Thanks facilitated by Derrek Bentley on Sunday morning, July 9, 2023.
 - Next steps post AGM, bylaws and member rights; the PCH Program Audit.
 - Risk Mitigation – Cybersecurity, Fraud Prevention, Tech Audits. Human Resources, Employee and Volunteer Management – insurance compliance.
- CPF National “new” Board Orientation Meeting facilitated by Derrek Bentley on Sunday afternoon, July 9, 2023.
- CoED and CDO meetings on Monday, July 10, 2023, and Tuesday morning, July 11, 2023.

11. BOARD MEETING SCHEDULE REVIEW – Discussed and reviewed dates.

- **Web Board of Directors Meeting Thursday, May 4th, 2023 – Noon (Ottawa Time):** National to send Zoom meeting link.
 - Final review of Network Affiliation Agreement changes Yves Savoie discussed at April meeting.
 - Approve Network Affiliation Agreement moving forward for Network to sign by deadline date.
- **Web Board of Directors Meeting Tuesday June 6th, 2023 – Noon (Ottawa Time):** National to send Zoom meeting link.
 - Review of 4th Quarter Financial (January 1st to March 31st, 2023).
 - Review Draft Audited Financial Statements for AGM in July 2023. Approval required.
 - Review Proposed Budget 2023-2024.
- **July Board of Directors Face to Face Meeting and Hybrid AGM / Leaders Networking Event in Gatineau, QC – Thursday, July 6th, 2023 – Sunday, July 9th, 2023:** National to send Zoom meeting links.
 - ‘Current’ Board Meeting – Thursday, July 6th, 2023.
 - 47th Annual General Business Meeting – Friday, July 7th, 2023.

- Leaders Networking Event – Thursday afternoon, July 6th, 2023 – Sunday after lunch, July 7th, 2023. Followed by ‘New’ Board Scheduling / Orientation Meeting.
- **Web Board of Directors Meeting – Date TBC in August 2023.**
 - Review of 1st Quarter Financials (April 1st to June 30th, 2023).
 - Review Final Budget.
- **In person, Fall – October / November Board of Directors Meeting – Fall Orientation / Perhaps plan in early November to align with ACPI conference. Date TBC with new Board directors.**
- Focus on arrival Friday and departure on Sunday. Time to have meetings with partner groups – i.e..., ACPI, CASLT, others. Regional branch meetings to include two National Board members.
 - Bylaws, Policies Review. Next steps for new all member voting process.
 - Membership Donor Digital Strategy Review.

12. ADDITIONAL BUSINESS, OTHER, 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>
- On To Do List to update new Board Meeting Effectiveness Check document.
- Diane Tijman to provide Bylaws Report due 60 days prior to AGM.
- Wendy Carr to provide Nomination Committee Candidate package for vote / Communique.
- Derrek Bentley and Nicole Thibault to work on letter to CPF NB and send to Board of Directors for review the week of May 1, 2023.
- Derrek Bentley and Nicole Thibault to work on letter to CPF MB Board of Directors the week of May 1, 2023.

ACTIONS:

- Update new Board Meeting Effectiveness Check document possibly for July Board of Directors Meeting.
 - Diane Tijman to provide Bylaws Report due 60 days prior to AGM.
 - Wendy Carr to provide Nomination Committee Candidate package for vote / Communique.
 - National to work on letters to CPF NB and to CPF MB Board of Directors the week of May 1, 2023.
- DERREK BENTLEY, DIANE TIJMAN, WENDY CARR AND NICOLE THIBAUT – SPRING / SUMMER 2023**

12. IN CAMERA

- With Executive Director Present
- Without Executive Director Present

13. ADJOURNMENT – Meeting adjourned at 9:45am.

Canadian Parents for French, National

Board of Directors Web Meeting Minutes

Monday, June 5, 2023

Attendees:

President (Chair): Derrek Bentley
Vice-President: Kate Peters
Treasurer: (Audit Chair): Larry Vaters
Director: Wendy Carr
Director: Salma Al-Saquaf

Board Support:

CEO: Nicole Thibault
Director of Operations: Cathy Stone
Coordinator: Member, Office & Board Support: Debbie Murphy

Regrets:

Secretary: Diane Tijman

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President Derrek Bentley calls web meeting to order on Monday, June 5, 2023, at 11:02am. President welcomed everyone and completes the land acknowledgment.

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars.
- Approvals: agenda.
- Approvals: previous meeting minutes.

MOTION:

- Larry Vaters moved to accept the consent agenda and seconded by Wendy Carr.

CARRIED

3. TREASURER'S REPORT

- Review of 4th Quarter Financials (January 1st, 2023, to March 31st, 2023) – Larry Vaters, Cathy Stone and Sylviane Pichardie have reviewed the 4th Quarter financials in detail, confirming we are in a solid place on the balance sheet.
- Review of Audited Financial Statements to March 31st, 2023 – To be posted on website June 6, 2023, 30 days prior to Annual General Meeting.
- Audited Financial Statements presentation by Marc Brazeau will be by video at Annual General Meeting, July 7, 2023.
- Letter of Significant Findings from the Audit – During the audit, corrections were required to the internal results following discussions with management. Among them, expenditures totalling \$73,320 were recorded in Net Assets rather than in the Statement of Operations. This was a departure from Canadian accounting standards for not-for-profit organizations, as expenses always need to be reflected in the Statement of Operations.
- During the audit, two transactions occurred during the year, for expenses totalling approximately \$35,000 that should have been approved by the Board of Directors and specifically documented in the Board minutes. It is recommended that the Board of Directors approve and document, in its minutes, any monetary assistance given to a branch when paying off an expense belonging to them or writing off an advance made to them, as a risk mitigation measure which goes beyond the usual CPF National branch support role.

- Request for Management Letter – Nicole Thibault to write a management letter to implement the two recommendations from the Audit prior to the next Board of Director’s meeting in August 2023.
- Review Proposed Budget 2023-2024 – Funding for FSL and Early Years Project 2022-2024 confirmed and signed - \$568,100. As the Budget was presented over two years, 2022-2023 and 2023-2024 and the Project was approved in March 2023, the main portion of the budget is being deferred and the project will run over the coming year. To be added to the previously circulated proposed budget 2023-2024.
- Salma Al-Saquaf as the upcoming Treasurer to be included in all budget review meetings to help in the transition.

ACTION:

- Nicole Thibault to write management letter to implement the two recommendations from the Audit prior to the next Board of Director’s meeting in August 2023.

NETWORK OFFICE – SUMMER 2023

MOTION:

- Larry Vaters moved to accept the approval in principle of the audited financial statements and seconded by Salma Al-Saquaf.

CARRIED

4. REPORTS

- **Bylaws Committee** (*B – Member, Volunteer, Donor Engagement*) (*Diane Tijman*)
- Updates to Gov 11 Policy, language adjustment with new hire of HR Manager for review and approval. Completed and policy approved. To be posted on website.
- Initial Draft Bylaws received from Karen Cooper, lawyer – Excerpt on changes to Member Voting rights, scheduled for Network discussion in July 2023, to tie in with Membership Model.
- The Board of Directors will receive the discussion paper to discuss at July Board of Directors meeting. For information now and discuss bylaw member voting rights later.

MOTION:

- Wendy Carr adopted updates to Gov 11 Policy as presented and seconded by Larry Vaters.

CARRIED

Break in Regular Agenda - Larry Vaters moved to accept the moving of agenda item to insert In Camera Follow-Up with Executive Director present at 11:29am, this was seconded by Wendy Carr.
Return to regular agenda at noon.

- **Advocacy Research Working Group** (*C. Advocating for Universal Access to Programs*) (*Wendy Carr*)
- Draft Discussion Paper 2023 – **Indigenous Languages and Official Languages** scheduled for Network discussion in July 2023.
- Draft Terms of Reference for Advocacy Advisory Council for first meeting this fall. Nicole Thibault to send Board of Directors for review and schedule first meeting after Leaders Networking Event.
- **Nominations Committee** (*D – Building Leadership Expertise*) (*Wendy Carr*)

- Reminder sent out for online voting June 2, 2023, deadline is June 5, 2023, and Chair announces election results to Nominating Committee, CPF National Board and voting delegates on June 7, 2023, 30 days prior to the Annual General Meeting.
- Nominations received for Officer Positions of President and Vice President. One nomination received for Derrek Bentley for President and one nomination received for Kate Ashley for Vice President. Salma Al-Saquaf accepted to serve as Treasurer. To be announced in communiqué.

ACTION:

- Nicole Thibault to send Board of Directors draft Terms of Reference for Advocacy Advisory Council for review and schedule first meeting after Leaders Networking Event in July 2023.
- Communications to be completed to announce Board Officer positions.

NETWORK OFFICE – JUNE/SUMMER 2023

5. GENERATIVE GOVERNANCE UPDATES

- Updates provided on Branches having already signed the Network Affiliation Agreement and those with intent to sign but not completed to date. The deadline to sign is Friday, June 30, 2023.
- Meetings scheduled with legal counsel to outline timeframe and steps for Disaffiliation process – draft document for information and guidance to branch and national.

6. BRIEF REVIEW OF AGENDA FOR CPF LEADERS NETWORKING EVENT – JULY 2023 – Discussed and reviewed dates and topics.

- **Friday, July 7, 2023** – CPF National Annual General Meeting at 10:00am – open to all CPF Members.
- **Friday, July 7, 2023, at 1:00pm to Noon on Sunday, July 9, 2023, Lunch** – CPF Leaders Networking Event - Participation of those moving forward, having already signed the NAA.
 - Afternoon Start and Welcome to New Beginnings, CPF 2.0.
 - Membership and Donor Model Digital Strategy and Fund Development, Roles in Fundraising.
 - Indigenous Languages Discussion paper and DEI focus.
- **Sunday, July 9, 2023, Board of Directors Meeting in Gatineau, QC** – ‘New’ Board Scheduling / Orientation Meeting in afternoon follows close of event at lunch.
- Everyone should book travel to arrive on Wednesday, July 5, 2023, and depart on Sunday, July 9, 2023, afternoon.

7. BOARD MEETING SCHEDULE REVIEW – Discussed and reviewed dates and topics.

- **Web Meeting – August**
 - Review of 1st Quarter Financial (April 1st to June 30th, 2023)
 - Review Final Budget.
- **Fall – November Meeting in St-John, NB in conjunction with ACPI Conference** – proposed, TBC with new Board Directors.
 - Updated Bylaws, Policies Review.
 - Membership Donor Digital Strategy.

9. ADJOURNMENT – Meeting adjourned at 12:43pm.

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Face to Face Meetings April 27, 2023 – April 30, 2023, and Web Meeting June 5, 2023.

Derrek Bentley, President

Date Approved: July 6, 2023

Diane Tijman, Secretary

Date Approved: July 6, 2023

