

# Circle For Aboriginal Relations (CFAR) Society

## Board Minutes – June 12, 2006

**Location:** TransCanada PipeLines Service Centre – 15810 114<sup>th</sup> Ave Edmonton

**Time:** 10:15 a.m.

### **Agenda:**

1. Welcome, approve agenda and minutes
2. September 27<sup>th</sup> luncheon
3. October Conference
4. Reports from committee chairs
5. Review Action items
6. Other items
7. Next meeting
8. Adjournment

### **Attendees:**

**Janet Janvier** – EnCana

**Craig Barraclough** – CFB & Associates

**Mike Sutherland** – Penn West (by phone)

**Doreen Healy** - Healy Consulting

**Holmann Wong** – RBW Waste Mgt

**Ethel Winnipeg** – Siksika Environmental

**Maja Buschkuehle** – E.U.B.

### **Regrets:**

**Arlene Charles** – Consultant

**Helen Jacobs** – Conoco Phillips

**Jacob Handel** – Husky

**Rob Barber** – Alberta E.U.B.

**Art Cunningham** – TransCanada

**Larry Veilleux** – Golder

**Cheryl Savoie** – Alexander FN

**Kuni Albert** – EarthOne Environmental

**Maureen Bell** – Water Rights

**Martha Kasal** – ALPac

Craig Barraclough chaired the meeting and Doreen Healy took the minutes.

### **Agenda and approvals:**

Agenda was accepted, as were the minutes from the May 24<sup>th</sup>, 2006 meeting held at EarthOne Environmental Board Room in Bow Valley, Calgary. Janet added one item to the minutes, which was that she was putting together the contact list for schools.

### **September 27<sup>th</sup> Luncheon update:**

- Rob Barber has booked the Petroleum Club and David Tuccaro is confirmed speaker.
- Craig Barraclough sent initial speaker information to Dave Tuccaro and a follow up ‘guideline’ to Art Cunningham – awaiting response before sending to Dave.  
Action: Craig will follow up with Art Cunningham this week; *(Subsequently sent note to Art and Rob for feedback)*
- Maja Buschkuehle reported that Jacob Handel has an elder confirmed to do opening prayer – name of elder to be announced;  
Action: Maja will contact Jacob Handel to find out the name of the Elder this week; *(Rob subsequently advised Thelma Chalifoux was contact, but not yet confirmed).*
- Janet Janvier inquired about the cost of ticket sales for the luncheon;  
Action: Craig to ask Rob Barber to get costs for Petroleum Club and meals which will determine the cost of tickets. Craig Barraclough suggested that the cost of tickets should remain consistent – i.e. the same as the May 10, 2006 luncheon, if possible.

- Advertising:
  - Action: Craig Barraclough will prepare and send out the Press Release for the luncheon.
  - Action: Rob Barber to contact Native Journal to put press release in their next issue as was done for the May 10/06 luncheon; (*As we don't have a new Board picture, this will be left until the July meeting*).
- Mailing list - Craig suggested that Martha prepare a mailing list from the membership list;
  - Action: Craig will contact Martha to do list. Requested that Board members continue to add names to a 'potential' list;
  - Action: Janet Janvier and Holmann will do the tickets and door prizes for the September luncheon;
  - Action: Everyone start letting people know about the September Luncheon;
  - Action: Board members try to remember camera for July meeting.

### **CFAR Conference October**

Ethel Winnipeg provided an update on the planning of conference. Provided the following to the group for discussion:

1. CFAR Conference Planning Tips and check list
2. Draft CFAR Conference Agenda;

The conference was discussed in some detail for about an hour, including:

- Speakers: Discussion as to who has been contacted for Conference in October 2006; Doreen Healy mentioned that INAC Minister Mr. Prentice would be another consideration for a speaker but will have to be contacted immediately
- Logistics: Discussion on the logistics of conference:
  - Commitments/responsibilities/time lines:
  - Work with Radisson Hotel – Ethel Winnipeg and Maria Big Snake
  - Work on budget for conference – Ethel Winnipeg and Maria Big Snake
  - Work on Food – Ethel Winnipeg and Maria Big Snake
  - Entertainment – no one identified to plan.
  - Ticket Sales – Janet Janvier and Hollman Wong – Process: Craig Barraclough to receive money by certain date and tickets be picked up at luncheon);
  - Door Prizes – Janet/Holmann would manage.
  - Action: Ethel Winnipeg to confirm Radison Hotel;
  - Prepare Budget – cost structure to identify cost to participants \$299.00 and Early Bird cost of \$249.00 – these need to be identified as soon as possible;
  - Advertising: Craig will take responsibility for the press release;
  - Objective of Conference – discussion on the purpose and objectives of the conference – topics identified: Consultation/Accreditation/Legal Issues/Community Capacity building. Purpose of conference: networking/information sharing/tools for doing job; Need to confirm theme to provide topics to speakers and facilitators for the conference;
  - Action: Doreen Healy and Maja Buschkuehle will take responsibility to ensure topics/speakers/facilitators are confirmed – request input from Board members in regards to sharing ideas for topics for conference;
  - Social Activity: a lengthy discussion as to the social activity for the conference – ideas such as a group tour/activities outside of dinner – nothing decided;

- Mike Sutherland suggested doing the conference together with another organization who has established their credibility from past conferences – e.g. Aboriginal Human Resources of Canada;
- Timing: Discussion on the timelines left to complete tasks for the preparation of conference:
  - Advertising – 2 weeks (must be done before summer holidays)
  - Hotel confirmed – immediately (need to determine costs)
  - Budget – immediately (need to determine cost to participants)
  - Speakers – immediately (need to identify availability of speakers)
- **A great deal of concern was expressed by some of attendees at the meeting regarding the Timeline – to have all tasks done in 2 weeks to allow for the advertising before summer. Craig asked if we should postpone the conference to 2007 and the group agreed. Reason for postponement is to provide proper planning to ensure a successful conference. Group suggested having 2 more successful luncheons to further establish the credibility of CFAR and commitment of Board members before a conference.**

Decision: A Task Force was established to work on Conference Planning, including Ethel Winnipeg/Doreen Healy/Maja Buschkuehle/Mike Sutherland with Rob Barber and Craig Barraclough as support. Task force to provide monthly progress reports to Board members; develop a workplan with timelines and roles and responsibilities and elect a team leader for the July meeting, to prepare future status reports.

Action: Doreen Healy to make initial contact with Enoch about conference date for 2007.

#### **Moving forward – Board interaction:**

Group agreed that as Board members we didn't know each other very well and needed to spend some time together outside a meeting.

Decision: Have a Board 'team-builder' prior to the next luncheon. Agreed this would be golf and dinner on September 26<sup>th</sup> in Edmonton.

Action: Holmann Wong would look into a golf course and tee-off times (between 11 and 1 for out of town travel). *(Subsequently Art Cunningham advised that TC might be able to sponsor the meal or some part of the day - will advise).*

#### **Agenda Item # 4: Reports from Committee chairs:**

As the Executive, membership, fundraising 'chairs' were absent, the committees didn't make any reports. However, as briefly discussed (and mentioned at virtually every meeting and in prior minutes – see May as example under 'committee chairs') we need to become more disciplined about meeting attendance, providing alternates and reporting – **in writing** – about any commitments/actions we are responsible for...preferably before the meeting to allow Board to review and be ready to ask questions.

Without that discipline, we will not make progress on items as complicated as a conference. It was agreed that the July meeting would include development of a calendar of events and activities, with time-lines and review dates.

Treaty 6, 7, and 8 offices should be contacted to be encouraged to join CFAR and to attend the luncheon.

- Action: Treaty 7 – Ethel Winnipeg, Treaty 6 – Janet Janvier; Treaty 8 – Martha Kasal;

**Action items review:** - Was done during previous discussions.

**Other items:**

**Credit Cards -**

Craig advised that he had been in contact with the Credit Card company (Moneris) and that the cost to cover Visa and MasterCard was as follows:

1. Initial set up fee \$250. 2. Imprinter \$25 3. Monthly fees \$12.99 4. Transaction fee 15 cents plus 2.5% of funds charged (e.g. \$750 on \$30K). Overall, first year costs will likely be under \$1,000, but could be higher if we get significant memberships charged this way.

Craig will sign CC forms with Rob and submit.

**Board member resignation** – Leonard Gauthier will remain a member but has said he will not stay on the Board. Doreen Healy to ensure his membership receipt is given to him;

Action: Craig will also check with Martha about her future involvement to see if any concern by her.

**Grant Application:** Craig provided the group with an Application summary to be provided to the government for matching funding. Group reviewed document and it was accepted as written. Request to government is for \$50,000.00 (\$25K from Alberta, same from WED). Craig also highlighted the need to focus on ‘fund raising’ and for the members to email the fundraising chair (Larry) with suggestions. We discussed items such as 50-50 draws, the corporate fundraising package, auctions, golf tournaments, etc.

**Newsletter:** This was discussed and people were asked to provide feedback. Agreed that corporate members and a Board picture would be added before sending out the first issue, which will now be postponed until after the July meeting.

**Next Meeting:**

July 18, 2006 10:00 AM Siksika Calgary Office, 132 – 16 Ave. N.E. Calgary

**Meeting Adjourned at 1:30**

Thanks to Art for the room at TransCanada and to Holmann (RBW Waste Management) for the luncheon!

CFB & Associates Inc.  
June 17, 2006