



Circle for Aboriginal Relations (CFAR) Society Board Meeting

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Wednesday, December 12, 2007

10:00 a.m.

Savanna Energy Office

Agenda

- 1.0 Welcome and opening remarks**
- 2.0 Action Item Review & approve minutes from last meeting**
- 3.0 Discussion on Nov 29/07 Mixer event**
- 4.0 Treasurers' Report**
- 5.0 Office Managers' Report**
- 6.0 Newsletter and website updates**
- 7.0 Board member expectations, governance, roles and responsibilities, logo, etc.**
- 8.0 CFAR Schedule for 2007 / 2008**
 - 8.1 March 4/08 Luncheon**
 - 8.2 Conference 2008**
 - 8.3 Board Meeting schedule**
- 9.0 Other / Plan next meeting / Adjourn meeting**

Date/Time: Wednesday December 12th from 10:0 – 2:00 (lunch provided)

Location: Savanna Energy; **1800, 311 6th Ave SW**, Calgary, AB

2.0 Action Item Review & approve minutes from last meeting

Discussion:

Rob acknowledged the talent and skills within the representatives of the CFAR Board.

Asked if any changes to minutes. Treasurer's report updated to reflect that Barry will bring Treasurer's report. Approved.

Art will lead the recommendations and path forward for the accreditation project with the help of Catherine, Nora & Domyk, Membership item will be put on hold until we have some governance rules in place to guide us.

Action items:

Art to lead the accreditation project with help from Catherine, Nora and Domyk. An update will be provided at next meeting.

Person responsible:

Art

Deadline:

Jan 9/08

3.0 Discussion on Nov 29/07 Mixer event

Discussion:

A "Thank You" will be sent to the Sponsors for the Mixer event by Christine.

Musician at the mixer was fabulous – will consider bringing him to the conference as well as the drummers that were there last year.

Barry will meet with AOC to discuss more of a partnership approach for future sessions possibly in May – discuss at the Jan 9/08 Board meeting. AOC could put money into it or cut the rate of cost.

Should we try to do the same thing with the Chamber of Commerce in Edmonton? Rob will look into.

Should there be a fee for non-members at any future mixers or based on members are free with one guest, beyond the guest there will be a fee.

Are we considering joining the Chamber as a non-profit organization? Art will discuss when he talks to them about future mixers.

Jacob and Kuni will look into planning a mixer for March or April in Ft McMurray. Possibly also host one each in Calgary and Edmonton for the same time frame. This to promote the conference etc.

Action items:

Sending thanks to Sponsors

Talk to Edmonton Chamber about doing a mixer in

Person responsible:

Christine

Rob

Deadline:

Jan 9/08

Jan 9/08

conjunction with them.
Approach the Chamber/AOC about a mixer in May to promote the conference and benefits of a Chamber/AOC membership

Art

Jan 9/08

4.0 Treasurers' Report

Report discussed by Christine on the Mixer. Attached. Rosemary has been very helpful in helping set up the Simply Accounting for CFAR. She has almost caught up on last fiscal year ending Mar/07; and soon to start on the current year.

Barry suggests that we get an audit on our books – with all the events we have held and the income it might be useful to demonstrate that it is being done appropriately. Suggestion that an audit be done after the governance issues are addressed through the ad-hoc committee. Possibly there could be an ad-hoc audit committee set up. Barry will look into getting the price to a reasonable one or getting the accounting firm to do an in-kind donation and bring back to next board meeting for discussion.

Action items:

Person responsible:

Deadline:

Barry to look into cost of audit and bring to next meeting

Barry

Jan 9/08

5.0 Office Managers' Report

1. Memberships to date \$18,430.50. No new memberships purchased since the last meeting on November 7th, 2007. A list of members was emailed to each board member December 11th, 2007.
 2. Sponsorships collected for the Evening Gathering amounted to:
 - a. Suncor - \$1500.00
 - b. Savanna Energy - \$1500.00
 - c. Devon - \$1000.00Total \$4000.00
- Total expense for the Evening Gathering was ??????
- Estimate for the Gathering was:

CFAR-AOC Event Cost Estimate	
Food Service	
Charge/ person	25
Gratuity 18%	4.5
GST	1.77
Total Charge/ person	31.27
Number of people	120
	3752.
Total food Charge	4
Room Charge	350
Event Marketing Material	500
	4602.
Total Cost	4
	4252.
Cost without room charge	4

We had 137 RSVP to attend and of those I have 80 people as having checked in with me. Possibly more of the people who RSVP'd attended and I missed them at the door. We had an additional 7 people who registered at the door.

3. Conference Planner, Theresa Majeran – Information was emailed to everyone for review yesterday.
4. Golf Tournament – See attachment.
5. Update on Simply Accounting – After our last meeting I met with Barry Brisson and Rose-Marie Manseau of Accounting Solutions. We discussed our needs with regards to the set-up of the books in Simply Accounting. With this information in hand Rose-Marie did the set-up of our books. With her assistance I have been busy entering the historical information for the year ending March 31, 2007. I am close, but not quite done. When this is complete, I will start on entering the information for this fiscal year. It is a lot more work than I anticipated, but the end result will make financial reporting much less cumbersome. I am very excited to have this all up and running.
6. There was a submission to the RBC for a change of address for the bank statements so they will come to me. As of this date I have not received a statement and because of the transition of changing over to Simply Accounting, I cannot comment on that. The last statement that I had was for the period ending Oct. 5, 2007. The balance at that time was \$11305.25 after we purchased the GIC in the amount of \$55,000.00.

6.0 Newsletter and website updates

Asked for feedback on last newsletter – everyone thought it was well done. Discussed when next one is expected. About 4 per year? Next newsletter slated for February 2008.

We will put our minutes on the website. Our AGM minutes and the most recent Board minutes.

Our current website company is consistently late in supporting us – didn't get our poster up for the Mixer until the day of. They are raising their costs as well. Domenyk has been searching for an alternate company but nothing firm yet. No assessment on how many hits to our website. If anyone knows whether there are aboriginal companies we can use – pass the information on to Domenyk. Domenyk will review options and let Rob know if he comes across anything that is suitable and they can decide and report back at the next meeting.

Action items: Domenyk to provided details about alternate options, if any to our current website provider	Person responsible: Domenyk	Deadline: Jan 9/08

7.0 Board member expectations, governance, roles and responsibilities, logo, etc.

1) **Emails:** The CFAR Board meets once a month with an agenda and an opportunity to sort through issues face-to-face. There are lots of issues that many of our members are passionate about and this is essential for the energy within our group to make a difference, but discussing these via email can cause problems. Emails can save time and in some cases support other forms of communication, but they can also create communication problems and waste time if not used appropriately. Please keep the following in mind for email use:

- Use “Reply to All” very sparingly. Please reply only to the members who need to see your response (ie., when indicating you plan to attend a meeting, please reply only to those requesting a response – host and possibly Christine Schreuder).
- Back and forth email discussions of perspectives on issues or tasks should be avoided or kept to a bare minimum. Please forward as an agenda item for discussion at the next board meeting or call and discuss via phone.

2) If you can’t make it to a meeting, make sure that you forward the update on any action items you have for that meeting.

3) Need expressed to get the ad-hoc committee to address the governance issues for CFAR. We need to get the planning session minutes that occurred at the initial startup of CFAR to build on. We may also need to have another planning session in the future. David and the team will come to the next meeting with an update on the committee’s progress.

4) Janais brought the examples on the logo for feedback from the Board. Suggestion to create a story around the logo or something that would mean something to the CFAR members. Identify important elements such as circle, colors: red white yellow black, numbers: 4, etc. Suggestion that we put out a contest to our CFAR members with some parameters on key elements for them to submit something and win some prize. Or out to an aboriginal artist? Needs to be professional – it is a corporate image. Unity theme

Barry, Tweela, (Nora) and Jack volunteered for the logo committee to come back to the Board for a process to come up with a logo and bring it back to the next meeting.

Christine will put together an orientation package to be given to new members. This will include the planning session notes from Craig Barraclough.

Action items: Ad-hoc committee will get together and initiate the work and provide recommendations to the Board on how we are going	Person responsible: David, Tweela, Brian, Jack & Barry & Karen	Deadline: Feb 2008
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to structure ourselves and govern CFAR
Christine will send out an orientation package to the new
Board members.
Logo process to be determined

Christine

Jan 9/08

Barry, Jack, Nora &
Tweela

Jan 9/08

8.0 CFAR Schedule for 2007 / 2008; 8.1 March 4/08 Luncheon; 8.2 Conference 2008;

Conference Discussion: We have a contract we need to sign. Prices are a little higher than last year. We can get more rooms this year (was a problem last year). Motion by Karen that Rob Barber take the contract to the Marriot, negotiate details, sign contract and pay \$2500 deposit. Seconded by Art. All in favour – carried.

Art suggests that Treaty 8, 7 & 6, Metis Nations, CAPP, SEPAC, government, Legal organizations like the Indigenous Bar Association, etc. should have committed regular speaking spots in the conference so that our membership knows that every year they will hear from all of these organizations for updates, perspectives, networking, etc. Suggest that this is appropriate as long as these organizations are supportive of the intent of CFAR.

Suggested themes: Community Consultation – Grassroots perspectives. Understanding Aboriginal Perspectives on consultation. A sense of community – grassroots perspective. Perspectives – grassroots consultation. Grassroots consultation: community perspectives. ***Aboriginal Community Consultation – understanding (the) grassroots perspectives.***

Key words: consultation, grassroots, perspectives, community, implement, aboriginal perspective, approach, showing leadership, Aboriginal liaisons, cross-cultural approach, mutual understanding, tripartite.

Jacob will lead an ad-hoc committee with Christine, Gaelle, Barry, Karen, Craig & Germaine assistance for the title, theme and objective statement. Those in attendance at this meeting will consider taking the tentative title forward to the communities to get a sense of what they think of it. The committee will put some suggestions forward to the Board for the next meeting. Committee will need to get the formal call for papers initiated.

Christine will be our coordinator rather than hiring someone else. Jack made a motion that Christine be our coordinator, seconded by Barry, all in favour, carried.

Christine will get confirmation on the details of the golf registration at the Indian Lakes course. If there is a problem getting confirmation we may need to move to the Ranch.

Music – bring the musician that played at the Mixer as well as drummers that were at the conference last year.

Critical to get the key speakers “hooked” as soon as possible. Art has a potential speaker – he will forward the information to the Board for consideration. How things are done in the states – first nation perspective.

Action items:	Person responsible:	Deadline:
Rob to complete signing of contract with Marriot	Rob	Jan 9/07
Christine will be the conference coordinator with help from the rest of the board as required. Details to be confirmed on golf course registration at Indian Lakes course	Christine	Jan 9/07
Jacob will lead ad-hoc committee to establish a title, theme and objective statement for the conference.	Jacob with help from Christine, Craig, Gaelle, Barry, Karen & Germaine.	Jan 9/07

9.0 Other / Board Meeting schedule / Plan next meeting / Adjourn meeting

Discussion:

Jack asked if Gordon Little Mustache from the Pikanni First Nation could be part of the CFAR Board as a community member. Rob will talk to Reg and Jack will send out his resume for Board consideration. We need to get the parameters set up for governance that will outline a process for this in the future, but for the time being, it can be business as usual. We will eventually have a process that helps us make sure that we are selecting Board members based on what they bring and roles they can play to contribute to the CFAR objectives.

Where we meet is an issue raised by the Board. Possibly alternate between Edmonton and Calgary so that everyone has an opportunity to participate. Can we conference call for members that are not in the city where the meeting is being held? Weigh it more toward Calgary? Possibly hold them in Red Deer?

Wherever we meet lets use the technology of conference calls. January meeting will be in Edmonton – Rob will host. February in Calgary – hosted by Sylvie / Art at TransCanada. March in Edmonton – hosted by Jacob with Husky. April in Calgary – hosted by Catherine at Encana. May in Calgary – hosted by FMA (to be confirmed). June in Edmonton – change the June meeting to the 3rd to utilize for any last minute details for planning / prep for the conference ? Make it an optional date to be determined on an as needed basis.

Suggestion to hold the next mixer in Ft McMurray instead of Calgary? Or Edmonton or have one in all three locations?

Rob will get a contact list for all the communities and we will send our notices out to them, so that they are aware of CFAR and can participate if they choose.

Planning session – do we need one again now that we have moved beyond where the original planning session took us? Possibly hold after the conference in Sept/08 in Calgary. Craig will lead and Karen & Barry will assist.

Action items:	Person responsible:	Deadline:
January meeting –St. Albert hosted by the EUB.	Rob	Jan 9/08
Decision on proposed Board member	Rob	Jan 9/08