



Circle for Aboriginal Relations (CFAR) Society Board Meeting

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Wednesday, October 10, 2007

10:00 a.m.

Golder & Associates Office

Agenda

- 1.0 Welcome and opening remarks**
- 2.0 Action Item Review**
- 3.0 Approve minutes of last meeting**
- 4.0 Discussion on Community members joining CFAR Board**
- 5.0 Treasurers' Report**
- 6.0 Office Managers' Report**
- 7.0 CFAR Newsletter Discussion**
- 8.0 Discuss details of October 18 luncheon / AGM meeting in Edmonton**
- 9.0 CFAR Schedule for 2007 / 2008**
 - 9.1 Xmas CFAR Mixer**
 - 9.2 March 4/08 Luncheon**
 - 9.3 Conference 2008**
- 10.0 Other**
- 11.0 Adjourn meeting**

2.0 Action Item Review & 3.0 Approve minutes of last meeting

Discussion:

Meeting minutes from Sept 10/07 – reviewed and approved.

Action Items reviewed:

Germaine and Janais completed the Oct 18 luncheon and AGM notice and it has been sent out to all members.

Doreen or Maria can't coordinate events, Rob has someone who can but is not able to attend the meeting.

Rob will bring gifts and others will fill specified roles at the Oct 18 luncheon.

Website – Domenyk has updated the website. He has information on costs for managing the website. He will add our information on events.

Follow up on the SSL form for Christine and make sure the security encryption is on when people register using credit cards.

Domenyk reviewed the CD's – one has no audio and the other is a bit broken up. The Metis presentation was good enough quality that a clip could be put on, but we would have to assess what could be put on there. Limited value but we could put the whole Metis presentation on our website.

Domenyk will look into putting the hit counter on the website.

Domenyk will price out the cost of video taping future sessions with AU3.

Action items:	Person responsible:	Deadline:
Look into putting a hit counter on our site.	Domenyk	Nov 6/07
Price out cost of video taping sessions		
Follow up on SSL Form – security encryption.		

4.0 Discussion on Community members joining CFAR Board

Discussion:

We had agreed to try to get community members elected to our Board.

Rob had a discussion with Orlando from the Sucker Creek First nation – invited him to this meeting and requested a bio. He has not received the bio and he was not able to attend our meeting. He indicated he will be able to attend our Luncheon and AGM next week (Oct 18/07) .

He has a military background and is a consultation officer for Sucker Creek first Nation.

Nora Flett was another recommended community member for our board – discussed and Rob will follow up request her bio, invite her to a meeting and possibly elect her to the Board. She was the aboriginal consultation for Syncrude and now has her own business. Well respected by all the Chief's and in the oil and gas industry.

Action items:	Person responsible:	Deadline:
Request Nora Flett's bio and invite her to a meeting.	Rob	??

5.0 Treasurers' Report

Discussion:

Barry made the elections for the GST in the file as per last meeting. For lunches / events GST will be charged.

Barry got all the information updated in the report and printed a copy for the meeting. We have \$68000. He is out about \$7000; figures he is missing a sponsorship or something and will talk to Christine.

Have annual return for societies - will be done by year end.

A formal financial report will be brought forward at the AGM once it is audited.

Craig Barraclough would like to continue to participate in CFAR but in a different role (used to be in Christine's role), now is almost done his contract that has been keeping him away from meetings. Needs signing authority so needs a role on the board. We will designate him as a second Vice President – voted, all in favour.

Action items:	Person responsible:	Deadline:

6.0 Office Managers' Report

Discussion:

Luncheon registrations are really slow – 23 are registered; 91 paid, 4 are not.

Few people calling to just register at the door.

Memberships – sold another \$1900 worth since last meeting.

Request from members to forward their event information out to our memberships. We are not sure that we would like to be seen as the sender of “junk mail”. We could put these requests on our website instead of sending it out by email. Domyk will check with AU3 to see what this will cost. We could provide direction on how to post events on the website in our newsletter. Could send a generic email reminding people to look at our website.

We would ask people to reciprocate and advertise our events on their sites.

Christine will send out the information on the Chamber event if she has time today.

Christine will email the Board members to see if the event is worth sending out to members / posting on the website. We can discuss at the Board meeting if there are any received at that time.

Action items:	Person responsible:	Deadline:

7.0 CFAR Newsletter Discussion

Discussion:

Germaine brought a mock up of the newsletter for the Board's review. Pictures of the Board will be taken at the AGM.

Thank you to corporate sponsors – is this different than corporate members? For the newsletter it is a list of the corporate members. Corporate sponsors are specific to events.

Membership forms will be attached to every newsletter.

Feature article in each newsletter – this should be the Oct 18/07 luncheon event.

Can members contribute to the newsletter (members corner) – best practices, success story, information on their company relevant to CFAR member interests? Board all agreed. Germaine will request submissions / notify members of this feature in the next newsletter.

Luncheon ratings by attendees will also be added to the newsletter (such as what they tell us from our next luncheon – Oct 18/07).

Set up a newsletter submission email address – Domenyk will get AU3 to set up the email address for members to submit their submissions.

Christine and Domenyk will also have access to this email.

Action items:	Person responsible:	Deadline:
Set up a newsletter submission email address	Domenyk	??
Take pictures of Board members at AGM	Germaine	Oct 18/07

8.0 Discuss details of October 18 luncheon / AGM meeting in Edmonton

Discussion:

Last luncheon in Edmonton, Golder sponsored a number of students from NAIT. Rob has talked to NAIT and they have 16 students for some of the member companies to sponsor. (Dianna Blackman heads up the aboriginal student network at NAIT). CFAR will sponsor for \$600 and take their pictures and then post it on our website. Rob to finalize CFAR's sponsorship of their attendance at our luncheon.

Rob has offered out a free ticket to the Native Journal, who usually is invited and attends and puts an article in their paper.

We could contact the Treaty Organizations / Tribal Councils / Metis Organizations and provide the information on our luncheon. Art gets an updated contact list from the province – he will forward the contact information to the Board members. Rob will get contact information from his source and send to Board members.

Board members need to be out building relationships with organizations, companies, individuals for participation in our events.

Rob has to give the Petroleum Club a pretty accurate number of attendees to them for the Oct 18 luncheon by Friday – so he will touch base with Christine for final numbers and make an estimate for unknowns. Christine will send out an email to Board members asking if and how many from their company will be attending.

For the sit down lunch chicken parmesan was chosen – can't have a choice of more than one option. Buffet is their specialty but we would like to see how it goes with a sit down dinner and not have the disruption that occurs with a buffet style lunch.

Bea has been asked to do the prayer, but has not confirmed yet as she may be in Vancouver then – Rob will follow up with Bea and let the board members know whether she is available or not. Will need to look at other options if she is not available - Irene in Enoch is good and may be an option; Mark Lavasseur, AWN; Esther Makanaw? Others?

Art will make up the question forms and bring copies to the luncheon.

Organizers need to be there at 10:30 am to set up for registration which starts at 11am to 11:45

Kuni will email luncheon feedback forms to Rob and he will print them off and bring copies.

Barry will bring one hundred pens.

Christine will bring the Board member name tags that she has from previous meetings. We will use sticky ones that are written on for everyone else.

Larry and Art will bring some door prizes.

Rob will make 25 copies of the AGM minutes and bring to the AGM on October 18/07.

AGM:

David is chairing it

Barry will do the Treasurer's report and bring the handouts

Rob will do a brief discussion and bring last year's AGM minutes.

Action items:	Person responsible:	Deadline:
Email Rob the feedback forms	Kuni	ASAP
CFAR Sponsorship of NAIT students at luncheon Bring copies of luncheon feedback forms and AGM Minutes Confirm Bea or other to do the prayer.	Rob	Oct 18/07
Bring 100 pens for luncheon Bring copies of Treasurers' report for AGM.	Barry	Oct 18/07
Bring copies of the question forms and door prizes	Art	Oct 18/07
Bring door prizes	Larry	Oct 18/07
Bring Board members name tags	Christine	Oct 18/07

9.0 CFAR Schedule for 2007 / 2008

Discussion:

Mixer:

Art – has booked the Calgary Chamber of Commerce for November 21/07 5-7pm for the mixer. Barry has submitted the request to Suncor, Karen hasn't heard anything, but Barry has received a couple notices saying they are working on it. Have not received the funds yet. Cost will be covered by CFAR, except for sponsorship amounts we receive. Co hosting with Aboriginal Opportunities Committee, and we will have the opportunity to advertise through the CAPA membership as well.

Someone (Rob?) will give a spiel on what CFAR is all about – no structure, informal networking event. Business after hours is a common thing at the Chamber of Commerce.

Can ask attendees to bring a donation to something – Mustard Seed? Aboriginal women's shelter? Other?

March Luncheon

AWN will be coming to the Carriage House on March 4/08 to present to CFAR – they are excited to attend and present their consultation model.

2008 Conference

June 4-5/08. Enoch River Cree Resort – Marriot Hotel is the date and place for our Conference. Rob has tentatively booked it. It would be a day and a half conference with the option of joining a golf tournament if you wish to stay for the afternoon at about 1 pm. Tee time would be shotgun.

Should we hire someone to organize / coordinate our conference? Board members will research options / people / organizations that could coordinate this for us and we can discuss at the next meeting.

We should have guaranteed slots in our conference for example that CAPP, Treaty's, etc would have to speak.

Art will be speaking to Audrey Poitras, President MNA; Rob will contact Metis General Council – talk to them about having a regular conference spot and hopefully they will share our event information to their membership. They will provide their contact information to Christine for future emailed information on events.

Action items:	Person responsible:	Deadline:
Research options / people / organizations that could assist with our 2008 Conference	All	

11.0 Plan next meeting / Adjourn meeting

Discussion:

Next meeting November 7/07 at Barry Brisson's office, NEB Office, 4th Floor Reception 444 7th Ave SW
Congregate on the 4th floor reception, sign in, and someone will escort you to the meeting room. Lunch is provided.

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Meeting Adjourned 1:30pm.

Action items:	Person responsible:	Deadline: