

CFAR Meeting April 24, 2007

Attendees: Patrick; Kuni; Ethel; Rob; Jacob; David; Christine; Barry; Doreen

Agenda review/Welcome Rob Barber

Minutes (February and March accepted) Approved
Update on conference Christine

- 137 registered (with Board (best guess) 160)
- Sponsors \$22,471.00
- Collected \$44,437.00
- Balance \$66,908.00

Action Item:

Send out by email with budget actuals; (140, 160, 180 attendees) Craig

- Conference - Board members who are self employed
- Each case must be assessed on its own merit;
 - This time CFAR will sponsor conference fees – Kuni, Craig and Barry

Conference target 150: goal reached;

Conference hotel rooms gone:

Action Item:

Try to get more rooms for the conference Rob
(if unable to secure rooms at the Marriott, use list sent by Maria Big Snake)

Conference Marketing:

Action Item:

Contacts: Chamber of Commerce and Training Institutions; Barry
Larry's presentation to CAPP (reminder) Rob

Conference Sponsorship deadline Friday April 27, 2007 for printing reasons;

Action Item:

Platinum Sponsors - large banners for the ballroom;
All other Sponsors - smaller banners in breakout rooms;

Make large CFAR banner Patrick

Conference Sponsor Recognition:

Action Items:

Need logos of all sponsors for sponsor page (insert in package)
(Patrick will coordinate) All

Need company sponsor profiles for inserts
EnCana/Advantage/Husky/Peak Energy All

Conference Package to include:

- CFAR backgrounder
- CFAR membership form
- CFAR feedback form
- Conference brochure
- Conference speaker profiles
- Company profiles
- Conference agenda
- Marriot donations

Action Item:

Contact hotel to get sponsor items to insert in folder Craig
Arrange continental breakfast/luncheons/dinner with hotel Craig
Arrange for tour Craig

Action Item:

Get 200 pens Doreen

Conference Registration: Responsible for all decisions Kuni

Action Items:

Man "Ticket Sales" Ethel
Man "Prepaid Tickets" Kuni/Doreen
Man "Name Tags" Eva/ David
Turner to invite Eva to assist
Rob to get name tags done – separate into 3 groups A-H/I-P/Q-Z
- use color codes for session selection
CFAR Board nametags provided to Craig Christine

Gala Dinner:

Action Items:

Speakers: Confirm Chief and Robert Morin Doreen
Elder(s) for prayer Doreen
Drumming/dancing- Arrange grand entry David
Man ticket collection for Gala Dinner Kuni
Tickets Christine/Craig

Action Items:

Conference gifts:	Gift for Elder	Ethel
	Tobacco/Pouch	Doreen
	Honorarium for Elder	Doreen
	Plaque for Enoch	Ethel
	Smudge packs for speakers (10)	Jacob
	No honorariums for speakers	

Conference Sessions:

Action Items:

Get 3 questions from speakers to initiate discussion	(All who are introducing the speakers)
Speaker timeframes 20 minutes each	Facilitator
Confirm with MSGC Gerald Cunningham	Doreen
All Marriott interactions	Craig
	- all final food arrangements
	- Gala last minute add ons- deadline

CFAR Items:

Action Items:

Need Bios for Loch/Maria/Jacob/Hollman	
No AGM	
Final layout – (Barry to get Métis sash to Patrick)	Patrick
Conference Registration/Cancellation – no refunds – can pass to someone else	
	-these may be exceptions

All Board Members at hotel the evening of May 15th 6:00 PM for ‘SET UP’

Luncheon	September 2007 Edmonton
	Topic: ‘Are We Professionals’
	(skills needed)

Next Meeting:	May 7 EUB Calgary 10 AM to 2 PM
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Review of Action Items:

- Send out by email with budget actuals; Craig
- Try to get more rooms for the conference Rob
 - (if unable to secure rooms at the Marriott, use list sent by Maria Big Snake)
- Contacts: Barry
 - Chamber of Commerce and Training Institutions;
- Larry's presentation to CAPP Rob
- Need banners from all sponsors: Patrick
 - Make large CFAR large banner
- Need logos of all sponsors for sponsor page All
 - (Patrick will coordinate)
- Need company sponsor profiles for inserts All
 - EnCana/Advantage/Husky/Peak Energy
- Contact hotel to get sponsor items to insert in folder Craig
- Arrange continental breakfast/luncheons/dinner with hotel Craig
- Arrange for tour and audio-visual assistance Craig
- Get 200 pens Doreen
- Man "Ticket Sales" Ethel
- Man "Prepaid Tickets" Kuni/Doreen
- Man "Name Tags" Eva
- Rob to get name tags done – separate into 3 groups A-H/I-P/Q-Z
 - use color codes for session selection
- CFAR Board nametags- provide to Craig Christine
- Speakers: Confirm Chief and Robert Morin Doreen
 - Elder(s) for prayer Doreen
 - Drumming and arrange grand entry David
 - Man ticket collection for Gala Dinner Kuni
 - Tickets Christine/Craig
- Conference gifts:
 - Gift for Elder Ethel
 - Tobacco/Pouch Doreen
 - Honorarium for Elder Doreen
 - Plaque for Enoch Ethel
 - Smudge packs for speakers (10) Jacob
- Get 3 questions from speakers to initiate discussion All
(introducing the speakers)

- Speaker timeframes '20 minutes each (if no questions) Facilitator
- Confirm with MSGC Gerald Cunningham Doreen
- All Marriott interactions Craig
 - all final food arrangements
 - Gala last minute add ons deadline
- Need Bios for Loch/Maria/Jacob/Hollman
- Final layout – (Barry to get Métis sash to Patrick) Patrick