



Minutes

Centre for Canadian Language Benchmarks Board of Directors Meeting June 7, 2013 (after AGM)

Albert at Bay Suite Hotel in Ottawa

Present: Anna De Luca, Carolyn Dieleman, Samira ElAtia, Jim Jones, Shannon MacFarlane, Gerry Mills, Sheila Nicholas, Colleen Rogan, Christina Stechishin
Ex officio: François Bélisle

Staff member in attendance: Patricia Benoit (minute maker)

Absent: France Vachon

1. Composition of Board Committees
2. Any other business
3. Adjournment

1 **Composition of Board Committees**

The Chair, Jim Jones, calls the Board of Directors meeting to order at 1:45 pm on June 7 and takes roll call.

Nomination of Officers:

Chair: Jim Jones
Vice-Chair: Sheila Nicholas
Secretary-Treasurer: Anna De Luca

Motion No. BDM-2013-Jun07-184

MOVED by Christina Stechishin and SECONDED by Colleen Rogan that Jim Jones be accepted as CCLB/CNCLC Board Chair, Sheila Nicholas be accepted as CCLB/CNCLC Vice-Chair and Anna De Luca be accepted as CCLB/CNCLC Secretary-Treasurer.

Carried unanimously

Membership of Nominating and Board Evaluation Committee:

Colleen Rogan (Chair)
Carolyn Dieleman
Christina Stechishin
Myra Thorkelson
Jim Jones (ex officio)
François Bélisle

This year, the Nominating and Board Evaluation Committee will devote attention to Board evaluation as discussed in the Jacques Levesque training session on governance the day before. Also, a separate committee will be established later this year to look at the “succession process”.

Membership of Audit and Risk Management Committee:

Anna De Luca (Chair)
Gerry Mills
Shannon MacFarlane
Jim Jones (ex officio)
François Bélisle

Samira ElAtia will explore the feasibility of creating an Ad-Hoc Committee on CLB/NCLC Research with the help of Carolyn Dieleman, Gerry Mills, François Bélisle and Anne Senior.

2 Any other business

2.1 Online delivery overseas

Security of tests administered overseas has drastically improved. For example, ETS has been able to handle any risks while administering their tests in China. The Board felt that as advancements continue in securing online assessments, CCLB/CNCLC should consider pursuing projects involving overseas online assessments.

2.2 Strategic plan 2013-2015

In order to reflect CCLB/CNCLC’s interest in developing overseas online assessment tools, the Board reviewed the strategic plan proposed for 2013-2015.

Motion No. BDM-2013-Jun07-185

MOVED by Gerry Mills and SECONDED by Carolyn Dieleman that the first strategic direction and the first summary statement of the CCLB/CNCLC 2013-2015 Strategic Plan be amended by adding the following words: “both pre and post arrival”.

Carried unanimously

Strategic direction No. 1 of CCLB/CNCLC 2013-2015 Strategic Plan now reads as follows: “Assume a leadership role in the development and sharing of quality resources associated with the CLB and the NCLC, both pre and post arrival”.

Statement No.1 of CCLB/CNCLC 2013-2015 Strategic Plan Summary now reads as follows: “Develop and share quality resources associated with the CLB and the NCLC, both pre and post arrival”.

2.3 CCLB rent cheques

Currently, cheques in the amount of \$5,000 and over need to be signed by two of three officers (the Executive Director, the CCLB Secretary-Treasurer, and the CCLB Chair) which sometimes causes delays due to the need of having to mail or courier the cheques back and

forth. The monthly rent cheque for the Centre amounts to \$6,949.70. The Executive Director asked if it would be possible to sign the rent cheques internally in order to avoid delays and penalties.

Motion No. BDM-2013-Jun07-186

MOVED by Gerry Mills and SECONDED by Carolyn Dieleman that the signing authority of management be raised from \$5,000 to \$10,000.

Carried unanimously

2.4 Meeting Dates

- Teleconference from 2 to 4 pm (Ottawa time) on Tuesday, September 24, 2013
- Teleconference from 2 to 4 pm (Ottawa time) on Tuesday, December 10, 2013
- Teleconference from 2 to 4 pm (Ottawa time) on Tuesday, March 4, 2014
- In Ottawa, June 10-12, 2014. Starting with the roundtable on the evening of Tuesday, June 10 and ending at 2:30 pm on Thursday June 12, 2014.

3 Adjournment

Motion No. BDM-2013-Jun07-187

MOVED by Jim Jones that the meeting be adjourned.

The meeting adjourns at 2:41 pm.

Jim Jones (Chair)

Date

Anna De Luca (Secretary/Treasurer)

Date