

CIRCLE FOR ABORIGINAL RELATIONS (CFAR) SOCIETY



AGENDA – Circle for Aboriginal Relations (CFAR)

Meeting Held:

November 12th, 2008 - 10am to 2:00pm

Location:

Alberta Research Council (ARC) 250 Karl Clark Road Edmonton, AB.T6T 0A2

ARC Contact: Bob Phillips (780) 450-5284

1. Welcome, introductions and opening remarks
 - a. Email protocol
2. Review/approve agenda
3. Approve minutes of October 8th board meeting
4. Review action item October 8th minutes
5. General updates:
 - a. Office manager update - Christine
 - b. Treasurer update - Ted
 - c. Synergy presentation and response - Barry
6. Committee/task group updates:
 - a. Governance -
 - b. Events – Re: Nov 20 mixer – Janais
 - c. Logo - Barry
7. Initial planning for 2009 CFAR Conference (1 hr.) – Christine/Janais
8. Other items/next meeting

Attendance

Christine Schreuder, Rob Barber, Barry Brisson, Kuni Albert, Gerry Laslo, Bob Phillips, Janais Turuk, Teri Villebrun, Ted Muise, Andy Redcrow

Telephone conference participation by:

Vivienne Beisel, Craig Barraclough, Jacob Handel and Ben Brunnen.

0.0 Shaun of the ARC took some time to address the meeting to give ARC intro.

1.0 Welcome, introductions and opening remarks

a) Email protocol

Barry welcomed everyone and thanked everyone for attending. He reminded the board to go easy on the 'reply all' function of e-mail. Only send a reply to all if absolutely necessary, otherwise send only to interested parties i.e. Barry & Christine.

2.0 Review/approve agenda

- Rob requested to add the Marriott contract to be reviewed.
- Educational committee to be added as item #8
- Accreditation to be reported on under item #6
- Gerry made motion to approve agenda & Ted seconded
- All in favor

3.0 Approve Oct. 8th Board meeting minutes

- Gerry made motion & Bob seconded
- All in favor

4.0 Review action items October 8th minutes

- Germaine – mission statement. Need to incorporate passion/energy in statement. Carried forward.
- **Action** – Craig will contact Germaine re: mission statement. Need to nail the mission statement so people know what the organization is about. *(To help develop liaison professionals.)
- **Action** –Janais is to add new members to committees. Carried forward.
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- a. **Action** – Christine & Rob are to finalize Marriott contract.
- b. **Action** – Barry – is to develop more descriptive information & added meaning to working groups. Recruit members to special events.
- c. **Action** – find out how to contact Melanie Daniels for committee work – Enbridge? Janais

5.0 General Updates

a. Office Manager Update.

➤ Memberships -

- We currently have 263 members. Of this we have 26 corporate members with 6 representatives allotted per membership. ($26 \times 6 = 156$). Membership sales to date are \$34,325.00.
- Gerry brought up that he was speaking with Alice Murray from Shell and requested that Christine contact her. Craig cautioned to make sure not to double dip on funds that they have already paid for regular memberships. **Action** – Christine is to contact Alice Murray from Shell re: membership.

➤ Luncheon

- September luncheon realized a loss of ~\$1000.00
- Advertising of \$500.00 paid to the Native Journal should be split so only \$250.00 is attributed to luncheon.
- **Action-** Christine is to adjust the advertising cost to change allocation to luncheon to \$250.00
- Discussion around whether there is a problem with a loss situation for the luncheon or not. It is agreed that we need to continue to strive to provide quality events. Do we need to consider raising the registration fee? Currently \$25.00 for members Early Bird, \$35.00 for non-member Early Bird, \$30.00 for members after Early Bird and \$40.00 for Non-members after Early Bird.
- Discussion about whether we should solicit sponsorship for luncheons. Kuni recommends that we do solicit sponsorship in the amount of \$1000.00. She suggested that this could be one sponsor or 2 \$500.00 sponsorships or 4 \$250.00 sponsors or a combination of \$500.00 and \$250.00 sponsors. She stressed that we should allow for the lower amount to give smaller businesses or FNs an opportunity to be a sponsor. It was suggested that it would be difficult to have more than 2 sponsors as the benefit would be too diluted. Ben pointed out that the Calgary Chamber of Commerce offers the following *value for sponsorship*.

Below is a summary of the benefits of partnering with the Calgary Chamber of Commerce in sponsoring a keynote event. A sponsorship investment of (say, \$500 - as discussed today) will provide the following positioning and recognition deliverables:

- One place at the head table and the opportunity to introduce or thank the speaker
- A prominently located table of 8 with signage for your representatives and their guests

- Prominent corporate logo on all event signage, printed flyers, and media announcements and press releases related to the event.
- Recognition in all pre and post event promotion on the Chamber's website.
- Recognition from the podium in the Chair's opening and closing remarks.
- Distribution of corporate material at each place at the event

A sponsorship of (double the amount - say \$1,000) would provide sole sponsorship for the event, adds an additional table, another place at the head table and an opportunity to introduce and thank the speaker.

- **Motion** – Seek sponsorship for \$1000.00 for luncheons – made by Barry, seconded by Kuni. Approved by all.
- Mixers will remain free.

➤ **Office Help – Office Space**

- 3 resumés received. Christine, Barry & Janais will be involved in the hiring process.
- Found office space that is on average 120 square feet for \$750.00 per month.
- **Discussion** -Vivienne strongly recommended that we form a budget. Use smart contractor. It was also brought up that the Province has money for training & mentorship through Alberta Employment & Immigration. Another source could be Devon as they have a program where they fund administration and office costs for non-profit, we should contact Greg Brady. Ted brought up that Syncrude has a community investment program that might have some money available as well.
- **Action** – Craig is to spearhead the development of a budget with the assistance of Ted & Christine.
- **Action** – Ted to check with Syncrude re: community investment funding.
- **Motion** – Allow for \$20.00 - \$25.00 per hour for new hire salary. Budget for \$15,000.00 for the year for the additional staff person. Motion made and approved by all.
- **Motion** – Allow for \$10,000.00 per year for the office space. Motion made by Gerry, seconded by Ted. Approved by all.

➤ **Laptop**

- The purchase is complete and all is good. Christine was able to hook up to a projector at this meeting to help provide documentation pertinent to the meeting.

b. Treasurer Update

- Ted presented balance sheet, vendor aged summary and income statement. See below.

Circle For Aboriginal Relations (CFAR) Society

Vendor Aged Summary As at 11/11/2008

Name	Total	Current	31 to 60	61 to 90	91+
Barber, Rob	399.11	0.00	399.11	0.00	0.00
Benson Carwell & Associates	10.40	0.00	0.00	0.00	10.40
BriChris Inc.	2,085.39	2,085.39	0.00	0.00	0.00
Canada Revenue Agency	-16.75	0.00	0.00	0.00	16.75
Telus	81.50	81.50	0.00	0.00	0.00
Tiger Computers	2,313.15	2,313.15	0.00	0.00	0.00
Total outstanding:	4,872.80	4,480.04	399.11	0.00	-6.35

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Circle For Aboriginal Relations (CFAR) Society

Balance Sheet As at 11/11/2008

ASSET

CURRENT ASSETS

Petty Cash	0.00
Cash Drawer	0.00
Debit Card Clearing	0.00
MasterCard Clearing	-36.75
Visa Clearing	36.75
RBC - 103-559-1	55,718.75
Investments - GIC	55,000.00
Total Cash & Investments	110,718.75
Accounts Receivable	2,014.40
Accounts Receivable - Other	0.00
Total Receivable	2,014.40
Prepaid Expense & Deposits	-10.40
TOTAL CURRENT ASSETS	112,722.75

CAPITAL ASSETS

Computer Equipment	1,070.00
Accumulated Amortization Computer	0.00
TOTAL CAPITAL ASSETS	1,070.00

TOTAL ASSET 113,792.75

LIABILITY

CURRENT LIABILITIES

Accounts Payable	4,862.40
Accrued Liabilities	0.00
GST Collected on Sales	3,810.47
GST Paid on Purchases	<u>-6,043.65</u>
GST Owing (Refund)	<u>-2,233.18</u>
TOTAL CURRENT LIABILITIES	<u>2,629.22</u>

DEFERRED REVENUE

Deferred Revenue	<u>0.00</u>
TOTAL DEFERRED REVENUE	<u>0.00</u>

TOTAL LIABILITY	<u>2,629.22</u>
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EQUITY

MEMBERS EQUITY

Members Equity - Previous Year	56,260.48
Current Earnings	<u>54,903.05</u>
TOTAL MEMBERS EQUITY	<u>111,163.53</u>

TOTAL EQUITY	<u>111,163.53</u>
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LIABILITIES AND EQUITY	<u>113,792.75</u>
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Circle For Aboriginal Relations (CFAR) Society

Income Statement 04/01/2008 to 11/11/2008

REVENUE

REVENUE

Memberships	34,325.00
Donations - Friends of CFAR	121.65
Event Registrations	86,708.51
Sponsorships	40,750.00
Grants	<u>0.00</u>
TOTAL REVENUE	<u>161,905.16</u>

OTHER REVENUE

Interest Revenue	<u>795.08</u>
TOTAL OTHER REVENUE	<u>795.08</u>

TOTAL REVENUE	<u>162,700.24</u>
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EXPENSE

GENERAL & ADMINISTRATIVE EXPENSES

Accounting/Audit/Legal Fees	400.00
Facilitator Fees	1,500.00
Advertising & Promotion	1,387.50
Bank Service Charges	168.12
Credit Card Discount Fees	2,184.62
Course Fees/Seminars	0.00
Administrative Fees	11,016.25
Membership Administration Fees	1,688.75
Luncheon Administration	1,723.75
Conference Administrative fees	8,482.25
Mixer Administration	350.00
Insurance	1,905.00
Interest Expense	0.00
Meeting Expenses	542.52
Membership Fees & Resource Material	0.00
Office Supplies & Expenses	968.97
Shipping fees	44.00
Telephone/Fax/Internet	564.60

Long Distance charges	121.15
Travel, Parking & Accomodation	1,458.85
Mileage	614.73
Meal Expense	382.71
Computer Support Services	643.00
Web Site Design & Maintenance	5,797.80
Amortization	0.00
TOTAL GENERAL & ADMINISTRATIVE EXP.	<u>41,944.57</u>
EVENT EXPENSES	
Admin fees - Event Planning	0.00
Awards/Honorariums/Gifts	1,363.59
Catering	31,796.90
Catering Service fees	4,610.27
Room set-up fees	3,700.00
Entertainment Fees	3,500.00
Workshop fees	3,130.91
Lodging Fees	0.00
AV fees	4,600.00
Golf Fees	11,207.34
Facility Fees	-40.00
Sponsorship fees	0.00
Other Event Expenses	534.50
Travel & Accommodation	1,449.11
TOTAL EVENT EXPENSES	<u>65,852.62</u>
TOTAL EXPENSE	<u>107,797.19</u>
NET INCOME	<u><u>54,903.05</u></u>

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- **Discussion:** Event synopsis allows us to get our heads around business. Question about Insurance – what it is, what it covers.
 - **Action** – Christine is to forward copies of the insurance policies to all of the board members.
- c. Synergy Presentation and response – Barry.**
- Barry was to present on CFAR and was unable to make it at the last minute so Gerry Laslo filled in.

- Gerry advised that we can check out the website www.synergialberta.ca for more information about Synergy Alberta. They have 10 board members including the ERCB and CAPP. They foster working together for the common good.

d. **Accreditation**

- Vivienne, Ben, Craig, Vivienne and Bob are revamping an accreditation survey.
- The phases that the accreditation committee has identified as the phases of accreditation are:
 1. Clarity – Market analysis.
 2. More information about accreditation.
 3. Trouble shoot survey – questions
 4. Ben – post the survey online, *Survey Monkey* in excel format.
 5. Revise questionnaire.
 6. Troubleshoot it.
 7. Ben – question – benefits of accreditation versus designation.

Discussion – Certification MRC – public relations, crisis management, NAIT Master Trainer. Margaret Barron is a Director of Education in Life Long Learning. Workshop – working toward. Focus group – pilot. Accreditation vs. designation.

6. Committee/task Group updates.

- a. **Governance** – Barry will line up the next governance meeting.
- b. **Events – Nov. 20th mixer** - All under control.
- c. **Logo** - Barry presented a contest that he and the logo committee drafted up. The content is below although it was produced much prettier as a .pdf file. See attached copy.

Circle For Aboriginal Relations (CFAR) is a registered Society formed to provide support, information and networking opportunities to members. Our members include “front line” Aboriginal relations or liaison professionals from community, government and industry.

CFAR is holding a contest to come up with a new logo for CFAR and is asking doodlers and artists enrolled in post secondary studies to try and win part of \$1300 in prize money.

CFAR recognizes that it will be difficult to represent more than two or three themes or motifs in the design of the logo. However, CFAR

has identified several themes or motifs that you may want to consider:

Deadline for the contest is March 31st, 2009

A CFAR logo selection committee has been formed and will recommend the top three logos to the CFAR board to vote on. If your logo is chosen you will receive \$1000 and the logo becomes the property of CFAR. Prizes are available to the runner up and third place in the amounts of \$200 and \$100 respectively.

Check out our website or www.cfarsociety.ca or call CFAR at (403) 271-2262 or toll free 1-877-571-2262 if you require more details or have any questions.

The circle

Sharing and networking

Aboriginal culture - the logo should portray common elements of First Nations, Metis and Inuit culture.

The number four – four colors, directions, feathers, sectors (CFAR’s four categories of members - Aboriginal community, industry, non-government organizations (NGO’s) and government).

Growth and development – How CFAR wishes to attract and develop the 'next generation' of Aboriginal liaison/relations professionals in all four categories of members (as per point 4).

Credibility - this could encompass symbols representing any or all of: integrity, respect, inclusiveness, wisdom, education, accreditation, bravery, leadership, etc.

Applicants should provide the following information:

1. Full name
2. Contact information
3. Copy of the logo you created for CFAR.

Logos can be mailed to:

CFAR Society
P.O. Box 81166
Lake Bonavista Drive S.E.
Calgary, Alberta
T2J 7C9

Or sent electronically to: cfarsoc@telus.net

- **Motion** – Move to approve spending \$1500.00 in prize money and expense to bring winner to the conference for logo contest. Approved.
- **Action** – Circulate to Keyano College, NAIT, SAIT, RO College, all schools – Barry.

7. Initial Planning for 2009 Conference June 3 & 4, 2009

- Janais is the chair for the conference planning. We need more helpers, would particularly like to see some 'seasoned' CFAR board members as the ones who have stepped forward are primarily new board members.
- **Brainstorm a theme.**
 - o Effective leadership
 - o Strong leadership
 - o Accountability
 - o Leadership through accountability
 - o Capacity building - environment
 - o Cumulative Effects - environment
 - o Rights
 - o Governance creates economic development
 - o Aboriginal community leadership – economic development – best practices
- **Brainstorm speakers**
 - o Ovide Mercredi (Bob)
 - o Clarence Louie
 - o Alijah Harper (Bob)
 - o Audrey Poitras – MNA – Leadership
 - o Melody Lepine – Fort Chip – success stories (Rob)
 - o Chief Roxanne – (Rob)
 - o Cora Voyageur UofC – (Vivienne)
 - o Chief Morin/Cameron Alexis

- Stoney Band – Nakota – Morley
- Brian Calliou – Banff Centre – Governance
- Speakers should incorporate a cultural component, accreditation component, mediation/conflict management
- **Action item:** Conference committee needs to decide on keynote speaker and start contacting speakers.
- **Motion** – To issue \$1900.00 as a deposit for our conference made by Ted, seconded by Teri, approved by all.

8. Other items/next meeting

- Rob met with the *Edmonton Educational Council*. They are a consortium of schools around Edmonton that work with the Aboriginal community. Would like to meet with CFAR representatives on Nov. 27th to form an alliance.
- Youth will receive membership.
- Mentorship, youth ambassador.
- February date to present to youth.
- Students to coordinate for CFAR.
- **Action item:** Rob is to flesh out whether there is a similar group in Calgary.
- January 14th is the next meeting in Calgary.