



Circle For Aboriginal Relations (CFAR) Society

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Subject: CFAR Board Meeting Minutes			
Location of Meeting: McDougall Building			
Date of Meeting: Sept. 10, 2007		Time: 10:30 am – 2:30 am	
Chairperson: Rob Barber		Minute Taker: Karen McCullough	
Present	Absent	Distribution	
Rob Barber, EUB Barry Brisson, NEB Christine Schreuder, CFAR Domenyk Leach, Bonterra Art Cunningham, TransCanada Karen McCullough, Suncor Larry Veilleux, Golder Janais Turuk, FMA Germaine Conacher, FMA David Turner, Patch Jack Wilson, Aboriginal Futures Kuni Albert, Albert & Assoc	Jacob Handel, Husky Craig Barraclough Willy Loch, Encana Allison Dobek, Husky Holman Wong Doreen Healy	All Board Members	
Item #	Agenda Items	Action by	Date
1.0	REVIEW PREVIOUS MINUTES Reviewed and approved past minutes from April 24/07(minor change) and 1 June, 2007.		
2.0	Treasurer's Report Barry presented information on how the Society should be correctly charging and paying / receiving GST. GST should not be charged on memberships or sponsorships; but should be charged on events. We have been doing these incorrectly but cannot change mid year; so will have to continue as we are until the end of our fiscal year; March 2008.	Barry to make election to submit GST for this current year and change for March 2008	March 2008

<p>3.0</p>	<p>Office Manager's Report See attached (end of minutes) No need for Christine to send Germaine/Janais the logo – it is attached to these minutes. If you are not able to attend a meeting, please let the other Board Members know. All Board Members, please ensure your memberships are up to date. Kuni requested exemption from membership fees as an individual – giving lots of time to CFAR and not being paid for by a corporation. Board agreed and approved. Future requests from members to be exempt from the fees when they sit on the Board or provide time, will be submitted in writing, considered by the Board and determined on a case-by-case basis.</p>	<p>All: Ensure your memberships up to date.</p>	<p>Oct 10/07</p>
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<p>4.0</p>	<p>Luncheon's; AGM; Conferences – planning</p> <p>Oct 18/07 Luncheon. Art presented his plans for the upcoming luncheon on October 18/07. Discussed and finalized plan. - - Bea will be asked to do the prayer, Rob will do the introduction, followed by Art (10 min presentation) and Bryan Callihoo (20 min presentation). The presentations will then be followed by discussions at each table regarding what the memberships wants from CFAR for events, what accreditation should be required for Aboriginal relations staff.</p> <ul style="list-style-type: none"> - Gifts will be given to Art, Bea and Bryan. Rob has medicine / smudge bags that he can bring. - Guests will be invited to register from 11am to 11:45; Lunch will be served at 11:45 followed by Rob's introduction and the presentations. - We will need feedback forms; the questions that will be asked and pens to be put at all the tables. - Jacob, Larry and Art will be asked to bring door prizes. Amanda Martineau can bring name tags (Rob to ask her). <p>2007 AGM – will be held immediately after the luncheon that is scheduled for October 18/07 in Edmonton at 1:30pm. David Turner will chair the AGM. David raised the point that our By-Laws state that we are required to have our AGM prior to September 30 of every year and we must give our members 30 days notice. We can't hold the AGM prior to Sept 30, but we will give the 30 days notice.</p> <p>We need to bring past minutes from meetings to the AGM</p> <p>Xmas CFAR Mixer. Barry will scope out potential locations and costs for this event on either Nov 21 or 28. 2 Corporate sponsors will be requested (Barry will apply on-line to Suncor) and provide the information to the Board.</p> <p>March 4/08 Luncheon. Potential next luncheon to have AWN speak to CFAR members at the Carriage House.</p> <p>Conference 2008. It was decided that it would be worthwhile to continue the momentum of the 2007 conference success and hold one in 2008 as well. We will investigate the possibility of holding it at the Marriot – a one day conference with a second day as a golf tournament. Tentative timing would be the late May or early June.</p>	<p>1) Germaine / Janais will complete a draft luncheon / AGM notice.</p> <p>2) Rob to see if Doreen or Maria can be coordinator of events</p> <p>3) Rob to bring gifts</p> <p>4) Christine & Kuni will manage the registration desk</p> <p>5) Karen will greet and “direct traffic”</p> <p>6) Jack will take announcement poster to SAIT / U of C?</p> <p>1) David to chair AGM</p> <p>2) Bring copies of past minutes to AGM – Rob or Christine?</p> <p>1) Barry to scope out location & costs for Xmas Mixer</p> <p>1) Rob will schedule March luncheon</p> <p>1) Rob will look into June 4-5 at the Marriot (or at Nakoda)?</p>	<p>Sept 14/07</p> <p>Oct 18/07</p> <p>Oct 18/07</p> <p>Oct 18/07</p> <p>Oct 10/07</p> <p>Oct 18/07</p> <p>Oct 10/07</p> <p>Oct 10/07</p> <p>Oct 10/07</p>
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5.0	CFAR Newsletter It is time for another newsletter and with Germaine and Janais on board, so please forward any articles, Board Member bios, etc. to them.	All	Oct 10/07
6.0	New Business Domenyk suggested some ideas to enhance our website. He will contact Trevor Gold our website consultant and discuss his suggestions and get cost estimates to do them. Larry has put the conference on DVD which we can use to put clips on our websites or members can view presentations. He will send the DVD's to Domenyk who will review for what we can use for clips for our website. A colleague at Golder can pull out the sections for the clips, once we select them. Elections were held. Karen is now the CFAR Secretary. Germaine and Janais are the Communications Coordinators. Domenyk is the Photographer/Website Coordinator and Jack is responsible for the Student Affairs portfolio. Congratulations!	1) Domenyk to speak to Trevor about Website & costs 2) Larry to send Domenyk conf DVD's.	Oct 10/07
7.0	Other		
Next Meeting: Oct 10/07		Location: Calgary	Time: 10:30 am – 2:30pm
Chairperson: Rob Barber		Minute Taker: Karen McCullough	

CFAR Society Board Meeting September 10th, 2007

Memberships:

Current Number 109 as follows:

	<u>Sales</u>
- Corporate – 8 x 6 = 48	\$ 8000.00
- Corporate in kind (Golder) – 1 x 6 = 6	\$ 00.00
- Regular – 30	\$ 4500.00
- Aboriginal – 22	\$ 1100.00
- Non-Profit – 2	\$ 100.00
- Student – 1	\$ 25.00
- Add to that Board members N/C?	\$ 00.00
	<u>\$13,725.00</u>

Corporate Membership inquiries:

1. Karen McCullough – Suncor Energy. Would like to know if they need to specify 6 names for corporate membership. They have more than 6 people who work in Stakeholder Relations divided up between Nat. Gas, Renewable Energy and Oil Sands groups so representatives may change. Is it mandatory to specify?
2. Jenn Gerrard – Talisman Energy Inc. Provided 6 names for corporate membership. Would like to know if they could have a 7th person.

Process Planned for continued membership sales:

- Advise potential members of AGM, encourage purchase of membership to participate.
- When registrations are processed for planned events, continue to encourage the purchase of memberships.
- Send a reminder to all members end of February to renew memberships that will expire March 31st.
- Send a notice to all potential members (288 currently on email distribution list) to encourage purchase of CFAR memberships – end of February.
- Reminder to board members to reach out to their contacts to purchase memberships – end of February.

Member information on Website:

This has been set up by Trevor of Au3 and is operational. Trevor used one of my spreadsheets to populate the memberships. He also showed me how to access mysql to update and maintain the information. I spoke with Trevor on September 6th and he said that he would not charge for this service. He doesn't foresee any further costs associated with this component of the website.

To view the Members on the CFAR website:

- Open the CFAR website www.cfarsociety.ca
- Click on the 'member' tab.
- Username is 'member'
- Password is 'oki'.
- ****Note:** The Username and password has **not** been made public to the members as I don't have permission from all of the members to publish their information. Please **do not** disclose.

FOIP waivers have been sent out to all members. To date 14 have been returned, ~6 have said that they are considering this and 1 has declined.

I sent an e-mail to Trevor September 7th enquiring whether records and/or fields that were exported to the website could be activated and de-activated as necessary, rather than deleting

the information that may have to be added in the future as FOIP waivers continue to come in. No response as of yet.

I estimate that the maintenance of the memberships on the website would be about five minutes per record. With 100 records this would equate to 500 minutes or 8.33 hours. The cost of my performing this service is estimated to be about \$300.00 to start, then maintenance after that as new members join and would like their information published.

SSL Certificate:

Information was provided to Trevor at Au3 in July. I spoke with him on Thursday September 6th. Au3 has moved offices to 2312 - 4th St. SW. Hadn't completed SSL, but hoped to have it done by Monday September 10th.

Luncheon Aboriginal Liaisons-Professionals or Technicians- A workshop. /AGM:

- Prepare brochure/registration form for luncheon to be sent to members/potential members.
- Decide on price and early bird deadline for luncheon.
- Prices for the last luncheon in March were:

<u>Tickets</u>	<u>Prepaid</u>	<u>Rush</u>
Members	\$ 25.00	30.00
Non-members	35.00	40.00
Students	15.00	20.00

(Add GST if applicable -#851153320)

- Prepare Agenda and information on AGM to be sent to members & potential members. Advise potential members that they need to be members to attend. Encourage purchase of membership. All members have to be advised 30+ days prior to AGM.
- Add information to website about Luncheon/AGM