

Circle For Aboriginal Relations (CFAR) Society

Board Minutes – December 15, 2005

Location: Golder Associates Ltd. 940 6th Avenue SW, Calgary

Time: 9:00 a.m.

Agenda:

1. Approve Agenda
2. Approve Minutes
3. Mission Statement
4. Membership fee structure
5. Elect Officers
6. Sign registration application
7. Establish next steps and delegate responsibilities
8. Establish meeting schedule for next six months
9. Other business
10. Adjourn

Attendees:

Kuni Albert – Golder Associates

Rob Barber – Alberta E.U.B.

Maria Big Snake – Siksika
Environmental

Craig Barraclough – CFB &
Associates

By conference phone:

Larry Veilleux – Golder Associates

Regrets:

Art Cunningham – TransCanada

Janet Janvier – EnCana

Martha Kasal – ALPac

A quorum was present (minimum 3 directors); Rob Barber agreed to chair the meeting and Craig Barraclough agreed to take minutes.

- Agenda was approved, as were the minutes from the December 1, 2005 meeting at the Carriage House Inn.
- After some discussion, the Mission statement was accepted (as stated below), but it was agreed it might attract some further input. We considered including something about community benefit or capacity building, but agreed the purpose of the Society was to bring together equal partners (communities, industry and government) in a non-political environment for mutual benefit. This idea is implicit in the phrase ‘successful Aboriginal liaison professionals’.

Mission Statement

The Circle’s mission is to provide support, information, and networking opportunities, and to share effective methods and experiences in our journey toward building long-term relationships. The goal of our Society is to ensure present and future successful Aboriginal liaison professionals through the mentoring of our members.

Membership:

- The following membership fee structure was suggested by Rob Barber and agreed to by the Board:
 - Regular Individual Annual Membership - \$150. Luncheon fee \$25.
 - Student Annual Membership - \$25. Luncheon fee \$10.
 - 'Other' Annual Membership (self-employed, retired, community members, and non-profit members) - \$50. Luncheon fee \$25.
 - Corporate Membership - \$1,000
 - Non-member luncheon fee: - Student - \$20, all other - \$35.

- In addition, to assist in the start-up of the Society, we would have Society Founding Member Sponsorships as follows:
 - Gold – Over \$5,000
 - Silver - \$2,501 - \$5,000
 - Bronze - \$500 - \$2,500

We discussed the idea of sponsoring a select number of students (e.g., one each) from places like U of C and U of A. It was agreed that it was always an option available to the Society, would have to be approved by the Board, and should be based on some criteria (including the interest and time-commitment of the individual).

- ACTION - Kuni Albert agreed to draft a membership form and prepare a brief write up about the Society, including our mission statement, prior to our next meeting.
- ACTION - Craig Barraclough agreed to manage the database, of potential members and paid members, as the information is received from Board members.
- ACTION - Kuni Albert agreed to make contact at the U of C and Rob Barber agreed to make contact at the U of A to determine student interest, and they will provide status reports at the next meeting.
- ACTION – Larry Veilleux indicated there may be a Senator at the MacLeod Institute who may be interested in joining, and Kuni Albert agreed to follow-up that contact (Adam Gagnon?).

Election of Interim Officers (until the first AGM):

- Rob Barber accepted the position of Chairman, Kuni Albert accepted the position of Vice-Chairman, Larry Veilleux accepted the position of Treasurer, and Craig Barraclough agreed to act as ex-officio Secretary. The primary reason for having officers at this time is to manage any legal requirements such as identifying signing authorities for a bank account or signing any legal papers after the Society is registered.

Registration application:

- The five (5) people in attendance agreed to sign the application form and have it witnessed and returned to Craig for submission with the required fee to Edmonton.

Next steps and role delegation:

- We discussed some of the next activities, including:
 - Creating awareness through communication,
 - Personal recruiting of members,
 - Fundraising,
 - Future meetings planning,
 - Annual General Meeting
 - An annual conference or seminar
- ACTION - Maria Big Snake agreed to head up the planning of a one-day conference (venue planned for the Siksika Reserve, October 19, 2006).
- ACTION - Each Board member agreed to try and recruit at least 5 members prior to the next meeting.
- ACTION - Craig Barraclough agreed to forward a list (about 45) of potential members to the Board for use in making contacts and avoiding duplication.
- ACTION - Craig Barraclough agreed to send out a note to the above list, advising them of some of the plans and decisions coming out of this meeting.
- ACTION - Larry Veilleux agreed to take on Fundraising efforts.

Meeting Schedule:

- It was agreed to establish a schedule of Board meetings for the next few months as we get the Society up and running. Meetings will start at 10 a.m., and dates picked are:
 - January 16th, at Sarcee Reserve in Calgary.
 - February 15th in Edmonton (site to be determined – ARC?).
 - March 15th in Calgary (site to be determined – TransCanada?).
 - April 19th in Edmonton (site to be determined – Alexander FN?).
- ACTION - Rob Barber and Doreen Healy will arrange the January venue at Sarcee.
- ACTION - ***This was not discussed, but Craig Barraclough will make contact with Bob Phillips (ARC), Art Cunningham (TransCanada), and Cheryl Savoie (Alexander FN) regarding possible venues for these meetings as shown above**.*
- Membership awareness luncheon meetings prior to the conference were also discussed, and it was agreed we would plan for one in Calgary and one in Edmonton prior to the conference, as follows:
 - On May 10th we would have the AGM in Calgary from 10-11:30, and follow this with a member luncheon meeting from 12 –1:30 (site/organizer to be determined).
 - On September 27th, Rob Barber would arrange a member luncheon meeting in Edmonton from 12-1:30, (likely venue is Petroleum Club).

It was agreed we wanted high-profile speakers at each of these luncheon meetings to encourage attendance and indirectly sell the benefits of having the Society. Suggested speakers included David Tuccaro, Strater Crowfoot, Reg Crowshoe and Mel Benson.

- ACTION - Kuni Albert would contact David Tuccaro about the September meeting in Edmonton.
- ACTION - Maria Big Snake would contact Strater Crowfoot about the May meeting in Calgary.

It was agreed that we needed to provide the speakers with some information about who CFAR is, its Mission, and the likely attendees. As added information, the following topic areas were identified in the member survey results at the December 1st meeting:

- Best practises and success stories
- Consultation guidelines and Government Policy
- Legal updates and related issues (such as Métis rights)
- Credibility, training, and accreditation related topics
- Community capacity-building and business opportunities

Craig Barraclough suggested that while none of these topics need to be the theme for the speakers, the Board should ensure there is linkage between the speakers' message and the Society's Mission Statement and its objects (objectives – objects is the legal term used).

CFAR Objects - From our Application

- *To provide a meeting place for the candid discussion of questions and concerns relating to members job-related challenges.*
- *To share its collective experience and expertise among its members in a non-political and supportive environment.*
- *To procure the delivery of lectures on topics of interest to the membership.*
- *To maintain a low-cost professional organization for its members that will have regular, periodic meetings each year.*
- *To encourage the establishment of recognized qualifications and the development of necessary skills, to assist in the growth of credibility of its professional membership, both individually and collectively.*

Other Business:

- Craig Barraclough advised that the Society currently has \$1,244 on hand, prior to a cheque Golder is processing as a Founding Member.
- Rob Barber advised that Doreen Healy is consulting with the EUB and will provide the Society with some support/input as needed (as she did with the Mission Statement).
- The Board agreed that for the Society to be successful (by increasing the credibility of its members, and meeting its other objectives), we must encourage all members to act in a professional manner. This includes personal commitment by confirming attendance (or absence) at meetings, ensuring actions committed to are achieved in a timely manner, and promoting the benefits of the Society to potential members.

Adjournment: Meeting adjourned at 11:10