

# Circle For Aboriginal Relations (CFAR) Society

## Board Minutes – Jan 16<sup>th</sup>, 2007

**Location:** Chief's Board Room – Marriott at River Cree Resort, Enoch

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

### **Agenda:**

1. Welcome, approve agenda and minutes
2. CFAR luncheon March 6/07
3. Conference May 16/17
4. Other items
5. Next meeting
6. Adjournment

### **Attendees:**

**Rob Barber** – Alberta E.U.B.

**Craig Barraclough** – CFB & Associates

**Holmann Wong** – RBW Waste Mgt

**Loch Willy** – EnCana

**Patrick Leys** – TransCanada PipeLines

**Maja Buschkuehle** – Alberta E.U.B.

**Doreen Healy** – Healy Consulting

**Mike Sutherland** – Penn West

**Jacob Handel** - Husky

### **Regrets:**

**Larry Veilleux** – Golder Associates

**Ethel Winnipeg** – Siksika Environmental

**Kuni Albert** – Albert Associates Ltd

**Art Cunningham** – TransCanada

**Maria Big Snake** – Siksika Environmental

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

### **Agenda and approvals:**

Agenda was accepted, as were the minutes from the Dec 11<sup>th</sup>, 2006 meeting held at Husky offices in Calgary.

### **Update on action items:**

- **Grants** – Outstanding item re corporate membership for Pearl Calahasen. Agreed we should present her with one.
- **GST** – All cheques now returned as donations or cashed. CFAR is now registered for GST (required to manage conference funds).
- **Data Base** – Still nothing from Martha. Rob will contact her again. Jacob will be in Ft McMurray and try to contact her. Loch and Maja both advised they have Access skills.
- **CAPP** - Lane Wells (BP) will try to get CFAR on CRAA committee agenda. Craig will remind him.
- **CFAR Profile** - Patrick agreed to follow up with Art re draft outline for presentation on skills of liaison professionals.
- **Newsletter** – Need to get newsletter out asap. Craig took new Board picture. Looking for input articles from Board.
- **New members** – Nothing to report.
- **Membership form** – Being revised by Craig to include GST (subsequently done).
- **Joint luncheons** – Mike awaiting response from Tom Pelak of Calgary Chamber of Commerce re possible joint meetings (with AOC committee).

### **March 6<sup>th</sup> Luncheon:**

- Doreen circulated and reviewed luncheon check list (please ensure all Bd members have received electronic copy).
- ACTION: Doreen will book Carriage House. Craig will sign contract (done). Mel is confirmed speaker, and Craig will circulate poster as soon as complete (done).
- ACTION: Rob and Larry will both bring laptops and projectors for luncheon. Art volunteered daughter Jennifer to bring camera and take pictures. Rob will handle name-tags. We have a process for pre-paid receipts (they will go through Craig if cheques or CC's). *Note: See footnote at end of minutes on subsequent events/meetings.*
- ACTION: We do need to plan on specific Board member roles at both the conference and the luncheon) – Doreen to manage. This included assigning table numbers to each Board member to act as table facilitators for questions, feedback forms, etc. [Jacob 1, Doreen 2, Maja 3, Patrick 4, Holmann 5, Mike 6, Rob 7, Craig 8, Loch 9, Larry 10, Kuni 11].
- ACTION: Larry – please confirm you will bring video.
- Doreen will put together a FN south contact list and who should get VIP invites (e.g. Pierre Alvarez – CAPP, CEPA, C of C etc).
- ACTION: Kuni to resend questionnaire out to Board and include a question asking them if they will be attending our conference.
- ACTION: Ethel buy gift for Bea (Elder) and plaque for Mel. Mike to arrange GRR to make gift for Mel in exchange for CFAR \$100 donation to GRR.
- ACTION: All companies who are sponsors need to provide logos that can be used (note can't open the one from TC Patrick – can you paste on word or something?). We won't get on luncheon poster, but need for conference.
- Door Prizes: Larry (4), Patrick (2), Jacob (2), including Yuk-Yuk tickets. Need sponsors to bring sign [approx 6" x 12"] to display door prizes.

### **CFAR Conference 2007**

Craig reviewed the checklist. He prepared a budget he reviewed with the task force, which shows the breakeven (with \$15K in sponsorships) at 125 delegates and a profit of about \$30K if we reach 225 delegates.

This assumes the following mix: 80% early-bird purchase (25% regular members, 25% non-member, and 30% community/students, with 20% non-early-bird, split 50/50 regular/community members).

Conference only rates are (ex tax):

Members: Government/Industry \$399, community/student \$299.

Non-members - Gov't/Industry \$499, community/student \$349.

***Early bird discount (until March 30<sup>th</sup>) \$100.00***

The dinner (with live entertainment) was set at \$49 for conference delegates and \$69 for dinner-only guests [*note this means we actually lose money on the dinner for every attendee, as the cost of dinner and entertainment at the 225 level is about \$72/person, but the committee didn't want to charge dinner-only guests \$99 as Craig recommended*].

- Will be 4 breakout sessions including the TK mapping. We will have one session in the main conference room and have rooms A, B & E attached (confirmed with Erin).
- Will have reception in Mystic lounge, with no bartender cost (cash bar).

- Erin came in to meeting to answer questions regarding the contract and took the Board on a tour of the facilities, including the main conference room, breakout rooms, casino, Mystic, hotel rooms, pool and exercise areas. Everyone was impressed.
- ACTION: Need Bio's photos etc for Board members and Guest speakers for advertising and conference handout package,, as well as confirm equipment needed, time, etc.

**Other items:**

- Maja advised that she has several projects that are due in September so has very little time between now and then. However, if she can help with converting word documents to pdf or with Access, to let her know.
- Craig is working on website with Au3 – Rick and Trevor Gold. He has had one meeting with them and they will do a website with 5 pages for approximately \$1,500 (25% below regular rate as we are non-profit). Will circulate as it develops.
- Craig advised that he has put his name forward for a contract opportunity, and will know by the end of the month. If he is hired, the Board will need to look at some additional resources, either financial (to pay someone) or time resources. He will be available enough to help ensure the conference is a success, but likely won't have the time to do other things in the next few months (e.g website, other brochures, attending Board meetings, doing minutes, developing membership data base, sponsorship letters, etc).
- **Note:** *Subsequent to meeting (Jan 19, Craig advised Rob his contract came through. They met Jan 23<sup>rd</sup> and agreed to hire Christine @ \$35/hr to manage member data base and possibly other areas (like luncheon contact). Also Art advised that his daughter, Jennifer was on maternity leave and was willing to volunteer to assist where possible. They are now engaged, as of January 26, 2007.*

**Next Meeting:**

February 9, CFAR conference task force at Penn West 10-1pm.

Board meeting Feb 12 at 10 a.m.- also at Penn West (Room 759, 444 7<sup>th</sup> Ave SW)

**Meeting Adjourned at 3:30** –Board enjoyed their luncheon and thanked Erin of the Marriott. Luncheon was paid by CFAR and cost \$156.

**Conference Format – Day 1**

**7:00 – 8:45 Registration desk open, continental breakfast**

**9:00 – 9:30 Prayer** (Enoch Elder – Doreen to ask Chief for Elder)  
**Opening remarks** – CFAR Panel of three Board members @ 5 mins.  
 - Maria (community), Larry or Art (industry), Rob (Gov't?).

**9:30 – 10:15 Beth Beloff – Bridges to sustainability** (Larry contact)

**10:15 – 10:45 Network break** and mid-morning coffee

**10:45 – 12:00 Breakout Session** (repeated in p.m. and day 2).

- Rm A – Ghost River Rediscovery (Mike Lickers)
- Rm B – E-learning (Martin Sacher)
- Main Room – GOA 101 (Marvin Yellowhorn) –OR- Successful liaison skills (Art/Patrick to develop outline from past workshops)
- Room E – TK mapping (through D'Arcy/Larry)

**12:00 – 1:15 Lunch (buffet style)**

Guest Speaker – Robert Morin [welcome and Enoch/Marriott success story, to include a few comments from Marriott representative? Doreen to contact]

**1:15 – 2:15 Consultation Guidelines Discussion**

- Gerald Cunningham – Metis approach
  - Mel Beaver – Treaty 8 approach
- Other panellists for Q&A session
- CFAR (Art or Larry or?)

**2:15 – 3:30 Breakout session** (repeat of morning)

- Rm A, Rm B main room, and E

**3:30 – 4:00 network break** mid afternoon coffee

**4:00 – 5:30 Group tours** of Marriott Hotel and Casino complex (arranged)  
OR - Private downtime and networking/office contact time

**5:30 – 6:30 Reception**

- Mystic Room (Craig arranged cash bar)

**7:00 – 10:00 - Gala Dinner**

- Prayer (Enoch Elder or Bea – Doreen contact)
- CFAR greeting and intro Chief Morin (Jacob Handel or?)
- Dinner (buffet style)
- Entertainment @ 8:30 (Howie Miller - confirmed)
- Thank you and ‘see you tomorrow delegates’ – Rob?

Conference Day 2

**8:00 Plenary room open for seating**

**8:30 – 9:00 Prayer** (Enoch Elder)

- CFAR opening remarks – Kuni

**9:00 – 10:30 Consultation Guidelines Discussion**

- Panel Bill Werry – Alta Gov’t
  - Kim McCaig – CEPA
- Other panellists for Q & A session.
- Gerald Cunningham /Mel Beaver
  - CFAR - Patrick Leyes

**10:30 – 11:00 Networking break** and mid morning break coffee

**11:00 – 12:30 Breakout sessions** (repeat of day one)

- Rm A, Rm B and main room

**12:30 – 2:00 Lunch**

- Closing CFAR remarks and door prizes (Rob and/or Craig?)

CFB Associates  
January 27, 2007