



Circle for Aboriginal Relations (CFAR) Society Board Meeting

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Wednesday, April 9, 2008

10:00 a.m.

Encana's Office

Agenda

1.0 Welcome and opening remarks	5 min
2.0 CFAR Board contact info/Chamber of Commerce	5 min
3.0 Approve Minutes & Action Item Review	15 min
4.0 Review of Ft Mc Mixer	5 min
5.0 Treasurers' Report	5 min
6.0 Office Managers' Report	10 min
7.0 Website report	10 min
8.0 Governance & Liability Insurance Report	30 min
9.0 Audit Committee report	5 min
10.0 Accreditation report	10 min
11.0 Conference discussion	60 min
- Conference mail out /newsletter	
- marketing	
- Friends of CFAR	
- Corp Sponsor update and letters	
- Sponsorship of community members / students for conference	
- Conference spreadsheet	
12.0 Next Meeting / AGM / Fall meeting	10 min

Date/Time: Wednesday April 9th from 10:0 – 2:00 (lunch provided)

Location: Encana; 855 2nd St. SW (East Tower), Calgary, AB

Proceed to the 18th floor where the reception is located.

2.0 CFAR Board contact info/Chamber of Commerce

Discussion:

The current list of CFAR Board members and their contact information was passed around for everyone to edit / update. Christine will take the information and update and email to everyone. This will save her and other board members time in looking up and providing contact information to other board members.

Chamber of Commerce meeting this Friday – private meeting set up with IAND Minister Chuck Strahl – Art Cunningham is organizing / chairing and one other CFAR representative is welcome to attend with him. David Turner will attend as well. Accreditation perspective and CFAR work will be shared with him at this meeting. They will also let him know that our Society is making a difference with communities. Sponsorship potential from them will also be raised.

Action items:

Enter board members edits / updates to contact list and email to everyone on the board.

Person responsible:

Christine

Deadline:

May 14/08

3.0 Approve Minutes & Action Item Review

Discussion:

Minutes – no changes were identified. Approved.

Rob Barber spoke with Tom McDonald regarding an appropriate gift from CFAR for his presentation at the last CFAR luncheon. \$100 gift certificate from Wholesale Sports – Rob will purchase and get reimbursed through Barry and deliver the gift to Tom. Tom was really pleased with the luncheon.

It was suggested that when someone from a community is participating in one of our events and we want to present a gift, we should check on its' appropriateness with someone from CFAR or the community in question.

Business cards were handed out to all the board members at the meeting today – nicely done Christine and Craig!

Logo. Barry solicited some feedback on the suggestion that we ask for input from the members in attendance at the CFAR conference on what our logo should look like. Agreed.

Action items:	Person responsible:	Deadline:

4.0 Review of Ft McMurray Mixer

Discussion:

The mixer was held at the Sawridge in Ft McMurray – less people attended (50) than were planned for (100) , so the costs were high (\$2400).

\$1200 was raised for the Unity House Charity.

Sponsor was not thanked at the event – learning was that CFAR members organize the scripts of who says what beforehand to make sure everything is covered without having overlap; and to make sure that the appropriate person is delivering the various messages.

One suggestion that CFAR open a local chapter in Ft McMurray and concern that CFAR is in competition with NABA in that area. Kuni indicated that there is a relationship and discussions between the two organizations and we are complementary to them.

Action items:	Person responsible:	Deadline:
Initiate a draft protocol / script for events	Rob Barber	

5.0 Treasurers' Report

Discussion:

Barry reviewed the Audit Committee Report (see additional documents attached in the email).

Craig suggests that a copy should be signed and filed.

Catherine moved that we accept the report as presented, Brian seconded, all in favour, carried.

Barry reviewed the Balance Sheet and Income Statement (see additional documents attached in the email). He raised a concern with high bank charges and will look into the details and possible alternative banking options / institutions we can use.

Action items: Look into alternative banking options to address high fees.	Person responsible:	Deadline:
	Barry Brisson	May 14/08

6.0 Office Managers' Report

Discussion:

1. **Memberships** for year ended March 31, 2008 \$19875.00 before tax.

Several new memberships purchased and paid for the 2008-09 membership year totaling \$6975.00

- a. Donna Hrechka, Sunrise Native Addictions - \$50.00
- b. Lorna Patterson NEB - \$150.00
- c. Martha Kasal - \$50.00 (**NEW**)
- d. Fort McKay IRC - \$1000.00 (**NEW**)
- e. Kim Lindsay, Britt Resources - \$150.00
- f. Jon Harbourne, Integrity Land - \$150.00(**NEW**)
- g. Mike Gabourie, Integrity Land - \$150.00 (**NEW**)
- h. Pengrowth Corp.- \$1000.00(**NEW**)
- i. Esther Mackinaw, Montana FN - \$150.00
- j. Doreen Healy - \$50.00
- k. Rory O'Connor, MEG Energy - \$150.00 (**NEW**)
- l. Tania Derrough, Shell Canada - \$150.00
- m. Horizon North Logistics Inc. - \$1000.00 (**NEW**)
- n. John Alook, Shell Canada - \$150.00
- o. Jordon Kuschminder, Shell Canada - \$150.00
- p. Erin Bishop, Shell Canada - \$150.00 (**NEW**)
- q. Allison Mason, Student St. FX NS - \$25.00 (**NEW**)
- r. Mel Benson - \$50.00 (**NEW**)
- s. Patricia Poulton - \$150.00
- t. Mary Ann Bailey, Pennwest - \$150.00
- u. Susan Dunn, Pennwest - \$150.00
- v. Sandra Cardinal, Alberta Pacific Forest Industries - \$150.00
- w. Devon Canada - \$1000.00
- x. Ray Wanuch – Council for the Advancement of Native Dev. Officers (CANDO) - \$50.00 (**NEW**)
- y. Bryce Starlight, Tsuu T'ina - \$50.00 (**NEW**)
- z. Gordon Daniels, Altalink - \$150.00

Memberships invoiced but payment not received.

- aa. FMA - \$1000.00
- bb. CNRL - \$1000.00
- cc. Golder - \$1000.00
- dd. Amanda Mori, Pembina Pipeline Corporation - \$150.00

Memberships entered as deferred revenue in fiscal year ended March 31, 2008 totaling \$3725.00 has been adjusted to membership revenue for this fiscal year ending March 31, 2009.

Total Memberships to date \$6975.00 + \$3725.00 = \$10,700.00 collected
+ \$ 3,150.00 not paid yet
\$13,850.00

An updated list of members was emailed to the members April 8, 2008.

2. **Conference – Sponsorships update.**

- a. EnCana - \$5000.00 - **paid**
- b. TransCanada - \$5000.00- **paid**
- c. Savanna - \$5000.00
- 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 - \$1000.00
- i. Suncor Energy - \$2500.00
- j. Alberta Pacific Forest Industries - \$1000.00 **paid**
- k. CNRL - \$5000.00
- l. Golder - \$????
- m. Integrity Land - \$250.00
- n. Syncrude Canada Ltd. - \$2500.00

3. Conference Sales Update –

To date:

- 23 conference registrations invoiced for a total of \$5879.00. Of this I have collected \$6180.65 and have \$2682.75 outstanding.
- 13 conference passes allocated to sponsors (this may decrease depending on the level of sponsorship from Golder)
- 18 people have registered for the delegate gala dinner
- 1 person for the additional gala dinner
- 67 seats allotted to sponsors for gala dinner
- 18 golfers
- 2 for the workshop

4. Fort MacMurray Mixer –

Cost of the event per the contract is \$2420.50

We have sponsorship commitment from Fort McKay Group of Companies for \$1000.00 although no money has been received to date. On the last report I stated \$2000.00, Nora has since advised that this number was confused with the amount Albiansands had promised. Albiansands had committed for \$2000.00 and has since declined.

I had a call from Lorna Dingwall of the *Fort McMurray Family Crisis Centre Society Unity House* she told me that \$1200.00 +/- was donated at the mixer.

5. **Point of interest**.... I have 665 contacts in my e-mail address book that I send e-mail to. Some are 2 separate e-mail addresses for the same person, but not many. It is safe to say that I have 640 people that I am reaching out to each time I send a broadcast e-mail. Whenever there is an e-mail from someone I don't have in my address book I add them. After each event I take the business cards collected and enter the information of any new contacts received.

Discussion about annual fees and the variations of time that companies / members receive for their \$'s.
Need for an orientation package for new board members so that all processes and decisions made are available and we are not rehashing old information / decisions.

Action items: Put together some business rules around membership years and prices	Person responsible: Christine & Rob	Deadline: May 14/08

7.0 Website report

Discussion:

Change to a new website company (Benson Cardwell?) is almost complete. Should be no downtime of the website at the time of transition.

All board members will submit a photo to Domenyk or Christine and Janais with company title and contact information for the website and conference material.

One page on the website will be dedicated to the conference.

Domenyk will solicit input about appropriateness for use of pictures on website from First Nations perspectives – likely via email.

Action items:	Person responsible:	Deadline:
Conference page	Germaine & Cody	
Final web set up	Domenyk	

8.0 Governance & Liability Insurance Report

Discussion:

Toole & Peete costs for insurance is \$880/year. No matter how many board members. Brian moved we buy the insurance, Nora seconded, all in favour, carried.

Discussed draft governance strategies and the feedback from CentrePoint. We need to refine and add more specifics but for the time we have been in operation we are at the stage that is expected and we can continuously add / refine our current draft as we develop. Art moved to accept the draft governance policy recognizing that we will be using CentrePoints recommendation document to continuously improve, Barry seconded, all in favour, carried.

Copy of the final draft governance policy was sent by email to all the board members on March 14/08 via email.

Action items:	Person responsible:	Deadline:
Buy insurance	David	May 14/08

9.0 Audit Committee report

Discussion:

See Treasurer's report.

Action items:	Person responsible:	Deadline:

10.0 Accreditation report

Discussion:

Catherine suggests that this project be completed in phases

Phase 1: information gathering – identify what skills are required in the role of Aboriginal Relations. Conduct a survey at the conference to solicit what the competencies are. Potential for working further with the competencies via focus group in the next phase.

3-4 phases could likely be completed in the first year of work. This is likely beyond CFAR's role and capacity. Would likely take 18 months to establish and need an accreditation organization to house the program at the end of our work on it.

Suggested that all the board members ask their HR reps whether this accreditation would influence hiring decisions.

Catherine will provide a survey or an example survey to put on our website and hand out at the conference to solicit members and attendees input into what the competencies are for an Aboriginal Relations professional.

Action items:	Person responsible:	Deadline:
Ask your HR reps whether accreditation would affect hiring decisions.	All	May 14/08
Survey for soliciting competencies from members	Catherine	May 14/08

11.0 Conference discussion: Conference mail out /newsletter; marketing; Friends of CFAR; Corp Sponsor update and letters; Sponsorship of community members / students for conference; Conference spreadsheet, golf tournament.

Discussion: The Conference brochure has been sent out to the entire mail list Christine has (660 people) and additionally has been fanned out from there.

The marketing team is Rob, Domenyk (website aspect) and Darryel. They will put together a plan for marketing the conference. Rob drafted an ad for the Native Journal; Craig and Christine will review and edit. Consideration to advertise in the Daily Oil Bulletin, Windspeaker, Sweetgrass and the Aboriginal Canada Portal (free). Catherine will also send Rob her list of Aboriginal media. Suggestion to send the information to other associations such as CAPP, etc. Christine will print up paper copies and if anyone wishes her to send them some, please let her know. Conference brochure – Catherine and Cody will complete.

Spreadsheet items (Janais reviewed the items that are time sensitive on the spreadsheet for conference tasks)

- Scripts. Each person who has invited a speaker will write up the script for their specific speaker and will introduce them at the conference. As follows: Rob (Barbara McNeil), David (John Phillips), Craig (CIER), Janais (Darryel), Art (panel), Art (Elder for the prayer at the evening gala), Janais (drummaking workshop), Art (Nathaniel Arcand). The script writers will then send their scripts to Catherine for editing and combining into a central document. Jacob, Nora and Brian are available to provide assistance making sure the scripts are appropriate to the culture.
- Signs & Posters. Each company that is sponsoring the event can bring their own signs. Christine will bring the registration signs (signs at the registration desk and for each of the breakout rooms) and the schedule on an easel size poster.
- Door prizes. Gail needs help soliciting door prizes – Nora will help. They will look into whether CFAR can put in a door prize.
- Golf tournament – Art will put together a task list and provide to the group.

Conference fees and support for community members to have their fees paid was discussed. Catherine moved that the board members conference fees all be covered as award / recognition of their work and time to put on the conference (those who are actively assisting with the conference – ie., their names are on the list of action items that Janais has). They are free to use it themselves or they can give their seat to someone in a community of their choice or put it into a pool. Seconded by Jack. All in favour, carried.

Action items:	Person responsible:	Deadline:
See all of the above and Janais master task list	All	June 4/08

12.0 Next Meeting / AGM / Fall meeting

Discussion:

Succession planning. Rob encouraged everyone to be putting their name forward for any of the positions on the board that they are interested in so grooming and mentoring can happen. Chair and vice-chair positions are open this year.

1-800 # recommendation was put forward – Christine will cost it out and send the information to the executive for a decision.

Recommendation to provide funds to the Aboriginal day event that Encana is organizing at the COP on June 19/08. Majority vote was for \$1000 contribution. Barry will write the cheque to Andy at Encana.

Next meeting: May 14/08 @ McDougall Centre in the Azure Room. Christine needs a response from everyone for confirmation of the room and food (provided by CFAR).

Action items:	Person responsible:	Deadline:
1-800 # cost assessment	Christine	May 14/08
Financial support for Aboriginal day	Barry	May 14/08