

Circle For Aboriginal Relations (CFAR) Society

Board Minutes – Mar 23rd, 2007

Location: TransCanada – 17th Floor meeting room & audio-visual room.

Time: 10:05 a.m.

Agenda:

1. Welcome & intro's
2. Approve agenda and minutes
3. Review CFAR luncheon results
4. Conference May 16/17
5. Other items (Website)
6. Next meeting
7. Adjournment

Attendees:

Larry Veilleux – Golder Associates **Art Cunningham** – TransCanada
Craig Barraclough – CFB & Associates **Doreen Healy** – Healy Consulting
Kuni Albert – Albert Associates Ltd **Patrick Leys** – TransCanada PipeLines
Christine Schreuder – CFAR Registrar **David Turner** – Patch Energy Inc.
Ethel Winnipeg – Siksika Environmental **Mike Sutherland** – Penn West
Rob Barber – Alberta E.U.B. **Allison Dobek** – Husky

Regrets:

Maria Big Snake – Siksika Environmental **Jacob Handel** – Husky
Holmann Wong – RBW Waste Mgt **Loch Willy** – EnCana
Maja Buschkuehle – Alberta E.U.B. **Melanie Fiddler** – Penn West

Rob chaired the meeting and Craig Barraclough took the minutes. Patrick reviewed safety procedures before the meeting began.

The Board welcomed David Turner from Patch Energy Inc. (who may become a Board member) and Allison Dobek (as a Husky alternate).

Agenda and approvals:

Agenda was accepted, **but we didn't discuss the minutes from the Feb 23rd, 2007** meeting held at the IOGC offices at Tsuu T'ina. (May be a couple of minor items eg Pearl Calahasen membership).

March 6th Luncheon discussion:

- Kuni had asked for feedback on luncheon summary but only Patrick had responded. All agreed we need to be more diligent. We discussed the results and agreed that Kuni would send the info package out to members.
- Agreed that we had good discussion (including the table talk Q's) but that time generally seemed too short. Areas we could improve: Keep Speaker to time allotted. Have speaker Q's right after presentation. Might want to consider a short break after speaker to allow people to decide if they are going to stay for the table discussion/networking or leave after speaker.
- Some hearing feedback that they aren't getting enough from CFAR as a member. Had a good discussion around age of CFAR, need to get more members involved (e.g. through newsletter, maybe a 'blog' on the website to encourage discussion.
- Need to ensure some questions 'planted' for speaker.
- Consensus that this was our best luncheon and we will always strive to do better, but we shouldn't be too hard on ourselves.

- ACTION: Doreen to send out e-mail reminder to Board about learnings & ideas to incorporate into next luncheon.
- ACTION: Doreen will contact all FN and Métis groups about the next luncheon, the conference and about becoming CFAR members.
- ACTION: Plan for next luncheon to be held in September time frame. Board to make suggestions to Doreen on location [Note: We did agree previously to alternate lunches primarily between Calgary and Edmonton. Although the conference is in Edmonton, I personally think we should have the next luncheon at the Petro-Club again and make a concerted effort to focus on community, government and service-industry representation -versus a dominance of Oil/Gas & Pipeline companies]. **However, our #1 objective is a successful luncheon, so let's initially focus on getting the topic developed.**
- Agreed the topic would be associated with Accreditation, maybe called 'Is this a profession?' Members of the Board could form a panel to discuss this (Larry, Art, Rob, Craig, Cliff Supernault are some possible participants). **Who is going to begin working this item? Art?**

Website

Luncheon learnings led us into discussing membership communications. Before going to the audio-visual room to review the web, we talked about how to encourage more interaction among members.

- Larry suggested we create a 'blog' on the website. However, we also agreed that we need to market and profile member benefits. We may be able to do both by offering 'snippets' of info on the web with a link to a 'for members only page', as a way to promote being a member and also creating a place to share information.
- Board then went and viewed the Website. Everyone agreed it looked great. Some discussion around re-formatting some parts and getting Christine trained to input membership data. Kuni agreed she would be the focal point for website changes and updates, so all Board members are asked to provide their input through Kuni.
- ACTION: Kuni will find out about the costs to create a 'member only' page, setting up a blog and monthly update costs (think they are \$85/hr). She will also follow up on outstanding errors on web (eg spelling of Regular and Corporate under membership costs).
- ACTION: Kuni will also check with Au3 about showing the 'lock' symbol that signifies an encrypted site.

CFAR Conference 2007

Craig reviewed the conference status. In general, things are progressing okay. However there are some key items to be managed, as well as some details, which include:

1. Preparing the conference handout brochure, including printing, inserts of Bio's of Board and speakers, conference agenda, name tags, pen, pad, Marriott coupons? Etc. Kuni offered to work this and other conference details if she could be paid for at least some of her time. Board agreed we would pay Kuni at the same rate as Christine, and there should be sufficient funds in the budget Craig put together for the conference (provided we all work at getting more people coming – need 150-200 delegates to be a success).
2. Need to create a process to show delegates how their time is managed (i.e. each delegate can only attend three of the four breakout topics, so we need to provide that knowledge to them in their hand out package). It could be something as simple as Green go to A, B, C in that order, and Blue go to B,C,D, Yellow go to C,D,A, and Red go to D,A,B. We can take up to 60 in each or about 250 in total, so we should 'color-code' at least 30 to each and then see how many we have left over and proportion them out. The letters refer to the agenda time slots – Day 1 a.m., Day 1 p.m. and Day 2 a.m. for the three breakout sessions.

3. ACTION: Still need Bio's or photos for some Board members (Art, Loch, Maria, Jacob, Aleisha, Holmann, - anyone who **isn't** shown on the web 07-01 newsletter).
4. ACTION: Allison will ensure Jacob talks to Howie Miller next week and advises Board by e-mail of results (just want Howie to know we don't want the audience upset, as apparently happened in Ft McMurray at RARA).
5. We need to invite educational institutes to conference (potential for their future involvement in accreditation efforts). Ethel advised she is going back to school (U of L) and will put together a package about the need for sponsoring her [e.g. mileage] to attend meetings. We may in-turn go to U of L with it and see if they are interested in becoming an advocate for CFAR accreditation and use Ethel as their 'ambassador'.
6. ACTION: We need to assign areas of responsibility to members of the Board. **Craig** will put together a list of things for the future success of CFAR, [along with a job description' from Christine on what she is /will be doing – eg GST, bookkeeping, registrar, data base management] and Board members will then step forward to identify where and how they will support CFAR. Some of this may be conference specific, others will be longer term.
7. ACTION: Need to incorporate Marvin Yellowhorn into the brochure on the web – and put in Advantage Oil as a Silver sponsor. This will likely mean moving sponsorship logos to a separate page. ***Kuni, are you going to handle this with Rick?*** Patrick is the contact for Marvin info.
8. ACTION: David will check with Enoch First Nation on getting dancer 'demonstrations' as part of evening entertainment, and drummers for registration and grand entrance.
9. ACTION: Need to coordinate door prizes and speaker plaques and gifts. Who will be doing this?

Other items:

- **Fundraising - CAPP** –ACTION: Larry, as an associate CAPP member, will make a presentation to them and some other associations. Anything on this since last meeting?
- **Memberships renewals**– New format is ready. Christine will begin sending them out to members. However Board suggested adding in a line on form asking if they would like to become a Board member. ACTION: Christine will make change.
- **By-laws** – ACTION: Craig will check by-laws to see about electing Board members. (I have subsequently reviewed them. We don't have any criteria items in the by-laws, strictly a requirement that an appointed/elected Board member must accept in person or in writing within 10 days of being appointed / elected. An election only occurs at the AGM, by a majority of members in attendance, whereas an appointment can occur at a Board meeting (by the consensus process), provided a quorum is present. A quorum is a minimum of three Board members. Board meetings will be called by the President or any two other Board members after providing the President with written notification. Secretary or appointed replacement must also be present). David Turner to advise if he is willing to become a Board member. Need to plan AGM for afternoon of Day 2 of conference or decide to hold later in year, as we need to send out a notice.

Next Board Meetings:

April 24, 10-2 at Penn West, followed by May 4 at Husky? To be confirmed – Mike, Jacob.

Meeting Adjourned at 2:00 – Thanks Patrick/Art and TransCanada, our hosts.