

Canadian Parents for French
National Board Meeting
Held: Wakefield Mill, Wakefield, Quebec
February 28, March 1, 2015
DRAFT MINUTES

Attendees:

President, Chair: Philip Fenez
Vice President: Jane Keith
Secretary: Sharon Lapkin
Treasurer (Audit chair): Valerie Pike
Director: Heather Stauble
Director: Karen Lynch

Board Support:

Executive Director, Nicole Thibault
Director of Operations: Cathy Stone
Communications & Marketing Coordinator: Maryanne Bright

Minutes

1. President Welcome

- Philip Fenez as President welcomes the Board and new Board member Karen Lynch.

MOTION

Moved by Philip Fenez, seconded by Jane Keith to accept the appointment of Karen Lynch to the National Board for the remainder of this term (to AGM date).

CARRIED

2. APPROVALS

i. Meeting called to order

ii. Motion to approve agenda for meeting

- Board approves agenda as presented.

MOTION

- Moved by Valerie Pike and seconded by Jane Keith to approve agenda as is.

CARRIED

iii. Motion to approve minutes of previous board meetings

- Board approves minutes from November 22-23rd, 2014 meeting.

MOTION:

- Moved by Sharon Lapkin and seconded by Jane Keith to approve the minutes of the November 22-23rd Board meeting.

CARRIED

3. REVIEW PENDING ACTION ITEMS - Led by Nicole Thibault

i. Summary of Action Items

- Board reviewed action items from last board meeting. Actions numbers 1-5 and 9-12 were completed. Some items within 6-7 and 8 brought forward to May board meeting as originally indicated.

ACTIONS BROUGHT FORWARD

- Staff to start working on plan for 2015-2017 in March for funding diversification to present to Board at May meeting.
- Nicole to begin membership review for discussion at May Board meeting.
- Nicole to propose a process for this year's Mary Joyce Booth (MJB) project at May Board Meeting.
- Cathy to send background on past MJB activities and show how the fund is invested to Valerie Pike and Board.

4. BOARD STRATEGIC PLANNING

i. Results of Canadian Heritage impact study exercise / (*Evaluation of CPF Network from Official Languages Support Program – April 2009*)

- Board members worked in teams of two reviewing the recommendations of the impact study during a two hour strategic planning exercise on Friday February 27th.
- Board identified key ideas from the discussion and highlighted organizational strengths/actions to bring forward for more progress.
- Strengths identified include: CPF volunteers have a strong understanding of the issues; volunteers are engaged; Research; *Concours*.
- Actions that were highlighted moving forward: governance/advocacy training; policy review development/direction; clarify CPF's research role; enhance communication strategies. (internal/external); development of membership recruitment/retention/services plan.
- This information will inform the Strategic Plan 2015-2018; Nicole to provide a report on progress (5 years later) to PCH in the spring.

ACTION

- Nicole to compile feedback from strategic planning impact study exercise to complete a report for PCH. The report will be shared at the May Board meeting.

NICOLE THIBAUT
MAY 2015

5. POLICY DEVELOPMENT AND REVIEW

i. Review list of national board policies

- Proposal for Board to go through policies by groupings and review, update, eliminate and simplify; chunk policy into sections and review each meeting, then circulate to the network for feedback – 30 day review.
- Board worries we will spend too much time on policy revision; Nicole proposes allocating 1 hr. per meeting to go over policy feedback. Pre-work completed by staff prior to the meetings.
- Noted that we are missing a crisis management policy and other key policies.
- Board discusses generative vs operational policies – there is a need for further understanding and distinction.
- Review of national policy provides a template for branches to follow and develop a model of their own.
- The purpose of the policies is to support strong governance and offering training related to governance; main goal.

ACTIONS

- Karen Lynch lead resource on generative governance, to bring information back to Nicole and the Board. She will help develop a plan for training to be provided to the network in the near future.
- Nicole to streamline Board policies; differentiate between process vs policy then send to Board members prior to meetings. Reviews will occur at each meeting but will be kept to clear, short timeline.

KAREN LYNCH/NICOLE THIBAUT
MAY/APRIL 2015

ii. Review of child safety policy and protocol

- Board reviews draft protocol procedural document and draft policy developed,
- Implementation of protocol to be handled at the provincial/territorial level but National will be in charge of training, coordination and monitoring (online database). Some concerns around costs and privacy issues.
- Police checks are now a requirement with all organizations working with youth or vulnerable persons. Basic policy and protocol required to secure annual insurance for March 31.
- Cost issues vary across Canada; free provinces/territories until 2016. Plan required for when cost kicks in following 2016.
- Board identifies partnering with other organizations to advocate ensuring screening checks remain free everywhere – potential Key “ask” for pre-budget submission. To include in advocacy plan.
- Board extends thanks to branches for the work to date on this initiative.

ACTIONS

- Board members to review protocol document and send feedback to National by March 15, 2015.

- Draft procedural document to be circulated to network for 30 day review as per national policy.
- Karen to provide additional information around volunteer database; Volunteer Alberta fact sheet, etc. to Nicole.
- Nicole to get back to Board with plan to roll this out starting April 1, 2015.

**KAREN LYNCH/NICOLE THIBAUT
MARCH / MAY 2015**

iii. Review of Emergency response policy and protocol

- Board reviews procedural document only, policy not yet available but will follow.
- Board agrees name should be changed from ‘emergency’ to ‘crisis’ to be broader in scope.
- Protocol document is not meant to be prescriptive but rather used as a guiding tool; National has responsibility to keep certain lists and tools current to permit quick action in case of crisis.
- Board extends thanks to branches for the work to date on this initiative. Board requests that a letter of thanks be extended to the executive director of CPF Ontario for her large contribution provided to National network.

ACTIONS

- Nicole to draft letter of thanks to Betty Gormley of CPF Ontario for her extensive work on the emergency protocol.
- Board members to review at length protocol document and send feedback to National by March 15, 2015.

**NATIONAL BOARD/MARYANNE BRIGHT
MARCH / MAY 2015**

6. SOCIAL MEDIA STAFF PRESENTATION

- Maryanne Bright, Communications and Marketing Coordinator, presented brief social media backgrounder to the National Board.
- Board was encouraged to use social media as an engagement tool to increase online visibility.
- Board members set up twitter accounts to be used as advocacy tools throughout the year.
- National office has reached out to branches to identify types of social media accounts being used – sharing of information among branches and chapters; more actions to be taken throughout the spring to increase visibility.

7. REPORTS

a. Presidents Reports

i. Communication Strategy

- NL had provided a response to the template regarding internal communication strategy; Philip in communication in clarifying questions and requests;
- Nicole has corresponded with NL executive director on operational issues; in many cases, issues can be resolved, some outstanding issues to be addressed as communication strategy is updated. Nicole shared that initial plan would be this available fall.
- Philip sent an email to each of the presidents prior to this meeting; he received several positive responses as well as some specific needs to be considered. Philip will follow up with Nicole to ensure these topics are reviewed and addressed in the coming months.

ACTIONS

- Philip to follow up with NL to ensure questions have been answered and if follow up actions are required.
- Cathy to locate and share the Collins Barrow survey and send to NL as requested.
- Nicole will outline different issues surfacing and bring forward to the Board as updates required in several arenas.

**PHILIP FENEZ/CATHY STONE/NICOLE THIBAUT
MARCH/ SPRING 2015**

ii. Council of Presidents (CoP)

- Philip attended two CoP meetings: his role was to listen to needs and provide answers where possible. Chairs rotate. Meetings are monthly. Terms of reference were agreed upon.
- Philip will suggest topics for discussion to ensure effective use of their time together – this will allow Philip to better coordinate feedback and discussion in the different forums.
- May suggest that if issues and topics are being addressed regularly there will be less need for monthly meetings - perhaps 6 per year, alternate months are all that is required.
- CoP appreciated being identified as an advisory committee, and having their feedback considered in the branding

review.

ACTIONS

- Nicole and Philip to identify Board priority topics for discussion prior to CoP meetings so they can decide what they would like to talk about according to their needs and calendars.
- Philip to ask CoP if they are ready for the terms of reference to be shared with Board.

**PHILIP FENEZ/NICOLE THIBAUT
MARCH/MAY 2015**

iii. Minutes of joint CoP and CoED meeting October 16, 2014

- Philip and Nicole received minutes from October 16, 2014 meeting.
- CoP and CoED's had action items for National to do; Board discussed and agreed that on all three items National will take the lead.

ACTIONS

- Agreed that all three items brought forward from the Joint meeting will be led by the National:
 - Training
 - Child Safety Protocol
 - CPF 40th Anniversary
- Nicole will prepare outlines and share with the Branch leadership teams as we move forward with each project in the new fiscal year.

**NICOLE THIBAUT
SPRING 2015**

iv. CSAE Symposium for Chief Executive & Chief Elected Officers / Board Training

- Philip informed Board of the recent training course for Chief Staff and Chief Elected Officers that he and Nicole attended.
- Very educational, informative coursework of which parts will be used for Board/Branch training in the future. The agenda topics were reviewed.

v. Quebec Funding Project

- Philip shares the letter confirming approval of two year funding for the Quebec Project "*Meeting the Needs of English Minority Community Parents and Students in Quebec*".

ACTIONS

- National to issue a press release acknowledging funding from Canadian Heritage for the renewal of this project

**MARYANNE BRIGHT
MARCH 2015**

MOTION

- Moved by Heather Stauble seconded by Jane Keith to approve and accept the President's Report.

CARRIED

b. Executive Director and Director of Operations Report

i. Sharing simplified AGM minutes

- Board agrees with new simplified minutes; pared down from 12 pages to 6 pages.

ACTION

- Draft minutes will be forwarded to the voting delegates for review and final minutes will be presented at the 2015 AGM.

**CATHY STONE
APRIL 2015**

ii. CoED meetings

- Nicole attended two meetings of the CoED. Agendas appear to reflect outstanding requests made to National. Nicole responding in areas as possible. For example, national directory needed updating; it has been revised and sent out.
- Looking into request for 'Auto pay' options for summer camp (automatic pay for summer camps were lost) CoED

would like it reinstated; National exploring process to put back into place. Feedback to branches by spring 2015.

- Media monitoring update; CoED given backgrounder on subscription to the Meltwater service/platform. Meltwater account does not have enough subscriptions for all branches to have an account; access given to four assigned provinces (BC, ON, AB, and NB). Review to follow in May to assess service satisfaction.
- CoED requested the activity work book be updated/re-edited for distribution. National was able to comply with basic updates in time for a reprint on which PEI took the lead. Nicole reviewing the content of the document to provide an updated activity book in the spring.

ACTIONS

- Nicole to follow up with CoED on Meltwater subscription and report back to Board on the platform's effectiveness.
- Nicole to follow up with Auto pay options for branch websites.
- Updated Activity workbook available to branches, at a cost. Coordinated by National.

**NICOLE THIBAUT
MAY 2015**

iii. Sharing Proposed Staff Organizational Chart

- Nicole received positive feedback from the network on new job titles.
- Nicole discusses with Board the need to bring on someone to manage membership retention/recruitment coordination part-time in May.
- Karen suggests looking into remote hiring for the position; find the best candidate for the job.

ACTION

- Cathy to provide the Board with electronic copy of the staff organizational chart.
- Nicole hiring in May 2015.

**CATHY STONE / NICOLE THIBAUT
MARCH 2015/ MAY 2015**

iv. Partner Meeting (support for FSL Partner Network)

- Nicole reviewed past background on FSL partnership network; Canadian Heritage requests that the groups collaborate more effectively to not duplicate efforts.
- Canadian Heritage definitely sees a purpose for the FSL partnership network; ACPI, CASLT on board but not interested in taking a leadership role. Planning a meeting to include FFTF, Nicole will ask SEVEC to consider re-joining the group.
- Board discusses Canadian Youth for French dissolution end of March; maybe an opportunity for CPF to take on a more active role with youth programs.
- Nicole requests that Board agrees CPF should take on leadership role; may put forward a Joint Partner project for 2017 funding. Need to foster our relationship building.
- Nicole provided an update on CMEC; after requesting a meeting, she was informed that Andrew Parkin no longer there, interim director in place; official languages rep, Brigitte Bergeron leaving position at the end of March to join CTF; seems the OL branch is not active currently.
- Board suggests composing letter to CMEC inquiring about the most recent FSL research report; Sharon offers to reach out, and supports a request from organizations to make their last FSL project available to the public.

ACTION

- Nicole to put together work plan related to role with FSL Partner Network and share with the Board following the April meeting.
- Nicole to follow up with CYF for details of situation.
- Nicole to draft letter to CMEC, Sharon to review.

**NICOLE THIBAUT/ SHARON LAPKIN
APRIL 2015/MAY 2015**

MOTION

- Moved by Sharon Lapkin and seconded by Valerie Pike to support National on taking leadership role on FSL partnership network.

CARRIED

v. Operational Committees

- Nicole shared information about the various operational committees in play; she is hoping to streamline committee's down to a more manageable number.
- Branches have asked National to take the lead on two projects requiring committees: Canada's 150th anniversary; and 40th CPF anniversary.
- Nicole also reviewing terms of reference for each committee to clarify their roles and responsibilities as well as expectations.

vi. End of Year Projects – Summer Student Hiring

- Branding is ongoing – next feedback phase, which includes visuals, will be shared on March 13, 2015; ideally, with completion by the AGM 2015.
- National office planning to hire at least 2 students (HRSDC & Young Canada Works) for the summer; student to help pull archives in preparation for CPF 40th anniversary project planning as well as office and *Concours* support.
- National office renovations – landlord offered to absorb cost of renovations if National would consider extending the lease for 3 more years. Cathy and Nicole shared pros and cons with Board. Board agreed to extend the lease and have renos completed in spring 2015.
- Nicole submitted a project proposal to create an interactive poster / learning tool – funding from Commemorative Canada, subset of Canadian Heritage. Request would be to begin immediately in this fiscal year. Waiting for information.

MOTION

- Moved by Karen Lynch seconded by Heather Stauble to extend the National office's lease for an additional 3 years, allowing for renovation costs to be absorbed by landlord.

CARRIED

c. Treasurer's Report

i. End of year Financial Update – up to March 31, 2015

- Valerie Pike, treasurer, met with Cathy Stone and Nicole Thibault prior to Board meeting; she shared the process of change underway in the presentation of the financial reports.
- Board receiving financials just prior to the meeting left little time for a full review by directors – Board agrees reports should be sent with other materials in preparation for the Board meeting (as generally practiced).
- Valerie Pike reviewed the financial statements & variance reports; certain categories to be rolled up – editorial/translation/advertising etc. will fall under publicity.
- Variance report shows we are working towards a small deficit for this fiscal year.
- Board discussed reasons for deficit, timing and possibilities to offset it.
- More changes in presentation still to occur, to simplify and clarify reading. Some efforts to obtain additional funding in end of year will be made to offset deficit.

ACTIONS

- Cathy to send future financial & variance reports alongside agenda prior to Board meetings.
- Nicole and Cathy will continue efforts to obtain additional funds to offset this year's potential deficit.

**CATHY STONE /NICOLE THIBAUT
MARCH / MAY 2015**

MOTION

- Moved by Sharon Lapkin and seconded by Karen Lynch to receive the Treasurer's report.

CARRIED

8. NATIONAL COMMITTEE UPDATE

i. Strategic Planning

- Committee report shared with Board – committee met several times to work on strategic plan.
- New plan is approached from a standpoint of accessibility; streamlined content – anyone should be able to read/understand where the plan is going
- Draft plan will be sent out to the network for preliminary feedback in May 2015.
- Committee goal is to be ready to share final plan (including Branch and Chapter template) at the AGM 2015.

ACTIONS

- Send strategic planning draft document to leadership network in May 2015 for 30 day review and response process.

**VALERIE PIKE/SHARON LAPKIN
MAY 2015**

ii. Advocacy Committee

- Heather and Nicole met and drafted a Draft terms of reference - shared with Board members for review.
- Committee not yet formed; interest from two candidates. Invitations will be sent to ED's/Presidents to stand on the committee; Board offers suggestions for composition of advocacy committee. Composition of committee members to be finalized by March 25th.
- In the process of setting up calendar for planned activities; planning a 2-day agenda for upcoming meeting scheduled for late April or early May.
- Also considering forming an external advisory panel for input/guidance. Will broaden reach and be inclusive.

ACTIONS

- Send invitations to prospective members along with draft terms of reference.
- Set meeting date, agenda and calendar of activities for committee.

**MARYANNE BRIGHT/HEATHER STAUBLE/NICOLE THIBAUT
MARCH/APRIL 2015**

iii. Nominations Committee

- Board discusses and decides it will not appoint the seventh member to the Board of National Directors.
- Call for nominations to nominations committee sent out; two interested candidates to stand on nominations committee. Ideally, would like an odd number of members (5) as opposed to (4).
- Board reviewed current situation: at AGM election 2015, four spots will be open. Two incumbents can return, need to express their interest.
- Reviewed skills missing from the Board: youth/ethnic diversity.
- Board feels current National Board members should be evaluated; performance evaluation taken into consideration as part of the vetting process. Allows network to consider the value of contribution provided.
- Current nominations process considered too cumbersome; committee to look at simplifying the process.
- Make use of candidate names already submitted by Branches for consideration for election to the National Board.

ACTIONS

- Confirm interest with the two candidates. Confirm committee composition by March 15th 2015.
- Committee to send skills outline/terms of reference to the names put forth by Branches; send out open call for nominations to the general public in April 2015. With deadline application date being May 1st, 2015.

**NOMINATIONS COMMITTEE/ MARYANNE BRIGHT
MARCH/APRIL 2015**

iv. Bylaws & Policies Committee

- Committee has reviewed sections 1-5; went back to voting delegates to clarify that they are just trying to simply the National bylaws.
- Upcoming meeting scheduled; committee to cover sections 6-9.
- Next stages may require a face-to-face meeting. Nicole will support development of agenda and facilitate. With goal of completing review and proposal for change in time for AGM 2015.

ACTIONS

- Schedule meeting; Nicole to support development and facilitation of meeting agenda.

**PHILIP FENEZ/NICOLE THIBAUT
SPRING 2015**

v. Membership Committee

- New committee to be formed in May - Karen Lynch accepted request to Chair Membership Committee.
- Valerie Pike requests all committee reports to be sent electronically to board after meeting.

ACTIONS

- Committee Chairs to send reports to National office prior to Meeting. National will circulate to all Board members.

**NATIONAL OFFICE / CATHY STONE
MARCH 2015**

9. ACTIVITY REPORTS

i. New Projects – end of year funding

- Nicole requested end of year PCH funding for activity book reproduction; request denied.
- Submitted proposal for interactive poster project; Commemorative Canada liked the idea but National has not heard back from them yet.
- Nicole contacted Bill Floch, PCH Research focus for potential opportunity; Sharon Lapkin offers to reach out to him directly as follow up.

ACTIONS

- Sharon Lapkin to contact Bill Floch and find out priorities on research from Canadian Heritage.

**SHARON LAPKIN
MARCH 2015**

ii. 40th Anniversary Legacy Project

- Philip Fenez contacted by Stewart Gooding's; group of long standing CPF members would like to work on a project to commemorate CPF's 40th year. Philip forwarded proposal to Nicole on legacy project.
- Judy Gibson contacted Nicole voicing interest in putting a plan together for the legacy project. Nicole has confirmed our overall support. Working on a plan to include a budget and specific actions requiring financial support and immediate action (videotaping key individuals to capture their stories). Funding can be solicited and one member has expressed interest. Nicole developing a CPF gift policy and letter to request gifts to use for this project. Asks Board to identify any gift limitations.
- Nicole shares that AB and BC branch are committed to getting summer students to start preliminary work on the project. National will do the same.
- Board brainstorms ideas for Legacy Project – talk to key individuals for CPF storyline; National to create website to house marketing/material assets, \$40 for 40 years concept of giving. Discusses whether this is an opportunity to capture CPF's legacy or use for moving forward into the future – history project vs. enhancing our cause further
- Board agrees that National should coordinate but allow volunteers to take a lead. Nicole will follow up with Philip as he will take lead with volunteer committee moving forward, Nicole will focus on operational work plan.

iii. Governance Training – online learning

- Request for governance training – National office will develop a plan to unfold over the next 3 years.
- Existing materials available online; no need to reinvest/reinvent, use of webinars and online support material, archive webinars for future access/use on one's own time. (From key voluntary sector organizations).
- Interest in governance training needs to be raised internally. Suggestion to use part of the AGM for governance training.
- Karen offers resource support to Nicole in developing a plan/outline - provide key individuals for presentations as well as tapping in to our own internal expertise.

ACTIONS

- Karen to supply governance resource guide/list to Nicole for plan development.
- Nicole to develop plan to share with Board.

**KAREN LYNCH /NICOLE THIBAUT
MAY 2015**

iv. Advocacy (Day on the Hill)

- Advocacy committee will work to put together calendar of activities; Board agrees network is not ready for a full day on the hill but will do something smaller to prepare us for it. Mini day on the hill with Board and key leaders slated for January 2016.
- Karen to talk to staffers on the hill; inquire on the effectiveness of this idea. Board considers a day on the hill w/out

focus maybe not effective.

- What are our priority asks – Nicole and Shaunpal will prepare a pre-budget submission including our 3 asks for Board review in May. Needs to be ready to submit in summer 2015.
- Day on the hill is important to allow CPF to interact with MP's that may have interest in FSL, mobilization of our volunteers – all agreed important to take the first step, need to prepare well for the experience.

ACTIONS

- Karen Lynch to conduct outreach with hill staffers; inquire how best to make a mini 'day on the hill' an effective means of advocacy with MPs.
- Nicole will prepare a draft pre-budget submission to share and review for May Board Meeting.

**KAREN LYNCH/NICOLE THIBAUT
MAY 2015**

v. Youth Project, *Concours*, MJB, poster, Quebec Project

- Feel important to emphasize support for youth projects at the National level
- *Concours*; mixed reactions from network to it becoming CPF National's "Signature Event" as not all provinces participate. Nicole is exploring what is expected / intended by this idea of "Signature Event".
- An alternative is to make the virtual project CPF National's signature event; already well received in Quebec - consider expanding in coming years.
- CPF is committed to having a signature event as stated within the contribution agreement. Therefore important to clarify with network and to move forward on this initiative before 2017.

ACTION

- Nicole Thibault to discuss National's role related to youth programs with ED's at CoED meeting in June.
- Nicole Thibault to explore CPF "Signature Event" with ED's at CoED meeting in June.

**NICOLE THIBAUT
JUNE 2015**

vi. Membership Database (update)

- Membership database is in need of updating to ensure it stays current. Database should be a financial priority for National office as support to branches.
- IMIS training to be provided for National office staff – Nicole to understand the strategic planning capabilities, Cathy related to funding diversification opportunities and Debbie to better support branch membership requests.
- More to come as membership Committee begins its work.

vii. AGM 2015 Update

- Nicole shares preliminary draft of the 2015 AGM schedule with Board. The agenda will be different with a focus on training for leadership team. Actual business meeting will be held on Sunday morning breakfast. Dates and format will be shared with invitees with a lot of lead time, as it may affect their travel plans.
- Any inquiries or suggestions to be forwarded to Nicole following the meeting.

10. BUDGET-FINANCIAL STEWARDSHIP

i. Funding Distribution Across the Network

- Nicole met with Josée Martel of PCH to better understand the distribution process. PCH is changing their criteria - National to hold off on developing a document to explain the process. When completed, we will share to better inform the whole network about the process.
- Cathy and Nicole reviewing how funding and expenses are shared with the network. We can clearly share with network the amount of the National budget that is re-directed back to support the branches - appears unclear to them.
- Cathy and Nicole are working on development of a revenue diversification plan. Shared pie chart format to visually see distribution of funds.
- Board invited to set targets of percentages for National to even the distribution of funds brought in by Canadian Heritage vs. CPF's own funds.
- Board feels that that discussion around budget needs to occur in February and not May. Nicole and Cathy will work towards this but Nicole did share that this is sometimes a difficult request to meet.
- National office is considering diversifying funds by providing fee for service - For example, Joan Hawkins provides research services for a cost to the individual making the request. Still in exploration phase.

ii. New Titles/Financial Statements

- Presented new titles for projects that better describe what national projects are and keeping in line with the strategic plan.

iii. New Report – Pie Charts

Pie charts developed and shared with National Board; breakdown of organizational cost/spending.
Board agrees quarterly oversight of financial statements is efficient.

ACTIONS

- Cathy Stone to send pie charts electronically to Board members.
- A presentation on finances will be developed for May.

**CATHY STONE
MARCH/MAY 2015**

11. CLOSING

i. New Business

- No new business to report

ii. Business arising from the Board meeting

- Nicole Thibault reminds Board to review Child Safety and Emergency Protocol; send feedback if any by March 15th 2015.

iii. Planning for next Board meetings

- Marla Williams attending May Board meeting and National *Concours*.
- Photographer will be on-site – please be prepared for headshots, etc.
- Confirmation that Board will be in Alberta for the August Board meeting (7-9th) and will be hosting a joint training session with the CPF AB Board on Social Media

iv. In Camera

- Board goes in camera from 11:05 AM to 11:25 AM

ACTIONS

- Cathy Stone to add succession planning to May Board meeting agenda
- Cathy Stone/Nicole Thibault to send breakdown of staff salaries to the Board

**CATHY STONE/NICOLE THIBAUT
MAY 2015**

vi. Motion to Adjourn

- Meeting adjourned Sunday March 1, 2015 at 11:30 AM

First Draft – March 12, 2015

Final Draft –

Final Approved –

Minutes of National Board Meeting February 28th to March 1st, 2015

Philip Fenez, President _____ Date Approved _____

Sharon Lapkin, Secretary _____ Date Approved _____