

Circle For Aboriginal Relations (CFAR) Society

Board Minutes – January 16, 2006

Location: Tsuu T'ina Administration Building, Chula Blvd.

Time: 10:00 a.m.

Agenda:

1. Approve Agenda
2. Approve Minutes
3. Interim Board Discussion
4. Re-visit Mission Statement
5. Membership package
6. Fundraising
7. Review Board Meeting Schedule
8. Conference update
9. Membership results
10. May & Sept. speakers
11. By-Laws
12. Next Meeting

Attendees:

Kuni Albert – Golder Associates

Rob Barber – Alberta E.U.B.

Art Cunningham – TransCanada

Janet Janvier – EnCana

Larry Veilleux – Golder Associates

Doreen Healy – E.U. B. Consultant

Craig Barraclough – CFB &
Associates

Regrets:

Maria Big Snake – Siksika Environmental

Martha Kasal – AlPac

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

Agenda and approvals:

- Agenda was approved, as were the minutes from the December 15, 2005 meeting at Golder.
- Art Cunningham suggested we use the ‘consensus’ form of decision-making whereby the Chairman, after discussion among attendees has achieved agreement, will ask ‘Is there any opposition?’ If there is none offered, the item is approved. This eliminates the need for people to make, second and vote on decisions. However it does require careful preparation and review of minutes to ensure the item agreed to is properly recorded.

(My warning to you....as your secretary!).

ACTION: Art will forward to Craig the wording to be contained in the Society by-laws.

Board Positions:

- Rob advised that both Bee Schadeck and Doreen Healy were prepared to act in advisory capacities, but felt their job demands prevented them from acting as Board members, particularly during this organizing stage. He also mentioned that Martha indicated she was still prepared to be a Board member.

- It was agreed that we wanted, and needed, only people who can attend meetings (in person or by teleconferencing), and who would ensure any commitment they made was completed in a timely manner. TransCanada, Golder and the EUB are just some of the offices that can be available where we would have teleconferencing capacity, if people cannot attend in person.
- It was also agreed that all members would be encouraged to participate on ad hoc committees or in various ways to make the Society a success.

ACTION: Rob would contact Michael Reid and Cheryl Savoie to confirm their Board commitment. *Note: Rob has subsequently spoken to Martha, Cheryl and Michael. Martha and Cheryl do wish to continue on the Board, but Michael will step down (although he does wish to become a member).*

Mission Statement:

The draft Mission Statement was reviewed, and it was agreed that we should limit the words, but ensure it provided clarity. With this in mind, it was revised as follows:

Mission Statement

The mission of the Circle for Aboriginal Relations (CFAR) Society is to provide support, information, and networking opportunities to its members.

Membership package:

Kuni (with some minor revisions by Craig) provided a draft package for soliciting memberships. This provided numerous areas for discussion, including:

- How do we create a LOGO? While it was agreed this was not a pressing issue, we felt we should try and have it done to launch at the October conference. We agreed to solicit member corporations to support a prize for the winner of a logo contest. Golder and TransCanada have already committed to participate.
- What contact information should be on it? Craig agreed to provide a legal address contact for the Society, and Board members agreed to have their names listed for membership inquiries.
- Do we want to accept Credit Card payments? It was agreed we should look into this (e.g. consider the ‘pay pal’ system), but that in the interim we should encourage all members to pay by cheque. We can create Society invoices as required.
- What additional data should accompany the form to help solicit memberships, and how should the form layout work?

ACTION: Kuni and Larry would bring Martha into their planning committee to develop the logo package and process.

ACTION: After some discussion, it was agreed that Kuni would forward to Craig an article she had written about the Society, and Craig would reformat the membership package and circulate to the Board for approval... hopefully be the end of this month so we have a package to use when soliciting potential members. Some items to change include eliminating luncheon fees from annual membership section and putting member form and payment method at end to enable a ‘clip and mail’ process.

Fundraising:

- Larry circulated some ideas about fundraising that included our current plans to solicit ‘founding member’ contributions, and the idea of supporting Aboriginal Artisans (including entertainers and artists) under a live auction concept. An auction could be a regular fundraising annual event associated with our conference.
- This led to discussions about goals and objectives of the Society and purpose for raising funds, along with the issue of being a non-profit Society without Charity status. Discussion included a possible future scholarship program, and Janet indicated a willingness to develop this idea at the appropriate time.
- We also discussed whether a ‘founding supporter’ contribution included a corporate annual membership. We agreed annual memberships should ultimately be able to sustain the Society, while ‘founding supporters’ or future ‘friends’ of the Society would be solicited as we needed ‘capital’, to organize and develop the Society.
- The Society Founding Member ‘Bronze’ Sponsorship was revised as follows:
 - Bronze - \$1000 - \$2,500 (formerly \$500-\$2,500).

ACTION: It was agreed Larry would take away the idea of the live auction to develop further, and consider the idea of having it as part of the conference planning.
(Note to Board ...to consider....we need a corporate supporter solicitation package too).

Board Meeting Schedule:

As part of the fundraising discussion, it was agreed that we needed to spend more time together in our next few meetings to be clear about short and long-term goals, objectives, along with strategies and tactics to achieve them.

ACTION: It was agreed that the next Board meeting (Feb 15 at EUB in St. Albert) would run from 10 – 3, with the first 2 hours being a regular Board meeting and the afternoon would be facilitated by Craig and focus on clarifying and developing long and short-term goals and objectives with related tactics. *(This could take more than one session).*

ACTION: Art agreed to provide a secretarial resource for the afternoon, and Art and Craig will likely carpool from Calgary.

ACTION: Craig will advise Bob Phillips that we have moved the venue to the EUB, and Rob will book a room for us. *[Rob, can you also supply two flip charts, grease pens and masking tape for the session?]*

Outstanding ACTION: We don’t have a confirmed host for the April 19th meeting in Edmonton. (Suggest two options....either Cheryl at Alexander FN near Morinville or Bob Phillips at ARC.) *Rob...can you advise me of Cheryl’s status on being a Board member, and if she expects to have her e-mail problem fixed anytime soo?*

Conference update:

ACTION: As Maria was unable to attend, Doreen agreed to contact her and ensure we have an update for the next meeting as well as to circulate any info currently available.

Membership update:

- Craig advised that the ‘potential’ list of members (57) had been circulated, and that a ‘member update’ was sent out to everyone on the list. Several people had contacted him regarding membership, but as we have no marketing package, there had been no

formal solicitation. Kuni also indicated she had been in touch with a number of her contacts.

ACTION: Each Board member took names to contact over the next month, as well as adding other names and contacts to the list, to be submitted to Craig for the database.

ACTION: Rob would take responsibility for contacting post secondary schools in the Edmonton area, and Kuni would do the same for the Calgary area. Art agreed to contact Martha to cover the Ft. McMurray schools.

Speakers for Luncheon Meetings:

- It was agreed that we still wanted to try and get Strater Crowfoot as the speaker for the May meeting in Calgary, and David Tuccaro for the September meeting in Edmonton.
- Art suggested we try and have our luncheon meeting with the Chamber of Commerce Aboriginal Opportunities Committee (AOC). This could be followed by the AGM, which is a typical short business meeting, and then we could be the invited speaker for a CAPA session that evening.

ACTION: Rob will contact Maria to ensure she has made contact with Strater before the next meeting and Kuni will contact David Tuccaro. If required, Craig can prepare some 'information notes' to help them on the topic, but both probably just need to understand the Society and our Mission statement. Just a reminder, we are a non-profit Society, so we won't be paying speaker fees (but I think we should plan on a gift – agreed?).

ACTION: Art will contact the AOC and CAPA about May 10th meetings.

(Note to Board.....Craig subsequently reviewed the by-laws and asked some questions. I then changed the by-laws to read....'AGM within 180 days of fiscal year-end'. This means we can have the AGM anytime up until September 27th each year).

By-Laws:

- Craig advised that a NUANS Report had been done, confirming the CFAR name was available. The By-Laws now need to be signed by the same five members who signed the Society application, and then reviewed by a legal expert to ensure there are no concerns.

ACTION: Art will contact Judy Daniels at BP Canada to see if she will review the By-Laws pro-bono.

ACTION: Larry took the by-laws signature page to get Maria Big Snake to sign, as the other four had already signed the document.

Next Meeting:

Next meeting will be held at:

Alberta Energy and Utilities Board 10 - 3 pm. February 15th.

Address is 30 Sir Winston Churchill Avenue, St. Albert.

Phone: (780) 460-3800 or Rob's cell: (780) 777-4119

Adjournment: Meeting adjourned at 1:45