

## March 12 Minutes – CFAR Board

### Welcome/opening remarks

- Open meeting 10:20 am.
- Christine, Tweela, Craig, Gerald, Art, Janais, Germaine, Rob, Jacob, Jack, David. Barry on phone.
- Guest: Brad Fisher

### Approve minutes and action item review

- Meeting minutes approved. Several discussion/Action items.
  - Charity discussion
  - Website options
  - Door prizes
  - Draft conference sched
  - Liability insurance
  - Minutes approved

### Review luncheon meeting at Carriage House

- Good speaker
- Some form of compensation?
  - In kind donation – article, gift certificate, conference ticket.
  - Gift for Tom – Rob to follow up. – **Action required**
- Helpers get something
- Luncheon specifics need to be discussed beforehand.
- Appropriate gift to discuss with speaker.
- Luncheon speaker is less commitment than conference speaker.
- 110 preregistered.
- Cost for luncheon - \$25 - \$40.
- Up the charge in future to break even? Not right now.
- Card to describe CFAR - Christine and Craig to follow up – **Action required**

### Discuss Fort McMurray mixer

- Newsletter to be distributed, membership forms and poster to be sent with Jacob
- LCD projector will be brought by Janais.
- Sponsorship dollars left over going to charity.

### Office Managers report

- 20-30 hours/month, now closer to 70 hrs/month
- Christine providing update on her workload.
- Will increase time as conference looms
- Various requests

### Website report

- Domenyk has done an exhaustive survey.
- Benson Carwell and Assoc to be considered.
- Max price is \$4780/year
- Revisions/updates to be discussed. Implementation can be within 2 or 3 months.
- All in support for Domenyk to proceed.
- Seamless transition wanted.
- Conference timing may be issue.
- Rob to follow up with Domenyk. – **Action required**

### Treasurer report

- 4 reps for an audit committee – Barry Brisson, Craig Barraclough, David Turner committed at the board meeting. Suggestion by Germaine that Domenyk would be an asset on this committee as well. Christine will follow up with Domenyk to see if he is willing to be part of this committee. – **Action required**
- Will look at the operations over year and reports to board at year end
- When will Treasurers report be presented? 1/4erly with bank statement.
- Audit committee should sign off on report.

### Governance team

- Review of document (Dave Turner to lead)
- Other governance models are mirrored
- Legal review to be conducted before final revision.
- Craig is to submit his revision suggestions to the Governance team – **Action required**

### Liability insurance

- Contract agreement
- We need liability insurance
- Clarification will be addressed next week by David – **Action required**
- Need Audit for liability insurance. Barry will initiate meeting with himself, David, Craig and possibly Domenyk. Barry will request documentation from Christine. – **Action required**

### Accreditation Team

- First team meeting is being organized.
- Recommendations will be made
- Craig will be added to this committee.

### Logo Team

- Logo went out to various groups.
- Barry to orchestrate a meeting with the logo team. They will come back to us with a recommendation as to how to proceed. Letter to be drafted to Membership and organizations? - **Action required**

### Conference Team

- Janais developed task list. All Board members are to put their names to a pre-conference task and conference task. Rob to follow-up on this
- Committee discussed having other speakers
- Script developed in future – Barry's suggestion. Add to task list– **Action required**
- MC for Gala event – Nathaniel to do? Art to follow up. – **Action required**
- Barry discussed the budget.

### Other Items

- Corporate members – 'benefits of' to be discussed at planning meeting in September.

### Next Meeting

- April 9 at EnCana-Calgary – Christine to follow-up with Catherine – **Action required**
- Meetings may ramp up as conference looms.