

CIRCLE FOR ABORIGINAL RELATIONS (CFAR) SOCIETY



September 24, 2008 Meeting Minutes

Edmonton Petroleum Club – 11110 108 Street N.W. Edmonton, AB

AGENDA FOR CFAR MEETING

1. Approve Agenda
2. Approve minutes.
3. Luncheon
4. Treasurer report- Approve 2007 & 2008 Financial Statements
5. Expenses
6. Office Manager
7. AGM
8. CFAR Equipment
9. Calendar of Events
10. Other

Attendance: Germaine Conacher, Rob Barber, Craig Barraclough, Christine Schreuder, Larry Veilleux, Barry Brisson, Nora Flett, Norrine Samson, Lorna Saddleback

1.0 Approve Agenda –All in favour

2.0 Approval of Minutes –All in favour

3.0 Luncheon – Rob will emcee. 12:00 sit, 12:05 Welcome, then invite Nora to say the prayer, 12:45 Barry will introduce Betty, 1:15 Barry will thank Betty and invite questions. At the end of questions he will thank Betty and present her with a gift. Rob will then have last call for business cards for the door prizes, award the door prizes, final thank-you and invitation to stay for the AGM.

4.0 Treasurer report. Barry presented amended Financial Statements for 2007 and the Financial Statements for 2008. He moved that the Financial Statements for 2007 and 2008 be adopted by the board. Craig seconded and all were in favour.

There was a discussion about whether we should look at having an external audit once we have accrued \$200,000.00 for the integrity of the society. This topic was **tabled** for a future discussion.

Craig made the motion that we get an accountant to help with the preparation of the Financial Statements at the end of the fiscal year. Germaine Seconded. All approved.

5.0 Expenses – Rob presented the proposal that CFAR should cover reasonable costs incurred by our board members in the event that they are paying out of pocket. There was discussion about adopting a Board honorarium/per diem. No agreement was made as to how to keep this fair. This topic was **tabled** for further discussion.

Action: Norrine will bring in Government information regarding compensation of expenses for the next meeting.

6.0 Office Manager – Rob presented the fact that Christine would like to cut back her hours. Her initial contract was for 20 – 30 hours per month. She has been averaging 90+ and would like to drop that down to 40. The part of her job that she would like to pass onto someone else is the bookkeeping component. Furthermore, if possible she would like to work outside of her home. She is giving CFAR until the end of November to have someone else in place. Larry suggested finding an office space for rent within an office. He knows of how to source these so he will follow up.

Action Item: Larry is to check into possible office space in the south end of the city, not in the downtown core.

Action Item: All put forth candidates to fill the office administrator position in the bookkeeper capacity.

7.0 AGM – Craig will be the emcee. Simple format – Welcome, President’s report, Treasurer’s report, Elections of Directors and new board members, Adjourn.

8.0 CFAR Equipment – Rob opened a discussion as to whether it is time for CFAR to purchase its own equipment. To date, Christine has all of CFAR’s files stored on her personal computer and uses her own printer/scanner/fax machine.

Germaine put forward the motion that CFAR should purchase a laptop and necessary office equipment up to a maximum of \$2500.00. Rob seconded and all approved.

9.0 Calendar of Events for October 2008 – September 2009

October 8, 2008 – Board meeting in Calgary – Savanna Energy Services Corp. 1800, 311 6th Ave SW - **10:30 – 14:30**

November 12, 2008 – Board meeting in Edmonton TBA 10:00 – 14:00

November 27, 2008 – Partner with Calgary Chamber of Commerce for after hours mixer 17:00 – 19:00 (suggested time as this was the time frame last year).

January 14, 2009 – Board meeting in Calgary TBA 10:00 – 14:00

February 10, 2009 – Board meeting in Edmonton TBA 10:00 – 14:00

February 19, 2009 – Luncheon in Calgary – suggested speakers Chief Reg Crowshoe or Manny Jules. Other suggestions?

March 11, 2009 - Board meeting in Calgary TBA 10:00 – 14:00

March 19, 2009 – Fort McMurray after hours mixer 18:00 – 22:00 (suggested time as this was the time frame last year).

April 8, 2009 - Board meeting in Edmonton TBA 10:00 – 14:00

May 13, 2009 - Board meeting in Calgary TBA 10:00 – 14:00

June 10, 2009 - Board meeting in Edmonton TBA 10:00 – 14:00

June 3 & 4, 2009 - Conference at Enoch Marriott.

September 16, 2009 – Planning Session TBA

September 17, 2009 – Cultural Event to be determined + AGM

Action item: Rob is to contact Ben Brunnen to coordinate a partnership with the Calgary Chamber of Commerce for our mixer on Nov. 27, 2008

Action item: Christine: Check with Rhoda at the Marriott for possible dates for the conference.

10.0 Other

Next meeting will be on October 8th in Calgary.

Action: Christine Determine whether the McDougall Centre is available or find an alternate location and notify the board members.