

# Circle For Aboriginal Relations (CFAR) Society

## Board Minutes – Dec 11<sup>th</sup>, 2006

**Location:** Golder Associates, 940 6<sup>th</sup> Ave. SW, Calgary

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

### **Agenda:**

1. Welcome, approve agenda and minutes
2. Sept 27<sup>th</sup> luncheon learnings
3. Review Action items
4. Grant/Finance update
5. Next luncheon
6. Conference Planning
7. Next meeting
8. Adjournment

### **Attendees:**

**Kuni Albert** – EarthOne Environmental  
**Craig Barraclough** – CFB & Associates  
**Larry Veilleux** – Golder Associates  
**Mike Sutherland** – Penn West

**Rob Barber** – Alberta E.U.B.  
**Doreen Healy** – Healy Consulting  
**Aleisha Speirs** – Husky (alternate)

### **Regrets:**

**Patrick Leys** – TransCanada PipeLines  
**Janet Janvier** – EnCana  
**Holmann Wong** – RBW Waste Mgt  
**Maria Big Snake** – Siksika Environmental

**Ethel Winnipeg** – Siksika Environmental  
**Jacob Handel** - Husky  
**Maja Buschkuehle** – E.U.B.  
**Art Cunningham** - TransCanada

Rob Barber chaired the meeting and Craig Barraclough took the minutes.

### **Agenda and approvals:**

Agenda was accepted, as were the minutes from the Sept 11, 2006 meeting held at TransCanada offices in Calgary.

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

- General consensus is the luncheon was a success but we need to become better organized, ensure the expectations of CFAR and the guest speaker are aligned, and that all Board members present are actively engaged to ensure the luncheon is a good event. Having a high profile speaker attracts attendees, but we need to involve our own members – skills and knowledge (e.g. panel members/facilitators, etc) to help increase CFAR's credibility.
- We discussed some learnings/recommendations for the future:
  - Use a container to accept business cards/other ID rather than have numbered ticket stubs. This makes the registration process go faster, provides an automatic data base of non-member attendees, and a method for the door-prize draw(s).
  - Ensure we have 'signed lines' for prepaid, cash/cheque and credit card payees, and name tags so each line moves quickly, and have someone greeting/directing people at the door.
  - Have name tags made up for all prepaid attendees, use peel and stick for 'pay at the door' attendees.
  - Need to compress the time frame (e.g. have people eating while speaker is talking).

- Need a check list of duties assigned (ACTION - Doreen to develop). This includes room set-up, equipment needs, registration roles, time schedule, etc.
- Recommend each Board member provide picture and Bio to put into CFAR presentation. This can be part of Rob's intro and can be revised to tie into luncheon topic if needed.
- Need to better promote door prizes/sponsors (e.g. ask them for display logos).
- Recommend people intro themselves, then ask question, and have an assistant to type up questions for audience to see/record for future.
- ACTION: Larry will get CD done by Bear Works Media for INAC that we can have playing as people are getting registered/seated, and arrange laptop and assistant to record questions.
- ACTION: Kuni to provide schedule, Craig to prepare poster and Doreen have checklist done by next Bd Meeting (November).
- ACTION: Mike will contact Calgary & Edmonton C of C (Aboriginal Opportunities Committee) to see if we can dovetail on their luncheons.

### **CFAR Conference 2007**

Doreen reviewed a draft checklist and conference schedule given to attending Board members (*ask her for copies if you need one – she can send electronically*). Day 1 will have registration from 7-8:45 a.m. and continental breakfast, prayer at 9 a.m.

- ACTION: Doreen has booked May 16 & 17<sup>th</sup> with Enoch for the conference and will arrange for an Elder for the prayer.
- ACTION: Rob will go back to Enoch with a number of questions to help us finalize the plans and budget for the conference (including breakout rooms, equipment, etc). Rough calculation suggested about \$150/person for all meals /coffee etc for two days (excluding tip and GST = about 22% or \$35/person). If we can bring own equipment to save money, we will contact our corporate members to help us out.
- ACTION: Rob will contact Phil Fontaine to be opening keynote speaker, day 1 (topic 'The challenge of Consultation'), and Pearl Calahasen to be with Phil on panel. Larry will also contact Pierre Alvarez of CAPP (backup is Mel Benson – Craig to contact).
- ACTION: Larry will contact Beth Behoff to be luncheon speaker, day 1 (topic 'Bridges to Sustainability', and facilitator of panel, and he will also get a speaker for TK /land use mapping (through D'Arcy Green of Golder).
- ACTION: Mike will get Martin Sacher as speaker to discuss 'distant e-learning' project.
- ACTION: Rob/Doreen will contact Ben at Enoch about a speaker to discuss past/present and future vision of success for Enoch.
- ACTION: Mike/Kuni will contact Mike Lickers to talk on the Ghost River Rediscovery cultural program.
- ACTION: Larry will see if he can get Don Burnstick as entertainment, and Kuni will see if Neo-execution? Theatre Group is available as back-up (both good, light comedy).
- ACTION: Day 2 panel members (AWN, Ft McKay – Jim Boucher, and MNA – Gerald, will be arranged by Rob/Doreen. Art Cunningham already has Bill Wreary's commitment to talk on consultation guidelines, and Larry will contact Lorne Ternes (lawyer) to also be on the panel.
- As we expect to have up to 300 people, we agreed we should have four break-out rooms, color-coded tickets to represent various breakout sessions and also have a parallel activity

(e.g. tour of Enoch) happening for those not attending a break-out session. ***(Doreen/Rob can you please arrange that with Enoch)?***

- We should put together a 'marketing package' to include sponsorship opportunities to help defray costs and ensure we can make the conference profitable (e.g. banner sponsor, speaker sponsor, meal sponsors, etc) ***(Craig will draft it up along with poster and pricing suggestions about the conference).***

#### **Memberships/Finances -**

BP Energy Canada is now a corporate member. Treaty 8 FN has paid for three members (Mel, Cliff, John), and we have three other new individual members (D. Green or Golder, FMA Consultants, and B Sanderson – Planned Parenthood, Edmonton). We have just over 40 members, including 7 corporate members.

- ACTION: Member mailing list: Rob will try and get membership data from Martha. In the meantime we will not send membership cards to anyone (don't know who has them now or what # they have). Craig has a preliminary list, but a few people missing, and we have no ability to use/sort data as only on a word document (Martha has on Access software).
- ACTION: Craig to contact Lane Wells about getting CFAR as guest to CAPP Community and Aboriginal Affairs Committee.

The luncheon bills are still outstanding. Once paid, should have about \$6K in the bank.

#### **GST/Grant applications:**

- The grant applications and backgrounders were sent out early in September to AA&ND and WED, requesting \$25K from each. Dr Simon has left the Alberta Gov't and Suzanne Life will be handling that grant. Bev Therrein is the WED contact. While we are hopeful of at least partial approval from both, Craig has confirmed the earliest we expect to hear from either of them is Oct 27<sup>th</sup>.
- GST refunds totalled \$437.50, of which \$231.00 has been returned as donations to date, \$122.50 cashed and \$84 still outstanding (Enbridge is \$70 of o/s amount).

#### **Member benefits/calendar of events:**

- Craig has begun a 'dues renewal' form and is working on the next newsletter for members.
- ACTION: Doreen to book next luncheon in Calgary on March 6, 2007 at either Banker's Hall or with C of Commerce AOC committee.
- ACTION: Doreen will confirm Dr. Fred Carnew as guest speaker for the next luncheon by Nov 1<sup>st</sup>. Topic will be something like 'raising the bar on Aboriginal Relations'. Board members to offer input into expectations/areas for Dr Carnew to cover. These to go to Craig/Doreen to provide Fred with some guidance. Talk will cover three-pronged integrated approach of environmental, economic and social relations areas.

#### **Next Meeting:**

November 29, 2006 - **9:00 A.M- 1 p.m.** (earlier start/finish)- Penn West Trust - Mike (or Husky – Jacob/Aleisha as back-up) in Calgary. ***Details to be confirmed.***

**Meeting Adjourned at 2:00** –Thanks to Larry (Golder Associates) for lunch and the meeting room.

CFB & Associates Inc.  
Oct 22, 2006