

# CFAR SOCIETY BOARD MEETING

Calgary Chamber of Commerce

February 13, 2008

10:15am

## Meeting Attendees

- Jacob Handel (via phone)
- Domenyk Leach
- Tweela Nepoose
- David Turner
- Janais Turuk
- Catherine Pennington
- Christine Schreuder
- Sylvie Bedard
- Barry Brisson
- Kuni Albert

Review Agenda – Modify the agenda

Minute Takers – David Turner and Janais Turuk

Review January Board meeting minutes

- Approved as presented

Review of all action items

## Item 1 Conference Team update – Janais Turuk

The conference sub-committee have met once or twice since the last board meeting.

Some speakers have yet to be confirmed and finalized; as of now;

- CIER - Confirmed
- Darryel Sowan (Swan River First Nation) has confirmed – he will be doing a break out session. He will speak about consultation with Swan River FN and his experiences as Consultation Unit Manager.
- Barbara McNeil (AAMS) has indicated that she is very interested, however, is only available for Day 1 of the conference. Rob Barber has indicated to Barbara that we would need someone for both Day 1 and Day 2 of the conference and indicated that either another person from AAMS could present both Day 1 and Day 2 OR a substitute could present only on Day 2. Rob Barber has been attempting to get a response and commitment from Barbara McNeil but she has not replied. Rob Barber is in on vacation this week and will pursue when he returns. Janais is very confident that AAMS will send someone to present – it is a matter of who will present.

- John Olynyk (Lawson Lundell) has not confirmed his availability for the conference. John informed Craig that if he could not present, someone else could present at the conference. Janais and Craig are very confident that a speaker from Lawson Lundell will present. The situation is the same as that with AAMS – the question resides in who will present. David Turner mentioned John Phillips as an alternate speaker. David will provide Janais with John Phillips contact information (***Action Item: David to provide Janais with John Phillips contact information***).
- The conference sub-committee has worked two panel sessions into the conference schedule. Speakers from Treaty 6, 7, 8 and the MSGC (Panel 1) and CEPA, CAPP and the GOA (Panel 2) will be invited to speak. A number of the speakers may be the same ones that spoke last year. Art Cunningham is in the process of lining up these speakers.

Evening entertainment has been lined up. The conference sub-committee has booked the Aboriginal Dance Theatre. Tweela provided a synopsis of the performance. The entertainment costs approximate \$2,500.00.

A cultural workshop has been set up for the same time as the golf tournament on Day 2. The details of the workshop are to be determined. A strong possibility is drum-making, done by Adrian Goulet (Ghost River Rediscovery). Christine is in contact with Adrian and is getting a cost estimate.

There was an inquiry about how much CFAR will pay speakers and the person who directs the workshop. Janais informed the board that the sub-committee will consider covering costs on a case-by-case basis as each situation will be unique.

The conference schedule will be emailed to all Board members for consideration and input (***Action Item: Janais to circulate conference schedule to all Board members for review/comment and approval***).

Janais asked the board how they felt about Jacob playing the flute for periods throughout the conference. Last year the board had decided against board members offering their services/talent for the conference. Janais solicited the Board's approval for Jacob's involvement in the conference, as an entertainer. Walter is unavailable to play during the conference. Jacob is willing to play the flute at times during the conference voluntarily if the board has no objections. Jacob asked the Board if anyone else had talents that they may be willing to put to use during the conference. None of the Board members present indicated they had a talent they wished to use during the conference. Janais told Jacob she would email the Board posing the question (***Action Item: Janais to email Board members inquiring about Board member talent and willingness to provide entertainment for the 2008 conference***).

Germaine has drafted a sponsorship letter. The conference sub-committee have no edits for the letter. Janais and Germaine intend on beginning to solicit sponsorship. Janais

requested that Board members assist her and Germaine by either passing the sponsorship letter onto persons within their company/organization that would be responsible for making the decision, or, pass that person's name along to Janais or Germaine (**Action Item: Janais and Germaine to circulate sponsorship letter and ask Board assistance in securing sponsorship**).

Sponsorship incentives were discussed. Members of the Board suggested that, in addition to gala dinner tickets and advertising, sponsors are provided with a ticket or two to the conference (at least Platinum sponsors). Janais will bring this suggestion to the sub-committee for a decision (**Action Item: Janais to discuss additional sponsorship incentives with the conference sub-committee**).

Janais informed the Board that her and Germaine are shooting for 20K in sponsorship for the conference.

Based on last year's conference advertising approach, an advertisement is being developed for this conference. An early, short advertisement will be sent out, primarily to target potential sponsors. This advertisement will outline speakers/organizations that will present at the conference and give a brief description of the conference theme. As soon as speakers are finalized and biographies/abstracts are received from those speakers, a more detailed advertisement will be developed and disseminated.

As per the recommendation of the Board during the January Board meeting, the conference title has been changed to Aboriginal Community Consultation: Grassroots

### **Item 2 March 04th luncheon update – Christine Schreuder**

The Carriage house was selected by the Executive of the Board for the March 04<sup>th</sup> luncheon.

Christine informed the Board that the registration and pre-paid deadline is February 20<sup>th</sup>. After this date, an extra \$5 will be applied to the price. Registration for the luncheon on March 04<sup>th</sup> begins at 11:30am.

### **Item 3 Governance Committee Update – David Turner**

David Turner ran through a draft of the Governance Policies that the committee drafted. He explained each section in detail.

David re-iterated the importance of governance policies for the CFAR Board. He told the board that a quorum is missing. The quorum should be comprised of how ever many people are chosen. A quorum is especially necessary for CFARs financial matters.

David indicated that he has circulated the draft governance document to the entire Board and that it is very important that Board members take the time to review it and provide

input. It is also important the Board begin adopting parts of the governance policy. This cannot be an initiative that goes to the way-side.

Janais asked David about the current CFAR Board confidentiality policy and what sort of confidentiality policy the governance committee will likely draft. David indicated that there is no confidentiality policy in place – this was one of the purposes of drafting a governance policy. Janais asked David, and the Board, what the general consensus is regarding confidentiality of Board matters. Given that meeting minutes will be posted on the webpage, Janais was wondering when board matters and discussions move from “confidential” to “not confidential”. The Board reached the consensus, that, general opinion, to-date, is that all board discussion is confidential until meeting minutes are approved. It is at this point that they are open to CFAR membership. Janais inquired about Newsletter content; the Board agreed that all content of a draft newsletter is confidential until that newsletter is finalized. This is true of all advertisements and posters as well. Janais expressed the opinion that a confidentiality policy is an important part of the governance policy.

Catherine Pennington expressed the opinion that liability needs to be a number one priority. Liability should be discussed in the governance policy and the CFAR board should consider acquiring liability insurance as soon as possible – regardless of the draft nature of the governance policy. Catherine believes that CFAR should be concerned about the possibility of accidents at future events and indicated that there could be serious problems should something happen at any one of our future events.

David agreed to look into liability insurance ASAP based on CFARs current by-laws and draft governance policy (*Action Item: David to look into liability insurance*).

David requested endorsement from the Board to move forward and begin adopting aspects of the governance policy. Catherine endorsed David as CFAR cannot acquire liability insurance without a governance policy. The remainder of the Board endorsed David.

The source of the template that David used to draft CFARs governance policy came from the Aboriginal Healing Foundation.

#### **Item 4 Newsletter Update – Janais Turuk**

The newsletter has been sent out to all members of the board and has been finalized. The newsletter has been disseminated to CFAR members.

Janais informed the board that she utilized pictures of the November Mixer that featured Tweela and Catherine. Janais neglected to get their permission – she explained that she was busy and forgot to get their permission. Janais apologized to both Catherine and Tweela for inserting a picture featuring them without their permission. Catherine and Tweela informed Janais that they did not mind.

Janais indicated that a board member that submitted a recommendation for the Members Corner section was upset that the story he recommended was not chosen for the newsletter. She informed the board that she received a number of recommendations and that she could only choose one. Janais asked for opinion from the board as to how her and Germaine are to go about choosing stories/events to feature in the newsletter. The board unanimously agreed that her and Germaine will be trusted with making the decision as to which event/story is featured each newsletter.

Janais discussed CFAR webpage – specifically the “upcoming events” section. She expressed the opinion that, once the webpage issues are sorted that extra Members Corner recommendations be posted on CFARs webpage in this section. The Board agreed.

Janais asked the Board when the next newsletter should go out. She expressed the opinion that the next newsletter should go out shortly after the March 04<sup>th</sup> luncheon and the Fort McMurray Mixer. The Board agreed. It was mentioned that Art Cunningham was looking into organizing another Mixer, to take place in May 2008.

The number of remaining newsletters was discussed. It was agreed that two more newsletters should be sent out – one toward the end of March/beginning of April and the fourth and last to go out after the conference in June.

## **Item 5 Office Managers Report**

Christine Schreuder provided the Board with the following manager’s report.

1. Memberships to date \$19725.00 before tax. One new membership was purchased since the last board meeting. This is a renewal for the 2008-09 membership year, so it has been entered as deferred revenue and will be converted in our new fiscal year starting April 1, 2008.

- a. Brian Hjlesvold – Regular \$150.00

The discrepancy in the membership revenue from my reporting and the Simply Accounting data has been corrected. I neglected to enter some membership sales into deferred revenue for the last fiscal year. Any sales made prior to March 31, 2007 were credited to that fiscal year ending. I made adjustments to all of the membership sales that were incorrectly credited to the last fiscal year so the information is now accurate.

I have verbal commitments from Devon Canada and Newalta for the purchase of corporate memberships. Pat Hammerschmidt of Horizon North is also considering purchasing a corporate membership. Treaty 8 is in the process of renewing their membership. I anticipate that I will have more membership sales to report on at our meeting in March.

Karen McCullough has requested a board review of our current membership structure regarding corporate memberships. Suncor purchased in July 2007. She would like the board to consider having corporate memberships honoured for 1 year from the date of purchase. Our current structure is that we have a membership year of April 1 –March 31 annually.

Linda Hancock of Atco Electric contacted me and asked “What if we want to have more than 6 people to have memberships with CFAR? The corporate membership only allows for 6, how does CFAR handle additional members?”

Non-sponsored memberships to be considered for approval by the board:

- a. Barry Brisson

- b. Craig Barraclough
- c. Kuni Albert
- d. Sammy Angnaluak

An updated list of members was emailed to the members Feb. 12, 2008.

2. Update on Simply Accounting – There was a question at the last meeting as to why the bank charges were so high. I checked into this and as I suspected the credit card discount fees were being posted as bank fees. I have adjusted the credit card discount fees so they have their own account to be posted to.

At the last meeting I was also asked to change the ‘consulting fees’ account to administrative fees. This too has been completed.

As at the last board meeting the bank has been reconciled up to Nov. 6, 2007. I don’t have the next statement, yet. The request for the change of address to the bank must have missed the deadline for this period. I have a request in to Craig to print the transactions for this period and submit to me for reconciliation.

3. The telephone has been changed from residential service in my name to business service in the name of CFAR.
4. Mixers – I had a call from Donna Hrechka of the Sunrise Native Addictions Services. She is a member of CFAR. She received our newsletter and was very impressed. Upon review of the article on the November 29<sup>th</sup> mixer she called to enquire whether CFAR would consider collecting donations for future mixers in Calgary on behalf of Sunrise Native Addictions.

Christine informed the Board that Karen McCullough had requested a review of our corporate membership payment plan. Karen believes that pro-rated payments are considered as an option. David Turner expressed the opinion that this would result in an accounting nightmare and recommended that we do not allow pro-rated payments. The Board unanimously agreed. It was decided that, for the time being, pro-rated payments would not be permitted. It was unanimously agreed upon that corporate membership payment options could be considered or re-visited by the governance committee.

Christine advised the board that Linda Hancock of Atco Electric inquired as to what happens if Atco would like to have more members than the 6 that are allotted by a corporate membership. Catherine Pennington commented that this was a question that she too had. This came back to the issue of governance and that there is no such policy in place. It was unanimously agreed by the board that additional members would be represented as individual regular memberships at a cost of \$150.00 each.

The issue of membership being covered by CFAR – for those members whose respective organizations did not cover them – was revisited. The Board unanimously agreed that this was acceptable. A question was asked by David Turner whether the board member’s who have their own companies couldn’t cover their own memberships? His assertion is that the memberships are tax write-offs. He has his own company and paid for his own membership personally as a taxable write-off for his company. The question of whether we should cover Sammy’s membership was also raised because to date he had not been to any board meetings nor contributed to CFAR. Christine advised that Sammy is interested in participating and that he always responds about his attendance at board

meetings. Extenuating circumstances have made it difficult for him to be available for attendance thus far. The board agreed that his membership should be covered if he becomes an active board member.

Christine mentioned that the Native Addictions Center has approached CFAR and requested that they be considered as a recipient of donations at an upcoming event. The Board had no objections. Barry Brisson requested more information on this center before being a donation recipient at a future event (*Action Item: Christine to request more information from the Native Addictions Center*).

Christine discussed A/V equipment requirements for the 2008 conference and asked Board members to let her know who had equipment that could be used during the conference. Equipment required includes laptops and LCD projector (*Action Item: Christine to email all Board members to ask who can provide AV equipment for the 2008 conference*).

#### **Item 6 Website Update – Domenyk**

Domenyk discussed his progress in scoping out alternate webpage providers.

Animiki sent Domenyk a new quote - \$25/month (an additional \$50/hr for extra help and changes). Domenyk informed the board that he was capable of doing some of the updates himself. The pitfall with this plan is that the price would give CFAR only half (500mb) of the current hosting size provided with our current webpage (1GB). With our current website format, this is not a concern, in fact it is substantially more than we currently use. Domenyk, however, was of the opinion that we only needed half of the size of our current webpage anyways. Animiki could also set up an email account for the webpage. The Board agreed that the webpage should not include this feature.

SGWE Productions (through Alexis FN) provided a quote similar to Animiki. Domenyk is pursuing a meeting with SGWE to determine what services if there are any areas where the cost could be reduced. Domenyk has had some trouble arranging a time to talk with SGWE.

Wind Dancer Designs; Domenyk has been attempting to contact this company but has failed. Domenyk does not wish to pursue this company any more as this may be indicative of the quality of the services they provide.

Alexander Internet Technologies; Domenyk has a meeting set up with Jeff Poitras to discuss the services they provide and to get a quote.

Native Designs – Domenyk provided a detailed form back to Native Designs answering questions about our current website and what features and look we would like for our new website.

Domenyk asked the Board how many quotes would be appropriate prior to making a decision. Also, Domenyk would like to know where the Board sees the CFAR webpage in a few years; CFARs webpage vision will assist him in making a decision on which company to hire and the type of webpage we will have that company design. Size is an important consideration (e.g., if CFAR foresees the webpage growing in the future, it would be advantageous to design the webpage with this in mind rather than having to re-do the page in the future).

Kuni Alberts suggests that Domenyk have discussions with webpage designers about long-term relationships and how the provider would accommodate CFARs changing needs.

David suggests that Domenyk have a clear understanding of the provider's willingness to provide timely updates. David worries about ending up with an outdated webpage because of a tardy provider. It is critical that updates will not be an issue.

Domenyk informs the Board that additional pages and tabs cost more money (some companies just charge per hour, where others charge depending the type of update).

Kuni suggests that Domenyk check out other web pages that these providers have designed. Domenyk replied that he has done this and that all pages he's previewed are much better than CFARs current webpage.

Barry Brisson suggests that Domenyk get one more quote.

Required updates to the current webpage include the addition of the Mixer and Luncheon advertisements, adding the Banff Centre Course link, and posting the most current newsletter. Domenyk will pressure Au3 to make these additions promptly (***Action Item: Domenyk to ensure that Au3 promptly updates the CFAR webpage***). Meeting minutes will be posted after we acquire the services of a new provider and have a new webpage.

Domenyk informed the Board that in order for a seam-less transition to occur between an old and a new webpage, the new webpage would have to be fully designed and ready to go to replace the new one prior to cancelling our current domain.

The Board unanimously agreed that a new provider be chosen ASAP (e.g., before the next board meeting). Domenyk need only the approval of the Executive, not the entire Board; this will speed up the process. The Board unanimously agreed. (***Action Item: Domenyk to finish collecting necessary information on web page designer options and put forth a recommendation to the Executive; decision to immediately follow***).

Kuni informed Domenyk that the President, Vice-President, and Treasurer web page emails are not checked often enough to warrant their existence. This should be removed and all e-mail should go to Christine for dissemination. Domenyk indicated that these emails have new passwords and server information. If the executive have not implemented these changes to their accounts, then they will not be receiving the e-mails sent from the website



## **Item 7 Treasurers Report**

Barry Brisson recommended a quarterly treasurers report as he does not feel the details change enough monthly to warrant a report. This month, there have been minimal changes in expenditure, revenue, etc. The Board unanimously agreed.

\$55,000 remains in CFARs GIC

\$22,000 remains in the bank to support CFARs operating costs

Barry remarked that the revenue generated from the 2008 conference will hopefully enable CFAR to begin exploring an accreditation program.

## **Item 8 Fort McMurray Mixer Update**

Kuni informed the Board that decisions still need to be made on the food that will be served at the mixer.

Only 10 people have signed up for the mixer. Kuni indicated that she still expected a very good turn out as community members in the region will tend to show up rather than register ahead of time.

The Board felt that Kuni, Jacob, and Nora could make decisions on the food to be served without Board input and approval.

Prepared nametags would not be a good idea at the Fort McMurray mixer as so few people have signed up. Christine suggested disposable nametag stickers and felts in lieu of pre-prepared nametags. Christine felt that it is important for attendees to wear nametags as this facilitates the networking process.

Kuni expressed the opinion that a stack of hard-copy membership forms should be prepared and set out at the mixer.

The Board felt that a short speech should be delivered by Kuni, Jacob, or Nora to thank sponsorship and talk about CFAR. A representative from the Crisis Centre should also be given the opportunity to speak. Sponsorship should also be given the opportunity to speak.

Kuni will make the decision regarding the food and have the Sawridge send the bill to Christine.

Door prizes are still required for the Mixer. Kuni will send an email to all Board members requesting donations of door prizes. Catherine informed Kuni that EnCana will provide some door prizes. *(Action Item: Kuni to email all Board members requesting door prize donations for the Fort McMurray mixer).*

**1:40pm**

**Meeting Adjourned**