

Canadian Parents for French, National
Board of Directors Face to Face Meeting Minutes
Thursday, July 6, 2023
Chateau Cartier Hotel and Resort, Gatineau, QC

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
Network Coordinator: Debbie Murphy

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President, Derrek Bentley, calls face to face meeting to order on Thursday, July 6, 2023, at 9:05am. President welcomed everyone and completes the land acknowledgement.

2. CONSENT AGENDA

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

MOTION:

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

CARRIED

3. GENERATIVE GOVERNANCE UPDATES

– **NETWORK AFFILIATION AGREEMENT**

- Next steps on Disaffiliation Process - Registered letter sent to NB board members early July 2023, outlining mediation and arbitration meetings. Require 30 days to respond to registered letter to request meetings. Meetings require participation from National and NB board members. Important to note, National board members have asked questions with mitigation and risk management, cost incurred and limitations. A list of non-compliance issues has been recorded.
- Meeting with CoP and CoED – Email sent for meeting to review updates of letter received and roles for response. Scheduled meeting on Thursday, July 6, 2023, at 5:00pm.
- Meeting with PCH – Scheduled meeting on Thursday, July 6, 2023, at 1:30pm with PCH Representatives, Renée Lepage, Manager Enhancement of Official Languages Program, and regional coordination, and Placide Turenne, Director, National Programs & Regional Coordination to review and discuss key pieces of branches signing affiliation agreement and next steps moving forward.
- **FUTURE OF MEMBERSHIP IN CPF 2.0**
- Review, Key points of Membership Discussion Paper, Transforming Approaches for Membership and Digital Fundraising, May 2023 – National board members discussed thoughts, ideas, and topics before Yves Savoie's Friday afternoon session at the Leaders Networking Event.
 - Increasing member engagement and focusing on participation.
 - Coordinated communications and sending bytes to reach out and target people that have not heard from us.
 - Digital world aspect.

- Members voting rights; simply structure of how members vote.
- Investments over strategy; how to finance, cannot come all from National budget.
- Consolidating and collaborating staff across the CPF network.
- Succession planning to attract diverse audiences.
- How can our approach be different to keep people engaged to stay with us – retention piece?
- Importance of sustainability and explain why and how we are moving to a digital system.
- Outline of Friday Afternoon Session, Lead Facilitators and Support Roles – Derrek Bentley to be lead facilitator and will open discussions of thought/ideas at round tables of five Branch members and one National board member. Virtual Branch members to be present at round tables. National board member to take notes on laptop and a Branch member to take notes on chart paper. After session notes on laptop to be shared on a google doc and sent to Derrek Bentley.
- Yves Savoie is attending for support and is the expert looking in with his words of wisdom, providing context at the beginning of session and adding input and answering questions as the group discusses various topics.
- **PCH PROGRAM REVIEW**
- Preliminary Report received June 27, 2023, and Response Deadline July 21, 2023.
- Meeting scheduled with PCH Audit & Legal Teams – Concern about Breach of Confidentiality, July 18, 2023 – CPF NB shared preliminary report with PCH and others. Moving forward lawyer to be involved with call.
- Process to Share Final Report with CoP and CoED, Role of CPF AB to facilitate, August 2023 – Good opportunity for CPF AB to take on leadership role for future facilitation of next steps and prioritizing.

ACTION:

- National board members to take notes on laptop at the Looking Forward to CPF 2.0: Member Voting Rights, Transforming Approaches for Membership and Digital Fundraising session and to share on a google doc to send to Derrek Bentley.

NATIONAL BOARD MEMBERS, DERREK BENTLEY – SUMMER 2023

4. BRIEF REVIEW AGENDA FOR AGM and CPF LEADERS NETWORKING EVENT – JULY 2023

- Reviewed and discussed program, timeframes and expectations for lead facilitators and support roles.
- AGM – Friday, July 7, 2023 - CPF National AGM at 10:00am and Welcome to New Beginnings, CPF 2.0 – National board members to arrive in room at 9:00am. Branch members and virtual Branch members arrive at 9:30am for a meet and greet. AGM meeting begins at 10:00am. The room format and AGM presentation will be different from previous years. The room will be U shaped with five round tables and two wing-back chairs, a podium, and a microphone at the front of the room. Reports for the AGM will be completed in advance and posted on the website. Questions for the AGM to be submitted 1 hour before the start of the AGM. Derrek Bentley to speak to President’s Report. Interview style approach for Larry Vaters to address two highlighted questions from the Treasurer’s Report and Wendy Carr to address two highlighted questions from the Nominations Committee Report with ratification of the nominations process. A few Branch members will share highlights and moments of achievements of their Branches over the past year.

- **FRIDAY AFTERNOON – Looking Forward to CPF 2.0: Member Voting Rights, Transforming Approaches for Membership and Digital Fundraising** – Derrek Bentley will be lead facilitator with support from the National board members. Yves Savoie is attending for support. A National board member will be at each round table, note taking and debriefing.
- Informal/relaxed social gathering after Friday afternoon’s session. National board member dinner to follow at Kato restaurant in the hotel.
- **SATURDAY MORNING – Looking Forward to CPF 2.0: Equity, Diversity, Inclusion & Decolonization** – Facilitated by the First Peoples Group; First Nation’s speaker, Inuit speaker and a Metis speaker. National board members and staff disbursed amongst Branch board members tables. No note taking required. Everyone listens and learns. A power point will be shared later.
- Lunch to follow and a gift of a newly minted coin given to everyone for an opportunity for reflections and thoughts.
- **SATURDAY AFTERNOON – Looking Forward to CPF 2.0: Official and Indigenous Languages Education in Canada** – Wendy Carr will be lead facilitator with support from the National board members and staff.
- Group dinner to follow.
- **SUNDAY MORNING – Looking Forward to CPF 2.0: CPF National as Backbone Organization** – Nicole Thibault will be lead facilitator with support from Network staff; Sylviane Pichardie, Deb Powers, Joe El-Hajj and Marin Hawley. Discussions will focus on Finance Software’s, Pluto and QuickBooks, HR Bamboo System and Better Impact Volunteer Management Software.
- Lunch and Wrap-up by Derrek Bentley to follow.
- The new National Board Orientation meeting starts at 1:00pm.

ACTION:

- Wendy Carr to share First Peoples Group power presentation to National office to share with the Network.

WENDY CARR, NATIONAL OFFICE – SUMMER 2023

- **Meeting with PCH TEAM** – Meeting held on Thursday, July 6, 2023, at 1:30pm with PCH Representatives, Renée Lepage, Manager Enhancement of Official Languages Program, and regional coordination, and Placide Turenne, Director, National Programs & Regional Coordination to review and discuss key pieces of branches signing affiliation agreement and next steps moving forward.

5. ADDITIONAL BUSINESS, OTHER, BUSINESS ARISING FROM THE BOARD MEETING

- **REPORTS if required.**
 - Update from Advocacy Research Working Group, Wendy Carr
 - Update from the Nominations Committee, Wendy Carr
 - Update from Bylaws Committee, Diane Tijman
- No updates or questions for the reports.
- Board Meeting Effectiveness Check – Reminder to complete online and send to Derrek Bentley. <https://www.surveymonkey.com/r/BoardMeetingFeedbackSurvey>

6. IN CAMERA

- With CEO Present
 - Began at 2:45pm. Ended at 3:05pm
- Without CEO Present
 - Began at 3:05pm. Ended at 3:19pm.

7. ADJOURNMENT – Meeting adjourned at 3:20pm.

Canadian Parents for French, National
Board of Directors Web Meeting Minutes
Thursday, August 17, 2023

Attendees:

President (Chair): Derrek Bentley
Vice-President: Kate Ashley
Treasurer: (Audit Chair): Salma Al-Saquaf
Director: Diane Tijman
Director: Isabelle LeVert-Chiasson

Board Support:

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

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President Derrek Bentley calls web meeting to order on Thursday, August 17, 2023, at 12:03pm. President welcomed everyone and completed the land acknowledgment.

2. ADOPTION OF THE AGENDA

- Shared in advance.

MOTION:

- Diane Tijman moved to adopt the agenda and seconded by Salma Al-Saquaf.

CARRIED

3. TREASURER'S REPORT

- Review of 1st Quarter Financials (April 1st, 2023, to June 30, 2023) – Salma Al-Saquaf, Sylviane Pichardie and Cathy Stone on August 9, 2023, to review the financials in detail.
- The 1st quarter financial report is split into 3 report presentations.
 - The first presentation shows a **PCH Category** showing income and expenses which is how the funder likes to see it.
 - The second presentation shows a **Project (by Pillars)** which you will find in the Strategic Plan showing Pillars A, B, C, and D and then Project E is Quebec and Project F is all other project funding.
 - The third presentation shows All **Activities by Project** which shows each project under each pillar.
- We are showing a 2,338,100 budget for this fiscal year. Nicole Thibault will be applying for other funding this fiscal year which will be added to the budget when confirmed.
- The 1st Quarter looks good – small variances over/under. We are showing more revenue than expenses. Most small variances are primarily due to timing.
- Most of the spending will be in the next two quarters (Q2 and Q3) as projects start to ramp up.
- Approval of Final Budget 2023-2024 – The budget was developed last year and reviewed and approved by the past board.
- The quarterly statement that was just shown presents the budget broken down into Actual/Budget/Variance/Variance %/Annual Budget (as approved).
- The final budget will not change unless we receive new project funding.
- We will manage the budget as projected – any significant changes to spending or revenue will be brought to the board for review/discussion/approval.
- Approval of Management Letter – The audit was completed June 2023 for the 2022-2023 fiscal year.

- The letter from Nicole Thibault to the board is to share that we will commit to the two recommendations that came from the auditor and we continue to look for improvements and transparency to ensure good financial oversight practices.

MOTIONS:

- Salma Al-Saquaf moved to accept the approval of the final budget and seconded by Isabelle LeVert-Chiasson.
- Salma Al-Saquaf moved to accept the approval of the management letter and seconded by Diane Tijman.

CARRIED

4. GENERATIVE GOVERNANCE UPDATES

- **Disaffiliation Timeline and Process Next Steps** – Received response letter from CPF NB, reiterating the same points.
- CPF NB signed a contract with PCH mediator to schedule the first meeting for the week of August 2023. Both CPF National and CPF NB board members to be in attendance for these mediation meetings.
- Should CPF National and CPF NB Branch be unable to agree on a satisfactory response or negotiated solution in the coming months, the notice period is still running and our consent to the use of the name will be withdrawn, and the relationship terminated effective October 1, 2023, unless an express extension is communicated in writing.
- Timelines and next steps moving forward will be shared with National board members.
- **Annual General Meeting and Leadership Event** – Recapped thoughts and discussed elements to keep or change.
 - Thoughts on the AGM portion? Elements to keep and elements to change?
 - This year’s AGM format was innovative, informative, interesting, and engaging.
 - Positive feedback heard from Branch leaders.
 - Good to hear other Branches’ success stories and accomplishments.
 - AGM may likely be a virtual format next year due to the change in Membership voting rights and all members required to vote.
 - Thoughts on the Leadership Event portion? Elements to keep and elements to change?
 - The First Peoples Group was very compelling, informative, reflective, and emotional.
 - Yves Savoie’s session was engaging and informative. He could have framed/focused the membership piece differently.
 - Branch leaders interested in various topics to be offered at future Leadership Events. Goal moving forward to have Branches lead sessions and share accomplishments.
 - Excitement amongst Branches to share their knowledge of interest and expertise across the Network.

ACTION:

- Derrek Bentley to share with National board members the timelines and next steps of disaffiliation process.

DERREK BENTLEY – FALL 2023

5. BOARD MEETING SCHEDULE REVIEW 2023-2024 – Discussed and reviewed dates and topics.

- **Web Board of Directors Meeting Tuesday, October 24th, 2023 – Noon (Ottawa Time)**: National to send Zoom meeting link.
 - Review of 2nd Quarter Financials (July 1 to September 30, 2023).

- Committee and Staff Reports.
- **November Board of Directors Face to Face Meeting in Saint John, NB – Friday, November 3rd, 2023 – Sunday, November 5th, 2023, in conjunction with ACPI Conference.**
 - Updated Bylaws, Policies Review.
 - Membership Donor Digital Strategy Implementation Plan.
 - Partner information, ACPI Conference.
- **Web Board of Directors Meeting Tuesday, January 23, 2024 – Noon (Ottawa Time):** National to send Zoom meeting link.
 - Review of 3rd Quarter Financials (October 1 to December 31, 2023).
 - Committee and Staff Reports
 - First review of proposed Budget 2024-2025.
- **May Board of Directors Face to Face Meeting in Victoria, BC – Friday, May 3rd, 2024 – Sunday, May 5th, 2024.**
 - Review of 4th Quarter Financials (January 1 to March 31, 2024).
 - Committee and Staff Reports.
 - Finalize and Approval of Budget 2024-2025.
 - Generative Governance Discussions.
 - Prep for Annual General Meeting.
- **July Board of Directors Face to Face Meeting, AGM and Leaders Networking Event in St. John’s, NL – Thursday, July 11th, 2024 – Saturday, July 13th, 2024.**
- **New Board of Directors Orientation Meeting in St. John’s NL (date to be confirmed).**

6. 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>

7. IN CAMERA

- With CEO Present
- Without CEO Present
 - Began at 1:15pm. Ended at 1:31pm.

8. ADJOURNMENT – Meeting adjourned at 1:31pm.

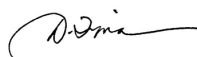
First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Face to Face Meeting July 6, 2023, and Web Meeting August 17, 2023.

Derrek Bentley, President

Date Approved:

Diane Tijman, Secretary



Date Approved: April 26, 2024