

Circle for aboriginal relations (CFAR) society



June 11, 2008 Meeting Minutes Golder Associates - 1000, 940-6th Avenue S.W

AGENDA FOR CFAR MEETING

1. Welcome and opening remarks-5 min
2. Approve minutes and action item review-10 min
3. Office manager report-10 min
4. Treasurer report- 5 min
5. Recognition for CFAR Board-15 min
6. Brainstorm key aspects/items for planning session-25 min
7. Website/members only section-20 min
8. AGM/CFAR Board for 2008/2009-10 min
9. Residential School apology if possible-1 pm.-30 minutes
10. Debrief/feedback form review-Conference -90 minutes
11. Other items/next meeting

Attendance: Germaine Conacher, Rob Barber, David Turner, Craig Barraclough, Gaëlle Eizlini, Gerry Laslo, Domenyk Leach, Christine Schreuder

1.0 Welcome and opening remarks-5 min

2.0 Approval of minutes – Gerry, All in favour

3.0 Office Manager's Report – prepared and delivered by Christine Schreuder. Inserted below.

- **Memberships** for May 14th – June 10th, 2008

Several new memberships purchased this month totaling \$1875.00

- a. Roxanne Hodgson Shell Canada - \$150.00
- b. Theresa Sacha Advantage Oil & Gas - \$150.00
- c. Lavon Woodford - \$50.00 (**NEW**)
- d. Darren Many Heads Siksika Land Management - \$50.00 (**NEW**)
- e. Michelle Wickham Bison Historical Services - \$150.00
- f. Alex Redcrow Saddle Lake Traditional Land Use & Consultation \$50.00 (**NEW**)
- g. Cordell Makokis Saddle Lake Traditional Land Use & Consultation \$50.00 (**NEW**)
- h. David Morrison Pembina \$150.00(**NEW**)
- i. Nora Alook Treaty 8 First Nations of AB - \$50.00(**NEW**)
- j. Sharon Charland \$50.00 (**NEW**)
- k. Rain Desjarlais Sucker Creek FN \$50.00 (**NEW**)
- l. Orlando Alexis Sucker Creek FN(**NEW**)
- m. Ray Wanuch CANDO- \$50.00 (**NEW**)
- n. Brad Young - \$50.00

- o. Erwin Bastien Piikani Nation \$50.00 (NEW)
- a) Lisa Daychief Sunchild FN - \$50.00 (NEW)
- b) Jill Janvier Cold Lake FN - \$50.00 (NEW)

Memberships invoiced but payment not received.

- c) Brandon Easton \$25.00 (NEW)
- d) Art Ward Loon River FN - \$50.00(NEW)
- e) Melody Lepine Mikisew Cree FN - \$50.00 (NEW)
- f) EnCana Corporation - \$250.00 (credit for 3 quarters from last year accepted)
- g) Dean Dion Samson Cree Nation \$50.00 (NEW)
- p. Barry Duck Chief Siksika Land Management - \$50.00 (NEW)
- h) Lorraine White Louis Bull Tribe - \$50.00 (NEW)
- i) Hank Alexis Alexis Nakota Sioux Nation \$50.00 (NEW)
- j) Bruce Potts Alexis Nakota Sioux Nation \$50.00 (NEW)
- k) Chasidy Alexis Alexis Nakota Sioux Nation \$50.00 (NEW)
- l) Deana Alexis Alexis Nakota Sioux Nation \$50.00 (NEW)
- m) Stephanie Alexis Alexis Nakota Sioux Nation \$50.00 (NEW)
- n) Beverly Crier Samson Cree Nation - \$50.00 (NEW)
- o) Lorna Saddleback Samson Cree Nation - \$50.00 (NEW)
- p) Lorraine Makokis Enoch Cree Nation -\$50.00 (NEW)
- q) Lars Duck Chief Siksika Land Management - \$50.00 (NEW)

Total Memberships to date:	\$27,700.00 collected
	+\$ <u>875.00</u> not collected yet
	\$28,575.00

An updated list of members was emailed to the members June 10th, 2008. Total number of members as of June 10th, 2008 is 240

- **Conference – Sponsorships update.**
 - a) EnCana - \$5000.00 - **paid**
 - b) TransCanada - \$5000.00- **paid**
 - c) Savanna - \$5000.00- **paid**
 - d) RBC - \$250.00- **paid**
 - e) FMA - \$250.00 – **paid**
 - f) Enbridge - \$2500.00 – **paid**
 - g) Horizon North - \$1000.00 – **paid**
 - h) Alberta Aboriginal Relations - \$2500.00- **paid**
 - i) Suncor Energy - \$2500.00 – **paid**
 - j) Alberta Pacific Forest Industries - \$1000.00 **paid**
 - k) Canadian Natural Resources Ltd. - \$5000.00- **paid**
 - l) Golder - \$1500.00 – **paid**
 - m) Integrity Land - \$250.00 - **paid**
 - n) Syncrude Canada Ltd. - \$2500.00- **paid**
 - o) Access Pipelines – door prize ~\$800.00 value- **paid**
 - p) Marriott Hotel – Door prize - + \$250.00 value- **paid**
 - q) Husky - \$250.00- **paid**
 - r) Compton Petroleum - \$2500- **paid**
 - s) Albert & Associates - \$250.00 – **paid**
 - t) Pembina Pipeline - \$250.00 – **paid**
 - u) AltaGas - \$250.00 – **paid**

Total cash sponsorships = \$37,750.00

Total collected = \$37,750.00

Total outstanding = \$0.00

Donations in kind for door prizes

- a) Access Pipelines - ~\$800.00 BBQ
- b) Marriott – free room & breakfast +\$250.00

• **Conference Sales Update –**

- **170** conference registrations
 - Aboriginal Members \$ 13,208.00
 - Government members \$ 6,384.00
 - Industry members \$ 24,639.60
 - Non Members \$ 25,694.00
 - Students \$ 598.00
 - Other non-profit \$ 1,995.00
 - Total \$72,518.60
- **44** N/C conference passes for presenters, board members, 3 students, 2 Native Journal, 2 people as put forth by Janais.
- **12** conference passes allocated to sponsors.
- Total number of delegates = 170 + 44 + 12 = 226.
- 95 Early Bird discounts given @ (100.00) = (\$9,500.00)
- **No Shows** – 11, of these 5 have not paid, resulting in \$2442.00 that will probably need to be reversed.
- **138** people registered for the gala dinner = \$6904.00
- **75** gala dinner seats allotted to sponsors for gala dinner
- **41** N/C gala dinner tickets for presenters, board members, 3 students, 2 Native Journal, 2 people as put forth by Janais
- Total gala dinner tickets to date = 138+75+41=254
- 78 golfers @ \$200.00 each = \$15,600.00
- 32 for the workshop @ \$125.00 each = \$4000.00

Total sales for all conference registrations, gala dinner, golf etc. is \$99,022.60

Of this, \$5,459.00 has not been collected. I believe that \$2442.00 will need to be reversed for no shows leaving \$3017.00 outstanding.

Total collected is \$93,563.60.

There are still some outstanding conference entries to be made for which I do not have the information at this time. I will provide a complete report when all of the information is in.

Did not pursue the 800# as time didn't allow and it didn't seem like there would be an added benefit this late in the conference registration process. Christine will activate in August, before advertising goes out for the luncheon in September.

Action item: Christine – Activate 800 # in August.

4.0 Treasurer report. Barry absent

5.0 Recognition for CFAR Board members – Rob presented Tweela’s idea that the board should get together for a Board Recognition dinner. It was decided that the best opportunity will be in Edmonton on September 23rd after the planning session. This is also the day prior to the luncheon and AGM. This was decided upon with the belief that this would be the best opportunity to have the greatest attendance from all parts of the province.

6.0 Brainstorm key aspects for planning session - Planning session to take place September 23, 2008 at the Edmonton Petroleum Club 08:00 – 17:00.

- Re-examine objectives
- Re-visit mission statement
- Need to identify CFAR key messages
- Develop roles of board members and student liaisons
- Develop policies for allocation of fee passes to Community members (Community investment policy)
- Define what CFAR means by ‘Political’
- Strategic planning
 - 1 year plan
 - 3 year plan
 - 5 year plan
 - Will CFAR expand?
 - Will we develop chapters? In Alberta... Fort McMurray, Edmonton, Lethbridge? In other provinces?
 - Franchise?
 - Would Calgary board govern?
 - Would Calgary be the Hub?
- Benefits of membership defined
- Review key elements of previous planning session
- Team building component – go around the room and ask why we are each involved with CFAR.
- Do we need to evolve to more formal board meetings & reports?
- More Aboriginal board members i.e. Aboriginal people representing their community, not industry or government. Community involvement.

- Compensation for Board members to attend meetings
- Selection of Executive Committee – define terms
- Cap number of board members. % from Aboriginal, % from Government, % from Industry etc.
- Succession planning – mentoring people for key positions.
- Need for consistent Secretary recording the minutes.
- Website expectations, what do you want to see?
- Develop guidelines around how to appoint Executive

Action item: All - Consider whom you would recommend to be considered as an Aboriginal board member representing a community (not representing industry or government) and submit to Christine for compilation.

Action item: Rob – contact Rachele McDonald of Aseniwuche Winewak Nation and invite to planning session.

There was discussion as to whom we should use as a facilitator for our planning session.

- a) Germaine reported that the Government of Alberta typically does this sort of thing on weekends and her impression is that they are not really flexible about the format. They generally facilitate sessions in different areas of development, not so much a large scale planning session as this. It was suggested that we should try out this service prior to the planning session to get an idea of whether it would work for a planning session. It was decided that this is too short of notice with the summer break to have a trial run, but we should in the future.
- b) Rob suggested that we could use Barbara McNeil. He pointed out that she presented at our conference for no charge and suggested that it would be nice to reciprocate. He is confident that she could facilitate our planning session very well. Rob approached her to see if she was willing and what her fee would be. She said that she was willing and that the fee she normally charges industry is \$2500.00. She was reluctant to put forward a price, so Rob asked her whether \$1000.00 would be acceptable, to which she agreed. Furthermore Rob recognized that there would be time prior to the session that we would be in contact with her for pre-planning questions and incidentals. He asked her whether \$500.00 would suffice for this time, to which she answered yes.
- c) Roxanne Laslo is also a facilitator whom Gerry suggested we consider. She has experience with facilitating. Gerry asked each board member to view her website at www.interactionsinc.com in their consideration of whom to use as a facilitator.

Action Item: - The planning committee will make a decision on the facilitator for the session. The committee consists of Rob, Craig and David. Please contact the committee if you want to be a part of this process.

7.0 Website report-10 min – Domenyk presented a document that showed the activity on the website (see attached scanned copy). ‘Visits’ indicates when someone goes to the website. ‘Page Views’ has to do with the pages viewed once in the website. He explained that we can get a lot of information such as whether someone is accessing our website by a search engine search, a link in an e-mail, typing in the address or other. He is still learning how to decipher the information. Domenyk is to replace the dancer picture and replace with a Métis sash. Domenyk is to add a photo gallery and check on the legality of adding photos without permission. Another idea Domenyk had to tap into the youth/students was to develop a Face Book Blog. This will be on a trial until our meeting in October, where we will decide whether to continue or not.

Craig suggested that we should include a phrase such as “By being a member of CFAR you agree that your picture may be taken at an event and that it may be included on our CFAR website or published. You agree that your information provided will be included in a members’ only section of the website.”

Action: Domenyk – Replace dancer on website banner with Métis sash

Action: Domenyk – Check into legality of adding photos without permission to our website. Add a photo gallery.

Action: Domenyk – Initiate a Face Book Blog.

Domenyk asked the board members to consider whether we should have a members’ form and what it should look like. It was suggested that Domenyk should approach Benson Carwell to see whether they have clients with a members section that we can look at for our preview and consideration. Craig suggested that the Canadian Public Relations Society might be one to look at for a sample of what we might like to implement.

Action: All – Let Domenyk know whether you think we should have a members form by August 1, 2008 and what it should look like.

Action: Domenyk – Check with Benson Carwell to see if they have members only sections with other clients that we can consider as samples.

8.0 AGM/CFAR Board for 2008/2009

Need to have all board members indicate whether they plan to continue as a board member for the next year and whether they plan to stay on in the same capacity.

There is a need to fill in some key executive positions.

1. Rob stated that he is willing to step down if there was a capable person to fill the role as President. Rob would be willing to carry on for a one-year term but we need to have someone in place for the following year. During this time we will groom someone to succeed him.
2. Kuni has stated that she will be stepping down as chair-elect. Need to fill this position
3. Karen – willing and able to stay on as Secretary?
4. Barry – continuing as Treasurer?

Action: All – Need to indicate whether you will continue on the board and in what capacity. Please respond to Christine for compilation of data.

Action: All – Need to fill key executive positions. Please respond to Christine for compilation of data.

9.0 Residential School Apology

A break from the meeting was taken to listen to the Prime Minister’s apology.

10.0 Debrief/feedback form review – Conference.

- Sound was not good
- Lacked lapel mics. Christine ordered 3, apparently there was only one. Christine is to send copy of invoice to Rob so Rob can follow up with AVW Telav our issues with the number of lapel mics, the lack of training to CFAR personnel on how to work the sound system and the haste of Keith on setting us up.
- Can't assume everyone will turn up. Need to have back-up plan. This goes for presenters as well as board members.
- Quality control of panel session presenters, need to find out what they will be presenting ahead of time and who will be presenting.
- Sunchild would like to be a presenter next year.
- Panels not working, Q & A lacking dialogue
- Need to seed questions
- Not a lot of good discussion in sessions, groups too large? Reduce size and increase number of sessions next year?
- Entertainment fantastic!
- Food good as was the timing of the food.
- Should have longer networking breaks
- Not many people at reception. Do we need to keep? Should we change location to foyer outside of Enoch Ball room? Hors D'oeuvres were great!
- Would more signs indicating where the reception was being held help?
- There should be only one list for the registrations instead of 3.
- Need an orientation for lights and sound
- Golf was very well organized. Tweela & Barry did a great job of pulling this together. Domyk, Craig & Nora did a great job of filling in the gaps to make this a success.
- Golf was an afterthought this year. Need to be proactive next year rather than reactive.
- Need to start planning the conference planning at the October board meeting to allow time for a 'call for papers'.
- Group the pricing for the conference to include golf, gala dinner workshop etc.
- Hire a second person to help with key tasks for the conference.

11.0 Other items/next meeting

- Brad Williams, a student of NAIT, is to be a student liaison between NAIT and CFAR. Christine is to include him in board member communication.

Further student liaisons are to be established. Gaëlle will pursue the UofC NAPI program, Domenyk will get in touch with Athabasca. Rob will pursue NAIT, UofA and UofL and Gerry will pursue the Yellowhead Tribal College.

Action Item: Gaëlle – pursue UofC NAPI program for student liaisons.

Action Item: Domenyk – pursue Athabasca University for student liaisons.

Action Item: Rob – pursue NAIT, Uof, and UofL for student liaisons.

Action Item: Gerry – pursue Yellowhead Tribal College for student liaisons.

- Irene Morin and Bee Schadeck-Calliou are to be made honorary members of CFAR.

Action item: Christine – Add Irene to member list (Bee is already a member). Include Irene & Bee on Board member correspondence.

Action item: Jacob – Let Irene know that CFAR is awarding her an honorary membership

Action item: Germaine – Let Bee know that CFAR is awarding her an honorary membership

- Advertisement for luncheon is to be prepared by Germaine. Rob and Tweela are to develop a task list for the luncheon.

Action item: Germaine prepare luncheon advertisement

Action item: Tweela - Action item: provide Germaine with information for luncheon advertisement.

Action item: Tweela & Rob – Develop a task list for the luncheon

- Next newsletter should be complete by the end of June by Germaine & Janais.

Action item: Germaine & Janais – prepare Newsletter, send proof to board members and send to Christine for distribution by the end of June. (Christine is on vacation June 26 – July 11th.)

- Next meeting – September 24, 2008 at the Petroleum Club for a breakfast meeting prior to the luncheon. Start time 0800 hours.