



Circle for Aboriginal Relations (CFAR) Society Board Meeting

447 Winterbourne Cres. SE, Calgary T2J 1M1

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Wednesday, November 7, 2007

10:00 a.m.

NEB Office

Agenda

- 1.0 Welcome and opening remarks**
- 2.0 Action Item Review**
- 3.0 Approve minutes of last meeting**
- 4.0 Treasurers' Report**
- 5.0 Office Managers' Report**
- 6.0 Membership costs / Per diem costs for students, communities & consultants - exemptions**
- 7.0 Discuss details of November 21 "Business After Hours" event co-hosted with the Chamber of Commerce**
- 8.0 CFAR Schedule for 2007 / 2008**
 - 8.1 March 4/08 Luncheon**
 - 8.2 Conference 2008**
- 9.0 Adjourn meeting**

Date/Time: Wednesday November 7th from 10:0 – 2:00 (lunch provided)

Location: National Energy Board; 444 7th Ave SW, Calgary, AB

Room 3001

Congregate on the 4th floor reception. Someone will be there to escort you to room 3001 or call Barry at 403-803-9841.

2.0 Action Item Review

Discussion:

Action items for website work – Domenyk will follow up on and update at next meeting.

Nora Flett is now a member of CFAR society.

Newsletter submission email address will be set up by Nov 21/07

Pictures of the Board members will be taken at the Mixer on Nov 21/07 – please arrive primped for this photo op.

Luncheon and AGM items completed for the event on Oct 18/07.

Barry provided the feedback results on the Oct 18/07 luncheon and AGM. See attached.

Recommendation to take the feedback from the membership at the Oct 18/07 luncheon, set up a task force within our board (volunteers) to look at putting something together for formal recognition of the career path and then consider accreditation for Aboriginal Relations Professionals. Art will lead (if he agrees).

Nora suggests that we take a look at what current training people in this profession have to build this on.

Nora, Tweela and Domenyk volunteered to help. Draft recommendations should be put forward to the Board within 3 months.

Action items:

Draft Recommendations for career path and accreditation

Website work – Domenyk will follow up on and update at next meeting.

Person responsible:

Art and team

Domenyk

Deadline:

February
2008

Dec 12/08

3.0 Approve minutes of last meeting

Discussion:

Added Jack Wilson's name to the attendee list. Specify that the mixer event is at the "Calgary" Chamber of Commerce.

Minutes approved with changes.

Action items:	Person responsible:	Deadline:

4.0 Treasurers' Report

Discussion:

Christine will be completing some of the treasurer functions to lighten the load for Barry. Barry will still oversee and assist but Christine will handle more of the day to day work.

Request for motion on using Simply Accounting improved version as the basic program is not sufficient to manage our financial information and using Rosemary Manseau, with Accounting Solutions for Small Business. No concerns raised from any of the board members but no official decision was made.

David requests that we have a financial report on incoming and outgoing \$'s at each meeting. Board executive and members are accountable for the money and need to be kept current. Nora made the motion, seconded by Brian. All in favor. Carried.

Action items: Christine will assist with supplying information to Barry and he will bring the treasurer's report to present at each meeting.	Person responsible:	Deadline:
	Christine / Barry	Dec 12/07

5.0 Office Managers' Report

Discussion:

Barry reviewed the written report from Christine. Motion by Brian, seconded by Nora, Managers' report accepted as presented – all in favor. Carried.

David made a request to have a current list of members brought to each meeting. This is good information for the Board members to keep aware of for relations with the membership.

How often should we meet? 9 meetings / year will be scheduled – excluding the months of July August and December. If meetings end up not being needed, they will be cancelled a couple weeks in advance.

Office Manager Board meeting report for November 7th, 2007 submitted by - Christine Schreuder

1. Luncheon Registrations –
 - a. Cheques $\$263.77 + \$15.83 \text{ GST} = \$279.60$ all but $\$63.60$ collected.
 - b. Credit card sales - $\$1056.89 + \$53.81 \text{ GST} = \$1078.90$ all but $\$31.80$ collected.
 - c. Cash - $\$37.74 + \$2.26 = \$40.00$
 - d. $\$279.60 + \$1078.90 + \$40.00 = \1398.50 ($\$95.40$ outstanding)
 - e. Paid by CFAR - 18 (This number takes into account the fact that Golder paid for 2 students and Transcanada paid for 3 students otherwise CFAR would have covered 23 people)
 - f. Total number that paid were $47 + 23$ sponsored by CFAR = 70 .
 - g. Total number that signed in at registration desk was 67.

2. Memberships to date $\$18,430.50$.
 - a. Latest sales since the last board meeting Oct. 10th total $\$2000 + \$45.00 \text{ GST} = \$2045.00$. This was purchased by:
 - i. Alberta EUB - 1 Regular Membership
 - ii. Enbridge – 1 Corporate Membership
 - iii. Savanna Energy – 2 Regular Memberships
 - iv. Bison Historical Services – 1 Regular Membership
 - v. Nora Flett – 1 Community Membership
 - vi. Jack Wilson – 1 Non-Profit Membership
 - vii. Transcanada – 1 Regular Membership
 - viii. Sturgeon Lake Cree Nation – 1 Regular Membership

3. Motion to have the Board approve the implementation of Simply Accounting to manage the books and to use the services of Rose-Marie Manseau with Accounting Solutions for Small Business for the set-up of the chart of accounts. Up until now we have been using a combination of spreadsheets to track reconciliations, GST, deposits, invoices, receipts, member lists and revenue of different events. I handle all account receivable entries and Barry has been handling all of the accounts payable entries. I recommend that the books be consolidated and handled completely by myself. Below is a copy of an email that I had sent to the Executive on September 14th regarding this issue. At that time, I spoke with Barry and he thought that the entry level of Simply Accounting that he is using was sufficient. I had purchased the next level up which is licensed for 2 users. I believe that the higher level is better because it is not limited to the use of generic accounts, this one has the option of creating our own accounts. Barry's version might suffice for the time being, but the version I purchased is more versatile and will be able to grow with CFAR.

Hello All,

I had a discussion with Craig about starting a set of books in Simply Accounting for CFAR. I feel that it would be beneficial to start right away as it would make tracking the luncheon revenue and GST simpler. I have 8 years bookkeeping experience using MYOB. This was bought out by Intuit Canada (Quickbooks) making MYOB obsolete. I took both levels of classes in Simply Accounting at Mount Royal College last year. I have not used Simply Accounting since then, but it is very similar to MYOB in many ways so it is easy to figure out, plus I have the manuals to help refresh my memory if needed. I told Craig that I didn't know how long it would take for the set-up of the books. My best guess was 10 hours to set up the chart of accounts, input the customer base, create the invoices and other forms. He was in agreement with this and said that if it was going to be significantly more hours

that I would have to get authorization from the executive.

After I hung up the phone with Craig, I opened the Yellow Pages and called Accounting Solutions to get an idea of what their estimate of time to set up the chart of accounts would be. I spoke with a woman by the name of Rose-Marie Manseau. She is a certified Simply Accounting Consultant. I have copied and pasted below her information as taken from the Simply Accounting website. She has extensive experience with Non-Profit organizations. After speaking with her, I would propose that we use her to set up the chart of accounts. She stressed the importance of having someone with Non-profit experience to set-up the chart of accounts. Her rate is \$75.00 per hour and she estimates that it will take her about 2 - 3 hours to set up. (I would still have to input the customer information and create the forms after that). She would like to speak with Barry to make sure that the accounts and needs that he can identify are addressed. I know this is short notice, but she can meet with me this weekend if I can get your blessing to proceed.

Thanks,
Christine
271-2262

Simply Accounting Certified Consultants

ACCOUNTING SOLUTIONS for Small Business
(*consultant since 1992*)

Phone: 403-207-1219

Fax: 403-207-1260

Email: accountingsolutions@shaw.ca

Contact: Rose-Marie Manseau



Services offered to clients include:

- Needs analysis
- Software installation
- Data file setups & conversions
- Procedure development to suit your unique requirements
- Customizations including data files, reports, procedures, etc.
- Training - group & individual
- On-site and remote support
- Telephone & e-mail support for existing clients
- Periodic, quarterly and year-end reviews
- Professional bookkeeping services
- Affiliated services including: computer setup, maintenance, networking

Action items: Monthly meetings will be scheduled every second Wednesday of each month from 10 to 2 (excluding July, August & December) and will remind everyone to be punctual as meetings will start on time.	Person responsible:	Deadline:
	Barry Brisson	Nov 21/07

6.0 Membership costs / Per diem costs for students, communities & consultants - exemptions

Discussion:

This item requires a policy / procedure in place to deal with this request. David will lead the policy development (Jack, Brian, Tweela, Barry & Karen volunteered to help). David will email the draft for feedback to the volunteers.

Per diem rates for students, non-profit organizations and consultants that are on the board – process to be exempt

Action items: First draft of the policy will be sent to the volunteers for review.	Person responsible:	Deadline:
	David Turner	Nov 30/07

7.0 Discuss details of November 21 “Business After Hours” event co-hosted with the Chamber of Commerce

Discussion:

Suncor is supporting the event with \$1500 donation.

Ben Brunnen at the Calgary Chamber of Commerce needs logo from Suncor and CFAR – Karen will send him both (email: bbrunnen@calgarychamber.com; ph: 750-0442) for the flyer. CCC may have another sponsor.

Who to contact Tom Horvath ??

Savannah may sponsor the event as well – Brian will let us know.

Who??? To contact Art Cunningham to get the Calgary Aboriginal Professional Association mailing list to send the invites to.

It is suggested that a donation to the food bank be requested as discussed at the last meeting. David suggests that donations be made to “Inn from the Cold Society” – specific to helping families.

Should a fee be charged for the event? Keep in mind the purpose – to raise awareness of the Society, attract members, and our responsibility to hold events for our members to network, etc.

David suggests that this goes back to our lack of criteria / policies around our funds and how they are used. Imperative that we decide how the costs will be covered.

Bring information on the conference, membership forms and information on the March luncheon – Germaine will put together a handout for attendees at the Nov 21/07 event.

Rob will do a brief intro on CFAR; sponsors get a couple of minutes to say something.

Action items:	Person responsible:	Deadline:
Karen to send CFAR and Suncor logo to Ben at CCC	Karen	ASAP

Brian to get back to Barry about Savannah sponsorship of mixer event	Brian	Nov 8/07
Handout for mixer on March luncheon, 2008 conference and membership forms	Germaine	Nov 21/07

8.0 CFAR Schedule for 2007 / 2008; 8.1 March 4/08 Luncheon; 8.2 Conference June 4/5, 2008

Discussion:

Request to invite Chief Stanley Lagrelle to speak about the mutual aid group – SOMAG at the June 2008 conference. Invite all 3 Grand Chiefs – possibly all as keynote speakers. Invite Willy Littlechild as well. Rob Barber has booked the Marriott. Rob was volunteered to book the golfing as well at Indian Lakes.

Conference Themes – from Oct 18 luncheon the top two suggestions were “Consultation” and “Best Practices” as areas of interest.

Topics suggested: Development issues like Brad Stelfox speaks about; Urban population issues; George Erasmus re: expertise on consultation from the community perspective and why it isn’t working; speakers on IRC’s and how they were formed (Chief Jim Bouchier).

Theme Suggested: Consultation – From a Community Perspective based on Best Practices. Or possibly an Indigenous perspective.

Historical perspectives are important to keep in mind too. Variations between what various communities need; and variations between what various generations so need to invite speakers keeping these variations in mind. Suggestion to invite international speakers to remove us from getting bogged down in our provincial issues – open it up to hearing a different perspective, different mindset than ours (South Dakota for example) about aboriginal struggles that are outside of our own backyard and open up new ideas for ways to resolve what we are facing. David to provide the Board with information on a potential speaker from South Dakota.

Reminder of Board’s previous decision to have a standing spot for sponsors to speak at the conference.

Title of Conference: Consultation: A Work in Progress.

David will send us information on Eva Stang for a possible coordinator of the conference ASAP (Nov 9/07).

One or two of the Executive can interview the candidates and decide by Nov 21/07.

Bring forward potential speakers – all.

Board recommends that the number of rooms be reduced for the Tuesday night prior to the start of the conference to 75 (?) Rob Barber to advise based on last year whether that is appropriate.

Someone to bring all information from last years’ conference regarding how many attended; fees charged; and any statistics that would help us estimate attendance and what fee we should charge?

We want to charge enough to at least break even on the conference but we also want to make sure that the cost is reasonable enough that it delivers a benefit to those who have a membership. Break even on the conference fees and make money on the golf tournament portion. To break even with about 200 people attending the conference, we need to charge a fee about \$300 for the conference talks and meals; and a fee of \$250 for golf. \$550 total fee for the event. Marketing and speaker costs; as well as sponsorship funds were not factored into our cost review – they will likely balance each other out.

Plan for a takeaway lunch that people can fill out a request form for – to take on their trip home or between the conference and the golf tournament.

Decided to use last years levels of sponsorship. Will need to vary what sponsors get for their funding amounts, signage, tickets to the golf tournament; or whatever. Germaine and Barry will work with the conference coordinator on marketing.

Action items: Eva Stang’s information for a potential

Person responsible:

Deadline:

conference coordinator to be provided to the Board for consideration.

Executive member to interview candidates and decide.
Reduce number of rooms for Tuesday night?

Potential speaker bio and costs for David's contact in South Dakota.

David

Nov 9/07

Rob Barber?

Nov 21/07

David

Nov 21/07?

9.0 Plan next meeting / Adjourn meeting

Discussion:

December 12/07 and January 9/08 is the second Wednesday of the next two months. Savanna Energy has volunteered to host the next meeting, but need to confirm that a meeting room is available. Brian or Tweela will send an email to let us know. Location at #1800, 311-6th Avenue SW.

Action items: Confirm if Savanna's meeting room is available	Person responsible: Brian or Tweela	Deadline: Nov 8/07