



## Meeting Held

October 14, 2009  
Time: 10:30am – 2:30pm

## Location

Savanna Energy Services  
1800, 311 – 6<sup>th</sup> Avenue SW  
Calgary, AB T2P 3H2

## In attendance

Barry Brisson, Christine Schreuder, Janais Turuk, Wayne Erasmus, Todd Belot, James Blackman, Vivienne Beisel, Bob Philips, Ben Brunnen, Domenyk Leach, Tweela Neepose

## Agenda

1. Welcome, introduction and opening remarks (J. Turuk)
2. Review and approval of agenda (All)
3. Approval of minutes – June 2009 Board meeting (All)
4. General updates
  - a. Office Managers Report (C. Schreuder; 30 min)

### **For Information**

5. University of Edmonton “Duty to Consult” Workshop (J. Turuk; 10 min)
6. October 28, 2009 After Hours Business Mixer Update (J. Turuk; 10 min)
7. CFAR 2009/10 Master Schedule (J. Turuk; 10 min)
8. Communication re: Board Meeting attendance (J. Turuk; 10 min)
9. CFAR Board Culture and Team Work (J. Turuk; 10 min)
10. Credential Recognition Committee Update (V. Beisel; 10 min)
11. CFAR 2009/10 Budget (J. Turuk; 10 min)

### **For Discussion**

12. CFAR Committee Terms of Reference (J. Turuk; 30 min)
13. CFAR 2010 Conference Professional Event Planner (J. Turuk; 15 min)
14. CFAR 2010 Conference Theme (J. Turuk; 30 min)

### **For Approval**

15. Request to post jobs on CFAR webpage (J. Turuk; 10 min)  
\*\*Recommendation being brought forth - CFAR will not permit job postings on our webpage
16. Request for CFAR to meet with Canadian Council for Aboriginal Business (J. Turuk; 10 min)
17. CFAR Mission Statement (J. Turuk; 10 min)
18. Other discussion items

## Minutes

1. Welcome, introduction and opening remarks (J. Turuk)
  - B. Brisson will take minutes in G. Spicer's absence
2. Review and approval of agenda
  - Moved by Bob Philips
  - Seconded by Wayne Erasmus
  - Motion carried
3. Approval of minutes – June 2009 Board Meeting
  - Moved by Bob Philips
  - Seconded by Ben Brunnen
  - Motion carried
4. General updates
  - a) Office managers report (C. Schreuder) (report attached to minutes)
    - Discussion regarding error in amount of food served at the September luncheon
    - **Action Item:** B. Brunnen will work on sponsorship levels and formalize a document to bring to the Board for consideration at the November meeting – For approval or for discussion.
    - **Action Item:** Sponsorship – C. Schreuder to standardize an email info package offering sponsorship opportunities related to events. B. Brunnen and J. Turuk to put together the package & provide to C. Schreuder and D. Leach to place on website/for email distribution.
    - Discussion - partnership with sponsors - mixer or luncheon series
    - C. Schreuder will apportion hours (admin costs) between the planning session and AGM/luncheon - already completed.
    - T. Neepose suggested year to year breakdown and analysis of membership. J. Blackman mentioned Committee is working on it and the topic will be discussed at future membership Committee meeting.
5. University of Edmonton "Duty to consult" workshop (J. Turuk)
  - Workshop taking place October 22-23. U of A is looking for CFAR to participate.
  - Offer to CFAR representatives made for free admittance and the opportunity to speak.
  - J. Turuk asked Board Members to contact her regarding who from the board has an interest in attending.
  - J. Turuk has previously emailed CFAR Board regarding participation in event. CFAR will consider covering expenses for the workshop.
  - **Action Item** – B. Brisson to send B. Philips copy of previous CFAR Presentation
6. October 28, 2009 After Hours Business Mixer Update (J. Turuk)
  - Rescheduled for November 25, 2009
  - Calgary Native Friendship will participate as charity
7. CFAR 2009/10 Master Schedule (J. Turuk)
  - Master CFAR Schedule - Schedule is "not set in stone" it is mostly a guide. Intent is to revisit the schedule each Board meeting to see where things are at.
  - Discussion: Event committee will produce a budget for upcoming year.
  - Board asked to consider a stand alone Golf Tournament mid-summer 2010. J. Blackman/T. Neepose offered to organize. **Action Item:** J. Blackman now on events committee and will bring stand alone CFAR Golf Tournament suggestion forward for consideration.
8. Communication re: Board Meeting Attendance (J. Turuk)
  - It is very important to let G. Spicer and C. Schreuder know whether you will be in attendance for board meetings. Lunch is ordered and paid for by the host. They need to know an accurate number for planning purposes.
  - New Board list has been sent out by C. Schreuder. **Action item:** C. Schreuder will send it out again.
  - Trying to get agenda out at least one week prior to Board meetings
  - Start thinking about board items approximately 10 days in advance of a Board meeting

- Provide clear agenda items for approval/discussion/information.
9. CFAR Board Culture and Team Work (J. Turuk)
    - CFAR Board is a working Board.
    - J. Turuk would like to see CFAR develop a “can do attitude” and culture of getting things done.
    - J. Turuk encouraged the Board to call upon Executive time if support is required (e.g., regarding too many hours spent on CFAR activities, etc.)
    - Comment regarding CFAR orientation package for new board members. Christine indicated she did send out email and information to new Board members.
  10. Credential Recognition Committee Update (V. Beisel)
    - V. Beisel updated the Board regarding the previous week’s Credential Recognition Committee meeting.
    - Mike Jankovic is currently conducting interviews with Board Members associated with Aboriginal communities to fill the gaps apparent in the survey.
    - The committee will have a report which will include Mike’s findings for review by end of November (expecting the report by November 30)
    - Committee then intends to look at the various credential recognition models available and then issue report based on those models.
    - Board suggested B. Phillips, S. Sanderson and Julie Hindbo as excellent resources to this initiative.
    - Committee will report to the Board at the December meeting.
    - Next steps include determining which model to apply and create partnerships with prospective institutions.
    - Suggested December Board meeting will be primarily dedicated to Credential Recognition discussion. If the Board can suggest additional sources of information toward fulfilling the committee’s objective, please forward suggestions/information to Mike Jankovic
  11. CFAR 2009/10 Budget (J. Turuk)
    - J. Turuk requested that all committees compile a budget for the 2009/10 CFAR year and provide these budgets to S. Sanderson for incorporation into CFAR Master Budget.
    - **Action Item** - All committees to outline a budget and forward to Treasurer for compilation into the Master Budget for 2009/10.
    - Discussion regarding a large amount of money that has been previously placed in an interest bearing GIC without Board approval. Governance and accountability measures deemed in place and there was no downside (only benefits) and transaction was vetted with executive and reported to Board at next meeting. Board agreed that future financial matters of this proportion be vetted with Board prior to activity.
  12. CFAR Committee Terms of Reference (J. Turuk)
    - Development of CFAR Terms of Reference (ToR) for Committees stems from September Board development session.
    - Suggestion that each committee consider developing a ToR.
    - Discussion on whether a ToR will be productive. It is good for Integrity. Make it optional for committees. Important for Credential Recognition Committee because this is where a substantial amount of CFAR funds are directed to.
    - Discussion: ToR’s should not be complicated and do provide a framework for success. Board members present recommend that committees complete ToRs. ToR template provided by S. Sanderson can be used as a template.
  13. CFAR 2010 Conference Professional Events Planner (J. Turuk)
    - J. Turuk recommended that we use a conference planner for 2010 conference. Hiring a professional events planner has been discussed after 2009 conference and at the September Board development session.
    - **Action Item:** Events committee is to prepare a Request for Proposal (RFP) for a professional events coordinator for the 2010 CFAR Conference. The RFP will be tabled for approval at the November Board meeting. **Action Item:** RFP to be advertised following November Board Meeting.

14. CFAR 2009/10 Conference Theme (J. Turuk)

- Board decided on a conference theme around land stewardship and management as well as a discussion linked to consultation. The issue around Bill C50 was discussed in this context. Discussion that consultation theme is “over done”. Board decided on conference theme around land stewardship/management. Land, stewardship, environment should be presented in a balanced way which respected all parties. CFAR should not shy away from potentially controversial subjects and should demonstrate leadership. As long as CFAR approached the issue in a respectful way and came across as being neutral, taking on potentially controversial subject matters would work. Suggested that the Minister might be interested in presenting. Other topics around this theme could include:
  - Forging Economic Partnerships
  - Legal Concepts
  - Land Use Framework
  - Land Use - Stewardship/Management
- **Action Item:** Events Committee will refine conference theme for Board consideration. Chairs of the Events committee are B. Philips and C. Wildcat.
- Moved by B. Brunnen
- Seconded by W. Erasmus
- Motion carried

*At this point several Board members had to depart, leaving the Board without quorum. Several “for approval” items on the agenda were deferred to subsequent meetings.*

15. Request to post jobs on CFAR webpage (J. Turuk)

- Board members present agreed to accept the recommendation that CFAR will not permit job postings on our webpage. CFAR does not currently have the resources to manage this process. It is worthy of future discussion (e.g., someone to manage the process, an Executive Director for CFAR)

16. Request for CFAR to meet with Canadian Council for Aboriginal Business (J. Turuk)

- J. Turuk provided update and background/context of request
- B. Philips sister is on the CCAB Board of Directors
- Discussion regarding attendance of CCAB Gala Dinner taking place in Calgary on November 19, 2009
- Alternatively, meet with CCAB to gain a better sense of each respective organization’s mandate and activities

17. CFAR Mission Statement (J. Turuk)

- Deferred to next meeting – quorum not present to vote mission statement in.

18. Other Discussion Items

- Motion to approve the ratification of D. Leach as CFAR Board member passed while quorum maintained. D. Leach was left off of the slate of returning Board members at the 2009 AGM.
  - Motioned by B. Brisson
  - Seconded by T. Neepose
  - Motion carried
- CFAR webpage. D. Leach requires information and photos of new Board members to update the CFAR webpage. **Action Item:** all Board members to ensure that webpage information is up to date and accurate. Send updates to D. Leach.

19. Adjournment

- Meeting adjourned
- Next meeting takes place on November 10, 2009 in Edmonton. Meeting place to be determined.

**Office Manager Board meeting report for October 14, 2009**  
**Submitted by - Christine Schreuder**

**1. Memberships**

- We have sold to date \$30,212.50
- 24 Corporate memberships – of these the following are new corporate members. (Some of the people listed under the corporate membership had been individual members in the past.) Aramark Remote Services, Timberline Natural Resources Group Ltd., ERCB, Pembina Pipeline Corp., ATCO Frontec, Primco Dene,
- Of the \$30,212.50, \$1422.50 is outstanding.
  - FMA Heritage - \$1000.00
  - Carol Wildcat - \$50.00 (\$5.00 credit from an over payment for the luncheon. Another \$10.00 credit for Montana FN that can be used because of overpayment of Leonard Standing on the Road's luncheon.)
  - Orlando Alexis - \$37.50 (prorated for first time membership to get him on track with our membership year)
  - David Turner - \$150.00
  - Tweela Nepoose - \$150.00
  - Christine Chalifoux - \$50.00,
- We have a total of 220 members including the 6 representatives allocated for each corporate membership. So, 144 are corporate members and 76 are individuals. Of the 76 we have 20 Aboriginal, 3 No Charge (Craig Barraclough, Kuni Albert and Terry Lusty) 1 Non-profit, 40 Government, Industry or other and 12 Students. Of these 220 we have 149 renewals and 71 new. The total number of memberships sold last year was 281 with a total of \$34,800.00 in sales.

An updated list of members was emailed to Gareth Spicer for distribution October 6, 2009.

**2. Luncheon**

- Confirmed for 75 people.
- 69 people attended.
- Lloyd Yellowbird of NAIT attended with 9 students no charge
- Revenue from the luncheon was \$2087.62. Of this \$205.50 remains outstanding.
  - Alexis Nakota Sioux Nation - \$126.00
  - Orlando Alexis - \$31.50
  - Janais Turuk - \$31.50
  - Leona Small - \$31.50
  - Carol Wildcat – (\$5.00)
  - Leonard Standing on the Road – (\$10.00)
- Expenses from the luncheon amounted to \$4367.70

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- Luncheon Administration – 28.5 hours @ \$40.00/hour for a total of \$1140.00.
- Travel, Parking & Accommodation for Christine 25% of 2 night stay allocated to luncheon amounting to \$82.07
- Catering - \$2120.25
- Catering Service fees - \$371.24
- Room set-up fees - \$200.00
- AV fees - \$307.00
- AV Service Charge - \$55.26
- Travel & Accommodation Guests, used this account for Janais' room. Allocated 25% of her 2 night stay to the luncheon amounting to \$91.88
- Net from the luncheon is **(\$2280.08)**
- No sponsor was secured
- People who said they would attend did not show and did not pay.
- Major issue with the luncheon was that they ran out of turkey pot pie before everyone was served. This caused a delay in the speaker starting. The Marriott is still looking into this although they assure me that they should have had enough for 1.5 servings per person with what they provided.

**3. Planning Session**

- There was no revenue from the planning session. I neglected to track my hours to this event. I entered my hours for this under 'General Administration'.
- Total expense **(\$7666.40)**

Facilitator Fees & Expenses	3,161.44
Travel, Parking & Accomod. Admin.	162.06
Awards/Honorariums/Gifts	300.00
Catering	2,717.55
Catering Service fees	498.82
Room set-up fees	400.00
AV fees	82.00
AV Service Charge	14.76
Travel & Accommodation Guests	329.77

**4. AGM**

- There was no revenue associated with the AGM.
- Total expenses were **(\$173.27)**. Again, I neglected to track my hours associated with the AGM. I just entered them under 'General Administration'. The expenses were:

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- Travel, Parking & Accomod. Admin. - \$81.39 for 25% of my room stay for 2 nights
- Travel & Accommodation Guests - \$91.88 for 25% of Janais' room stay for 2 nights due to the fact that her employer wouldn't pay and she would have been out of pocket.

**5. Marriott**

- There were several issues during our stay at the Marriott. The 2 major ones are that we ran out of food with our luncheon and I was told we could have a room rate of \$139.00 for anyone staying at the Marriott for the planning session. I was not told that there were any conditions of receiving this discount. Janais & Frank Johnston called in to the 1-800 number to reserve their rooms. Janais received a rate of \$159.00/ night and Frank received a rate of \$189.00 per night. I have been fighting to get reimbursed for \$60.00 for Janais' room and \$50.00 for Frank's room. So far I have been told that they cannot change the rate that is assigned by the staff when calling in to the 1-800 number. I have requested that they try again to have this amount adjusted.

In an email from the Marriott, I was advised that:

*'I followed up with our Director directly on your behalf, the remaining attrition for this series of meetings was \$4,799.78; with the food provided at these meeting the total revenue was \$4,142.55, leaving \$657.23 in attrition.*

*As a gesture of hospitality, the final \$657.23 will be waived.'*

I double checked and we used \$4741.80 leaving us short by \$57.98. I sent an email back pointing this out and suggested that although we appreciate their gesture of hospitality that \$57.98 was not much of a concession to compensate for the issues we encountered. As of today's date (October 6, 2009) nothing further has been resolved.

- I had a call from the Sales Manager at the Marriott wanting to have us commit to having our conference there again in June. She has June 1 – 5 set aside for us. When I told her about everything that had happened she was shocked and assured us that she would 'make it up to us' on our conference contract as they value the relationship that we have developed. I was supposed to have an amended contract proposal by the end of last week. I haven't seen her new proposal as of today's date. The June 1 – 5 dates were arbitrarily chosen by the Marriott in keeping with the same time frame for the conference as last year. I haven't checked whether May 19 – 21 is available as was set forth at our planning session. We will need to decide whether we will have our conference there again in 2010.