

Canadian Parents for French, National
Board of Directors Web Meeting Minutes
Tuesday, October 24, 2023

Attendees:

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

Board Support:

Executive Director: Nicole Thibault
Director of Operations: Cathy Stone
Network Coordinator: Debbie Murphy

TUESDAY, OCTOBER 24, 2023

1. CALL TO ORDER, PRESIDENT'S WELCOME

- President, Derrek Bentley, calls web meeting to order on Tuesday, October 23, 2023, at 12:04pm. President welcomed everyone and completes the land acknowledgment.

2. CONSENT AGENDA

- Review CPF mission statement and strategic plan priority pillars.
- Approvals: approve agenda; approve previous meeting minutes (July 6, July 9 & August 17).

MOTION:

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

CARRIED

3. TREASURER REPORT, Audit Chair (Salma Al-Saquaf)

Review of 2nd Quarter Financials (July 1st 2023 – September 30th, 2023 – The 2nd Quarter financial report is split into 3 report presentations.

- The first presentation shows by **PCH Category Income & Expenses Statements – All**, showing income and expenses which is how the funder requires it.
- The second presentation shows by **CPF Projects Expense Statement (by Pillars A, B, C, D, E, & F)** which you will find in the Strategic Plan showing Pillars A, B, C, D and then Project E is Quebec and Project F is all other project funding.
- The third presentation show by **Expenses – All Activities by Project** which shows each project under each pillar.
- We are showing a slight difference in the budget because we had included bilingual Ottawa which is not funded for this fiscal year. Nicole Thibault will be applying for other funding this fiscal year which will be added to the budget if/when confirmed.
- The 2nd Quarter looks good - small variances over / under. We are showing more revenue than expenses which is always good. Most small variances are primarily due to timing.
- Travel is projected to be spent. Since COVID travel, accommodations, food, and meeting space has increased.
- The money that is listed as CPF Contribution (budgeted at \$178,000) includes: office rental space, GST rebates, property tax rebates, advertising and sponsorship, interest from GIC and charge back the following branches (AB & NWT, MB, NS, PEI & NL) for supporting them for HR and Financial Technology.

- The 3rd Quarter tends to spend more than this 2nd Quarter as the projects are ramping up in the fall, concluding by end of January 2024.
- In 3rd Quarter we will repay the CERB loan which originally was \$40,000 with a repayment of \$30,000 as we qualify for the forgiveness of \$10,000.

Review Status of Budget 2023-2024 – comparative, projected versus actuals.

- The budget was adjusted as we removed Bilingual Ottawa from this fiscal year – funding generally every 2 years. Nicole Thibault shared that we will be receiving new funding to support a project in NL – further information will be brought forward to the next financial year.
- Any further changes to the budget will only happen if we receive more funding.

Financial Support to Branches.

- CPF National has provided bridge funding to CPF NS in the amount totalling \$40,000. Rebecca Lancaster is waiting for PCH funding and money from the Education Department. Plan is to repay back to CPF National before the end of fiscal year.
- CPF MB Branch was without an Executive Director from December 2022 to June 2023. National supported them in managing the office, which included paying directly for some expenses such as staff salary, etc. They owe just over \$32,000 and we are currently looking at a repayment plan, as they transfer access and authorization for bank accounts, etc.

MOTION:

- Salma Al-Saquaf moved that the CPF National Board is aware of financial assistance to CPF MB & CPF NS and are requesting regular updates on repayment. Motion is seconded by Diane Tijman.

CARRIED

4. REPORTS

Bylaws (*Diane Tijman*)

- Discussed moving forward with the following concepts as part of the updated proposed Bylaws to align legally with CNCA:
 1. With only one class of members, all CPF members have a vote. Individuals or organizations previously using the title of members but not having a vote, will be retitled:
 - a) Individuals residing outside of Canada previously known as CPF international members will be called Friends of CPF.
 - b) Organizations previously known as CPF Associate Member Organizations (AMOs) will be called CPF Associate Partner Organizations (APOs).
 2. To maintain the Branch Voting Delegates process currently used, language within the bylaws must clarify that at Branch level, the members are the individuals residing in the jurisdiction and each has one vote; at the National level, it is the Branches that are our members; each Branch has one vote and assigns one voting delegate on its behalf. This is not stated explicitly and therefore is not “legal” at the moment.
- Legal counsel has recommended the creation of a Governance Committee, considered current best practice for nonprofit Boards. The Governance Committee would encompass at least two subcommittees: Bylaws and Nominations. No decision or action required at this time, just for information.
- Noted that several nonprofit Boards have recently changed the titles of President and Vice President to Chair and Vice Chair. No decision or action required at this time, just for information.
- The proposed Bylaws are being drafted for Committee review. Will follow to be presented to the Council of Presidents and Council of Executive Directors for their feedback and CPF National Board Meeting in November 2023. Depends on lawyer availability.

- If Bylaws received and reviewed, committee proposing a Special General Meeting of the Membership is for January 2024 to formally present the new Bylaws and seek their approval from the Voting Delegates. If not, will move to AGM in July, 2024.

ACTIONS:

- CPF National Board to consider shift to a Governance Committee encompassing at least two subcommittees.
- CPF National Bylaw committee to present the proposed Bylaws to the Council of Presidents and Council of Executive Directors and CPF National Board for their feedback when received.
- Schedule a date in January 2024 for a Special General Meeting of the Membership to formally present the new Bylaws and seek their approval from the Voting Delegates.

BOARD OF DIRECTORS, NATIONAL OFFICE – OCT, NOV 2023 / JAN 2024

Nominations Committee (*Isabelle LeVert-Chiasson*)

- Isabelle LeVert-Chiasson and Wendy Carr had first meeting, confirming Wendy Carr as Chair.
- Wendy Carr to reach out to previous Committee members to ask about availability to sit on committee this year.
- A call of interest communique will be shared in late October for transparency.
- Wendy Carr has shared with Isabelle LeVert-Chiasson a draft of what the committee felt already needed tweaking (one category) for the next cycle.
- The CPF National Board should review the criteria for the coming 2024-2025 year during its Board meeting in November 2023. Will include a meeting agenda item.
- Committee membership to be confirmed for November 2023 to host a first meeting when they will review the criteria for 2024-2025 year.

ACTIONS:

- National office to send out a call of interest communique in October 2023.
- Board members will review the criteria during its Board meeting in November 2023.
- Nominations Committee membership to host a first meeting when they will review the criteria for 2024-2025 year, and follow through with the nomination process.

NATIONAL OFFICE, BOARD OF DIRECTORS, NOMINATIONS COMMITTEE – OCT, NOV 2023/ WINTER 2024

Advocacy Research Working Group (*Derrek Bentley*)

- **Advocacy Advisory Council:** Discussion for November National Board meeting to identify invited representatives to the **Advocacy Advisory Council**, to complement the Branch Representatives. Begin to set overall purpose and goals for what Advocacy looks like for CPF for first year of activity.
- Nicole Thibault to compile a list of names and emails to schedule a first meeting of participants in Fall 2024. Derrek Bentley will Chair.
- **Indigenous Languages and Official Languages Paper – updated format, posted on website:** Derrek Bentley and Dr. Wendy Carr held a workshop presentation at the Association for Canadian Studies conference, October 1-3rd, about the discussion paper on Indigenous Languages and CPF.
- Branches were asked to discuss the paper with their Branch Board members during the month of September; with reflections and suggestions of next steps for CPF to be shared at CoP meeting in October.

ACTION:

- Nicole Thibault to include item for discussion on November National Board meeting.
- Reflections and suggestions by Branch Board members of next steps for CPF with the Indigenous Languages and Official Languages Paper to be shared at CoP meeting in October.

NATIONAL OFFICE / CoP Meeting – OCT, NOV 2023

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

November 2023 Face-to-Face Meetings – Saint John, NB – November 3, 2023 – November 5, 2023:

- In conjunction with ACPI Conference.
- Readings to be sent and titles to be in blocks for face-to-face meetings.
- Reviewed discussion items for **GENERATIVE GOVERNANCE** on November 3-5 Face-to-Face Meetings.

ACTION:

- Debbie Murphy will send email early November 2023 to Board members the hotel and dinner locations for face-to-face meeting in NB.

NATIONAL OFFICE – NOVEMBER 2023

January 23, 2024 – Web Meeting – Confirmed.

- Review of 3rd Quarter Financials (October 1 to December 31, 2023).
- Committee and Staff Reports.
- First review of proposed Budget 2024-2025.

SPRING Meeting – to confirm if Week of April 22 to 26th – Web Meeting, OR May 3-5th, 2024

Review of 4th Quarter Financials (January 1 to March 31, 2024).

Finalize and Approval of Budget 2024-2025.

Generative Governance Discussions, Prep for Annual General Meeting

- If coming in night before, could have Stakeholder meetings on first day.

SUMMER - July 11-13th, 2024 – CPF National Board Meeting, Annual General Meeting & Leader Networking

Event in St John's, NL: Confirmed. Arrival on July 10th. Board meeting on July 11th. AGM on morning of July 12th. Leader Networking Event on afternoon of July 12th, July 13th, and morning of July 14th.

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

- Doodle sent out to CoPs for 1st meeting after CPF National's face-to-face meeting in Saint John's, NB.
- Board Meeting Effectiveness Check – Reminder to complete online and send to Derrek Bentley

<https://www.surveymonkey.com/r/BoardMeetingFeedbackSurvey>

ACTION:

- Derrek Bentley to redo Board Meeting Effectiveness Check Survey before he leaves the CPF National Board in July 2024.

DERREK BENTLEY – JUNE 2024

7. IN CAMERA with Executive Director present

- Began at 1:13pm.

8. ADJOURNMENT – Meeting adjourned at 1:32pm.



Canadian Parents for French, National
Board of Directors Face-to-Face Meeting Minutes
Friday, November 3, 2023 – Sunday, November 5, 2023

Attendees:

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

Board Support:

- Executive Director: Nicole Thibault
- Director of Operations: Cathy Stone
- Network Coordinator: Debbie Murphy

FRIDAY, NOVEMBER 3, 2023 – Day 1

1. CALL TO ORDER, PRESIDENT’S WELCOME

- President, Derrek Bentley, calls face-to-face meeting to order on Friday, November 3, 2023, at 8:40am. President welcomed everyone and completes the land acknowledgment.

2. CONSENT AGENDA

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

MOTION:

- Kate Ashley moved to accept the consent agenda and seconded by Salma Al-Saquaf.

CARRIED

3. GENERATIVE GOVERNANCE

Governance Strategy - Clarifying the Role of the Generative Governance Board

- ***Guiding question: Thinking about CPF, and our own experience on the CPF National board, as well as, other board experiences, what are some big ideas that could guide or inspire us in the coming years(s)?***
- Brief discussions and shared views / feedback / key points / ideas on suggested pre-readings:
 - **Three Lessons Nonprofits Can Learn from Nature**
 - Different ways of sharing, learning, and educating.
 - Nature and the example of the forest and how all parts of the forest work together for the greater good of the forest.
 - Help everyone to reflect on the bigger picture. Learning about the systems we are all working in. Challenging each other to think at that level.
 - Suggestion of having a social team building event as part of a meeting’s agenda. Connect locally with the interesting facts and culture of province you are in. Good opportunity for relationship building.

- **Care of Board Checklist**
 - Is the Board Effectiveness Checklist Survey the best way to capture goals in Board meetings? Self evaluations and taking responsibility for your own engagement is important. Diane Tijman will find an annual evaluating tool to share with National and Branch Boards.

- **Continuum of Participation in Nonprofits**
 - Suggestion of having a social team building activity as part of a event / meeting's agenda. Connect locally with the interesting facts and culture of the province you are in. Good opportunity for relationship building.
 - Next step is to have a session/workshop with Branches to follow ideas and structures. National can facilitate the sharing of best practices in a respective manner.
 - Give branches opportunities to lead and share their expertise. Consult, collaborate and involve branches in a trusting setting to be successful in governance. Topics and process can be identified by National and Branches can teach their lessons learned.
 - As we move forward, National will frame it a different way for Branches to be fully involved. Go in various directions to activate the creativity of thinking and moving forward.

- **CPF Branch Board Orientation**
 - Proven practice is using Slide deck – pronouns, land acknowledgment, communications featuring special dates, i.e. black history month, inclusive language use, featuring 'learning resources and opportunities', hiring processes and succession planning, posting in "new" sites / new reach.

- **CPF Network Code of Conduct, Ethics**
 - Discussed suggestions on how to get the governance people to read the CPF Network Code of Conduct, Ethics as a guidebook and sign it.
 - The guidebook could be presented as a Kahoot (scavenger) game, prompts or video.
 - Request to review the language used under the Substance Use section of the full document. To update to consider from a harm reduction perspective – suggested that we no longer use the term "zero tolerance" because of different instances – such that we support and provide alcohol at some CPF events. Derrek Bentley will locate an organization to help update this piece.
 - In relation to the actual form where staff and volunteers sign off – where it states, I've reported potential conflict of interest. We need a form to record that declaration and keep on file. Isabelle LeVert-Chiasson will provide an example used at her workplace from which we can adapt our additional form, to circulate when required.
 - Diane Tijman spoke of keeping the bylaws clear as they are made / changed by members and policies can be made / changed by the board. Important to function in a healthy and happy environment. The new bylaws will look different and simplified.

ACTIONS:

- Care of Board Checklist: Diane Tijman will find an annual evaluating tool to share with National and Branch Boards. To work with Derrek to update the Board Effectiveness Checklist Survey.
- CPF Network Code of Conduct, Ethics: Derrek Bentley will help update the language used under the Substance Use section. Isabelle LeVert-Chiasson will provide an example used at her workplace from which

we can adapt our additional form, to circulate when required. Debbie Powers (HR) will provide updates / changes to the CPF Network Code of Conduct, Ethics.

BOARD OF DIRECTORS & NATIONAL OFFICE – WINTER 2024

Advocacy Strategy - OL Act Next Steps, CPF role in P/T jurisdictions

- Brief discussions and shared views / feedback / key points / ideas on suggested pre-reading:
- **Memorandum by Power Law (2021)**
- ***Discussion Focus: Review of continuum across Canadian P/T jurisdictions. Board identified priorities for advocacy at Branch levels – Approach, Expectations, Timelines. Role for CPF National Advocacy Advisory Council.***
 - One of Network’s goals could be to work with the P/T governments, of the Branches jurisdiction.
 - Look at the possibility of changing the law and to do so need to involve the support / ally of the Ministry of Francophone Affairs, Francophone Provincial Associations, and driving forces, NS MPs Darry Samson, Sean Fraser. Moving forward needs to identify key people in each province.
 - Driving the change through the Education Act with the distinction of ‘duty’ to change through the school boards and ‘right’ to access should be a guarantee.
 - Focus on impact CPF has in position that Official Languages state every Canadian has access to learning and speaking two languages. We should be teaching both official languages in a global context.
 - Transportation is a key issue in many provinces across Canada. Need to change bussing issues to allow all children to participate. This is a policy to change, not a political change.
 - Review bus policies to address shortages in all provincial/territorial school districts.
 - Legal obligation to offer French Second Language Programs is not everywhere. Look at which provinces have to offer Level 1 - FSL and Level 2 – FI. Different for each province and how to look at them separately.
 - Branches and provinces are in different places. Values are generally the same, but messaging / approaches need to be directed. Different messaging for ‘rural’ areas than ‘urban’ areas.
 - Direction from board needed to move forward with an advocacy position paper – tables / charts where branches are currently, develop five steps to get there, revive transportation and equity piece, starting points, glossary, mold key messaging to each branch’s aspiration of their provincial advocacy act.
 - Considerations for National and Branches to have ready before Leader Networking Event in July 2024 – statements what National and Branches are doing, advocacy paper ready with Branch’s five-minute pitch, modernizing the pitch, suggest one action per month for 24 months, use / reason to knock on doors, need to work on how to empower them, boards need to value the time that Executive Director’s require to take on advocacy, need to look at the impact in five years and what the Branches provincial act will look like in 2027, key spokesperson to advocate for FI and Indigenous messaging.
 - Tangible goals need to be set when Branches meet MLAs/ MPPs in 2024. Provide with a template to use at meetings.
 - Schedule a meeting to identify who is on the Advocacy Advisory Council and share ideas. May attach Advocacy piece from Spring 2024 meetings and further present something at the Leader Networking Event in July 2024. Action scheduled for Fall 2024.

ACTIONS:

Nicole, with Derrek, to develop a plan for Advocacy Advisory Council, initial meetings during 2024.

NATIONAL OFFICE – WINTER 2024

Equity, Diversity, Inclusion & Decolonization Strategy

- Brief discussions and shared views / feedback / key points / ideas on suggested pre-reading:
- **Lunaria Report for CPF (2022)**
- ***Discussion Focus: Review Report Actions for National and Branches, progress to date. Board identified priorities for next steps in all 4 strategic plan pillars.***
 - o Review CPF DEI Report for suggested next actions for CPF National and CPF Branches.
 - o Awareness is key, efforts being made to advertise in schools.
 - o What is each branch’s priority? DEI initiatives to reach out to all people and tell the story. Earmarking funds for concrete action to impact positivity to include rural / indigenous and new immigrants, linking to CPF 4 strategic plan pillars.
 - o Offer an Education Plan – Lunch & Learn, or/a Fund – Investment. Questionnaire mid-point to check in and branches share report of work and progress at CoP meeting. Share existing resources, like 50-30 challenge.

VARIA – CPF role – French in International Outreach, new Action Plan

- o When Nicole Thibault participated in the CFA, Université d’été in Louisiana, it was clear that no support group like CPF existed for the 55 Immersion schools in the State. Look at exploring a role CPF could play in French International support funding, could share CPF expertise is in programming, advocacy, and parent support.
- o Explore our limitations – Canadian government support, American ties with Main, Congress Mondial Acadia – August 2024 and OIF, Exchanges and International student programs.
- o Prepare a one pager of what the structure / model could look like to present to Branches and suggested next steps at CoP meeting to discuss at Leader Networking Event in July 2024.

ACTION:

- Nicole Thibault to prepare a one pager of what the structure / model of CPF’s role in French International support funding could look like to present to Branches and suggested next steps at CoP meeting to discuss at Leader Networking Event in July 2024.

BOARD OF DIRECTORS & NATIONAL OFFICE – SPRING/SUMMER 2024

- **IN CAMERA with Executive Director present**
- Began at 5:03pm.
- **IN CAMERA without Executive Director present**
- Began at 5:31pm.
- **ADJOURNMENT – Meeting adjourned at 5:50pm.**

Canadian Parents for French, National
Board of Directors Face-to-Face Meeting Minutes
 Friday, November 3, 2023 – Sunday, November 5, 2023

Attendees:
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 Vice-President: Kate Ashley

Board Support:
 Executive Director: Nicole Thibault
 Director of Operations: Cathy Stone

Secretary: Diane Tijman
Treasurer (Audit Chair): Salma Al-Saquaf
Director: Isabelle LeVert-Chiasson

Network Coordinator: Debbie Murphy

SATURDAY, NOVEMBER 4, 2023 – Day 2

– **1. CALL TO ORDER, PRESIDENT’S WELCOME**

- President, Derrek Bentley, calls face-to-face meeting to order on Saturday, November 4, 2023, 8:35am. President reviewed discussions of Day 1 and goals of Day 2.

– **2. GENERATIVE GOVERNANCE CONTINUED**

Governance Strategy

- Brief discussions and next steps for strategic plan and national committees on suggested pre-readings:
 - **CPF Network Strategic Plan 2020-2025**
 - Reviewed and discussed extension of Strategic Plan 2020-2025 to 2026 due to Pandemic delays and aligning with the PCH contribution agreement.
 - Raise question at next CoP meeting to move from a 3 year or 6 year Strategic plan to match a single or dual funding cycle.
 - Branches are showing they want to be involved in the development of the plan. Follow the Strategic Plan and work with those branches that need support.
 - Build in some time to have meaningful discussions of activities by the four pillars. Suggested a carousel approach to capture and share various topics and success stories of the CPF Network. An operational carousel led by the Executive Directors, a governance carousel led by the Presidents and a Network carousel led by the Staff. Continue to have conversations on 5 key points from carousel approach to share at CoP meetings.
 - Both Governance and Network pull out wins, recognizing these efforts and celebrating.
 - Board members agreed to extend the Strategic Plan to 2026 with a caveat to include language added / addendum for DEI work. It can be an overarching piece, focusing on the four pillars to set goals to evaluate the process.
- **Nominating Committee Direction**
 - Board members discussed who is leaving, who is up for election and who is committed to rerunning.
 - Derrek Bentley’s mandate is finished. Salma Al-Saquaf confirms return, and Diane Tijman, Kate Ashley and Isabelle LeVert-Chiasson are staying on.
 - PCH Program Audit Report recommended adding a sixth Board of Director. Suggested bringing someone on early to put their name to vote for in the election process. Will share this with Nominations Committee.
 - Criteria for Board composition has prioritized advocacy skills more important than fundraising skills.
 - Board members to suggest and send names of potential candidates to serve on the National Board to Wendy Carr, Chair of Nominating Committee.
- **Bylaws Committee Direction**
 - Discussed one Member Class, voting rights, and changing Board of Director’s titles from President and Vice-President to Chair and Vice-Chairs.

- Board members agreed to keep titles as President and Vice-President.
- Revised bylaws – once received and reviewed - to be shared with National Board members before going out to the Network. A doodle will be sent to board members once bylaws have been reviewed.

ACTIONS:

- Create overarching piece, to include language added / addendum for DEI work, focusing on the four pillars to extend the Strategic Plan to 2026. To share with Network in July 2024.
- Hold discussions at CoP as it relates to 3 or 6 year Network Strategic Plan (aligned with funding agreements), and current extension to 2026.
- Better define and plan to implement the Carrousel approach from above, and how to recognize Branch wins for the July Leadership event.
- To confirm with Nominations committee Chair: a) potential of 6th director; b) priority on advocacy skills, c) Board members to share names of potential candidates with Chair.
- Bylaws Committee will review revised bylaws and call a National Board meeting prior to sharing with the Network.

NATIONAL OFFICE / BOARD OF DIRECTORS – SPRING 2024

– **Risk Mitigation Strategy**

• **Mediation and Disaffiliation Process with NB Group**

- Brief update and next steps, timeline; questions from the Board.

• **PCH Program Audit Review Report + List of Additional Opportunities**

- Brief discussions and next steps for implementation plans, PCH Program Audit Review recommendations on suggested pre-reading:
- ***Discussion Focus: CPF national as the Backbone Organization – Update of actions underway to date and planned next steps. Board identified priorities and approach to Network wide implementation. Timeline for response.***
 - Discussed and reviewed as a group the PCH Program Audit Review recommendations and opportunities. There needs to be a continuous improvement exercise to implement these recommendations across the Network.
 - Audit supports the direction of CPF National as the backbone organization.
 - Board members agreed to share the main report with recommendations with Branches (without the comments). Send PCH Program Audit Review recommendations to the Branches in November.
 - Nicole to host meetings with CoED to review and plan implementation. Branches to discuss and follow up at CoP meeting, Winter 2024.

ACTION:

- National to send PCH Program Audit Review recommendations to the Branches in November.
- Host meetings (CoED and CoP) to discuss and plan implementation in January / Winter 2024.

NATIONAL OFFICE – NOVEMBER 2023

• **Transformed Approaches to CPF Membership Digital Fundraising (Spring 2023) – Shift to Digital Donorship/Fundraising & CPF Chapters and Teams – CPF 2.0**

- Brief discussions and next steps for implementation plans on suggested pre-reading:
- **Discussion Focus: Update of action underway to date and next steps. Operations: implementation date decisions; roles of staff – National & Branches. Governance: education sessions, roles of Boards. Strategy review during winter board meeting.**
 - Hired consultant firm, PHIL, who reviewed past processes of Giving Tuesday campaign and provided a workshop to Network on ‘how to’. Talk about donorship and engaging with volunteers. Give money or hours for the month of November 2023 – Giving Tuesday campaign.
 - Hiring Network Director, Communications, Marketing & Development, start date is January 2024.
 - Reviewed membership to be free and encouraging people to donate. Recommend starting free memberships at the beginning of the new fiscal year - April 1, 2024.
 - Next strategic part, January – March 2024 will be guided by the new hire with Phil support: List of all renewing members to each Branch to communicate to members that your \$25 that use to pay for a membership can now become a \$25 donation. Donation money can be allocated to Branches, National or both and an automatic donation tax receipt will be given.
 - Webinars will be hosted to answer questions, FAQ listing to be posted, Branch by Branch support for Staff involved in the operational shift.
- **VARIA – French immersion Day**
 - ACPI taking the lead on a French Immersion Day on April 24, 2024. Last year was its first iteration and CPF was not informed in time to truly support it. CPF Network will offer full support for spring 2024.
- **ADJOURNMENT – Meeting adjourned at 4:20pm.**



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Board Support:

Executive Director: Nicole Thibault
 Director of Operations: Cathy Stone
 Network Coordinator: Debbie Murphy

SUNDAY, NOVEMBER 5, 2023 – Day 3

- Breakfast Meeting held with ACPI Board of Directors and Staff (Association Canadienne de professionnels de l’immersion) from 7:45am- 8:45am. Opportunity to demonstrate our support for the immersion teachers and their organization.
- **1. CALL TO ORDER, PRESIDENT’S WELCOME**
- President, Derrek Bentley, calls face-to-face meeting to order on Sunday, November 5, 2023, 9:19am.
- **2. ADDITIONAL BUSINESS, OTHER BUSINESS ARISING FROM THE BOARD MEETING**

- Spring Board Meeting Date Confirmation: Decision made to go to Toronto, ON for next Board of Director’s face-to-face meeting, not Victoria, BC from April 26, 2024 – April 28, 2024. Possibly host a reception for stakeholders with CPF ON. Board members send flight itinerary to Debbie Murphy. Debbie Murphy will send expense claim to board members.
- Confirmed Board of Director’s meeting and Leader Networking Event is from July 11, 2024 – July 14, 2024, in St. John’s, NL.
- Other Key Dates:
 - Nicole Thibault is off from November 13, 2023– November 27, 2023.
 - National office holiday hours are from December 22, 2023 – January 2, 2024.
- Projects Update: FSL Teacher Campaign photoshoot moving forward before end of March (fiscal year). CSAE Symposium in Toronto, ON from February 22, 2024 – February 23, 2024 – currently no interest from branches. LDN will host a group consultation in March 2024.
- Governance: CoP meeting will be November 12, 2023. Waiting to receive revised Bylaw draft document from Karen Cooper. Delays will delay our actions. Waiting to receive report on Transformation of Chapters and Teams from Yves Savoie and will forward to board members for review when available.
- Research/ Advocacy: Wendy Carr to provide list of active researchers and send to board members. Wendy Carr to begin collating current information in Core French, as an area that we could begin to focus on.

ACTIONS:

- Board members send flight itinerary to Debbie Murphy.
- Debbie Murphy will send expense claim to board members.
- Wendy Carr to provide list of active researchers and send to board members, begin collating current information in Core French.

- Board Meeting Effectiveness Check: Reminder to complete online and send to Derrek Bentley.

<https://www.surveymonkey.com/r/BoardMeetingFeedbackSurvey>

BOARD OF DIRECTORS, NATIONAL OFFICE, WENDY CARR – SPRING 2024

- **ADJOURNMENT – Meeting adjourned at 9:29 am.**

First Draft – Second Draft – Final Draft

Minutes of National Board of Directors Web Meeting, Tuesday, October 24, 2023, and Friday, November 3, 2023 – Sunday, November 5, 2023.

Derrek Bentley, President

Date Approved

Diane Tijman, Secretary



Date Approved November 3, 2024