

CFAR Meeting Minutes

May 7, 2007

Attendees: Larry (partial), Rob, Ethel, David, Barry, Christine, Art, Patrick, Krysia

Agenda Review/Welcome

April 24 meeting minutes accepted

157 Registered to date

- Key issues/decisions made/actions included with these minutes

Action Items/Key Decisions

- Budget – we will likely be profitable in the \$10,000 - \$20,000 range.
- We are unable to obtain additional rooms at Marriott at a conference rate of \$99.00, limited rooms are available at \$159.00
- Barry added approximately 30 names to the complimentary mailing list. Christine sent CFAR conference information to the people on the list.
- Patrick made CFAR banner and displayed to Board. (Great job Patrick!)
- Art will bring the banner to the conference.
- Patrick coordinated sponsor information and inserts. Another job well done.
- Maria to contact Marriott to get sponsor items into folders.
- Maria to arrange meals with the hotel.
- Maria to arrange audio/visual needs and tour.
- Doreen has 200 pens to provide to attendees.
- Ethel/Krysta to man ticket sales.
- Kuni/Doreen to man prepaid tickets.
- Eva to man name tags.
- Rob to ensure nametags are done A-H/I-P/Q-Z.
 - Nametags to be numbered 1-4
 - Large signs 1-4 for breakout rooms
- CFAR Organizers/Board name tags to be provided – yellow in color. (Rob)
- Doreen to confirm Chief Morin, Elders (3) and Robert Morin.
- David to coordinate drumming and Grand Entry
 - David will describe Grand Entry via email
- Kuni to take tickets at Gala.
- Ethel to coordinate plaques for Government and Enoch.
- Doreen will ensure honorarium/tobacco/pouch for Elders.
- Rob will ensure Smudge packs are obtained for presenters. (15)

For those introducing presenters ensure review of presentation and develop key questions if necessary.

- Presentations will be 20-30 minutes each.

- Doreen indicated Gerald Cunningham or Rudy Parenteau will represent MSGC.
- All Marriott interactions will be handled by Maria
 - Gala numbers... Etc.
- Patrick Lays has to resign from CFAR Board due to opportunities at T.P. – thanks Patrick for your excellent contribution.
- We will provide free passes to media for the conference.
 - Rob will contact – Native Journal
 - Ethel will contact – Sweetgrass and Windspeaker.
- Barry is the treasurer of CFAR.
- Ethel/Kryisia will assist with door prizes.
- Mike will introduce Martin on day 1; Rob will introduce Martin on day 2.
- Barry to provide opening remarks on day 2.
- Art to facilitate panel discussion.
- Maria will ensure we have a basket for card draws/door prizes
- Renewing corporate memberships – Rob will contact Platinum sponsors.
- Maria Pohl – will be lead conference coordinator, therefore no conference registration fee. EUB will pay salary. Maria will be primary decision maker, Rob will help with any issues.
- Maria will arrange for a continental breakfast and all other meals – 7 am start.
- Rob – housekeeping – explain breakout sessions.
 - Emergency procedures
 - Brief overview of Agenda for the day
 - I.e. Numbering on nametags
 - Gala dinner, drumming, grand entry
 - Responsibility of everyone to get value out of your investment. Ask questions, learn from each other, share...
- Beth Beloff – ½ hour presentation.
- Remind people where they're going – Rob
- Maria to check on Buffet Lunch
 - Inside or outside Enoch Room C?
 - Enough room for 200 people?
- Larry to ensure immersive media video taping at conference.
- Kryisia (TransCanada) to take pictures at Conference.
- Patrick's responsibilities at conference are to be handled by Art.
- CFAR Board and organizers to meet at Enoch at 6 pm for a pre-conference meeting on May 15, 2007.
- Craig to coordinate Gala meeting and consultation presentation on Day 1.
- Larry/Art to provide opening remarks at reception 5:30 – 6:00 pm
- Christine to provide registration list to David/Rob by the 10th or 11th at the latest