



CFAR SOCIETY
Circle for Aboriginal Relations

CFAR Board Meeting Minutes

December 14, 2011

Host: Teck Resources
Location: 500, 205-9th Avenue SE Calgary, AB T2G 0R3
Key Contact: Janis Turuk (B): (403) 767-8743, (C): (403) 472-3841
Time: 10:00 – 3:00
Meeting Chair: Todd Belot

Attendees

- **In person:** S. Sanderson, T. Heins, J. Moravetz, J. Turuk, C. Schreuder L. Maragh
- **On phone:** E. Johnston, D. Turner, A. Vanderjagt, B. Brisson (for Credential Recognition agenda item)

Agenda

1. Welcome, introduction and opening remarks
2. Credential Recognition – Facilitated by David Luff (1 hour)

For Approval

3. Review and approval of agenda
4. Approval of minutes – November 2011
5. Elder honoraria

For Information

6. Office Managers Report

For Discussion

7. January 31st Haskayne School of business Event – Todd/Barry
8. Executive Director
9. NAABA Events
10. CFAR Mixer – December 1, 2011
11. 2012 CFAR Conference & Golf Tournament
12. January 2011 Luncheon
13. Board Development Session – David Turner (2 dates proposed)
14. Sponsorship Thank-you letters
15. Drafting of Agenda
16. Other discussion items

Minutes:

1. Welcome, Introductions and opening remarks

- T. Belot, welcomed the attendees and commented that he was looking forward working with the group. He also covered a few house keeping rules:
 - o Board Members are responsible for reading materials sent out prior to meeting in order to be fully prepared to have meaningful dialogue.
 - o CFAR meetings should start with a safety review
 - o Action items will now be a standing agenda item.

- 2. Credential Recognition
 - D. Luff provided an overview of:
 - o October 25th meeting follow-up, Code of Ethics, Governance, next steps going forward with the program.
 - o It was determined that Talking Stick needed to maintain frequent communication with Board members.
 - o Code of Ethics will slowly be introduced via CFAR web site.

- 3. Review and approval of agenda
 - Agenda was reviewed and three items were added – 1) approval level of cheque signatories, 2) Events Committee Update should be a standing item 3) discussion of CFAR promotional items.
 - o Motion to approve agenda - J. Turuk;
 - o Seconded - J. Moravetz;
 - o All in favor

The list of action items were reviewed and have been updated and attached at the end of these minutes. A summary of the discussion is as follows:

 - Recognition of past Board members is best done face to face. **ACTION:** C. Schreuder will continue to follow-up on ensuring that this happens at upcoming CFAR events.
 - D. Turner voiced that the role of Elder should be more prominent / important for the CFAR organization. **ACTION:** E. Johnston and D. Turner have agreed to champion the development of the Elder role and have a recommendation for the Board to review.
 - **ACTION:** C. Schreuder will follow-up with W. Erasmus on his outstanding action to have Alberta Future Leaders present to CFAR Board.

- 4. Approval of Minutes – December 2011
 - o Motion to approve minutes – T. Heins;
 - o Seconded – J. Turuk;
 - o All in favor

- 5. Elder Honoraria
 - There is a desire to find consistency in addressing honoraria with elders.
 - Suggested that \$150 be paid for the January event – inline with CFAR being a not for profit organization.
 - **ACTION:** E. Johnston and D. Turner to take this away and make a recommendation to the Board.

- 6. Office Manager’s Report
 - C. Schreuder walked through the Office Manager report that she prepared and highlighted the following items:
 - o Review of December 1st mixer – very successful
 - o Offsite back up – recommended Sugarsync – **ACTION:** C. Schreuder to move forward with implementing.
 - o Update on L. Maragh and C. Schreuder’s meeting with MNP. Discussion pursued to better understand MNPs offering as it relates to CFAR’s Credential Recognition program.
 - o GIC purchased as instructed to do at last months meeting.
 - o Obtaining a Credit Card was also discussed. **ACTION:** J. Moravetz to look into this when following up on signing authority paperwork.
 - o There was a motion made that CFA R should look into obtaining a credit card – J. Turuk
 - o Seconded – J. Moravetz;
 - o All in favor

7. January 31st Haskayne School of Business Event:
- T. Belot provided an overview of the partnership/event: An intimate lunch followed by a reception where Chief Louie will be speaking to approximately 300-400 people. Mainly students with industry also invited to attend as well. T. Belot and B. Brisson will attend the lunch. **ACTION:** C. Schreuder to find out who else is interested in attending – only 2 more spots to fill. **ACTION:** T. Belot to find out if CFAR can set up a booth, hand out CFAR literature, have the booth ‘manned’. Also T. Belot to find out if there is the opportunity to speak from the podium or have remarks recognize CFAR.
8. Executive Director
- J. Turuk provided an overview of why this position is being discussed:
 - o There is a lot of work to do and a volunteer board can not accomplish it all. Now enough money has been accumulated to look at this position seriously.
 - o It might be a 3 or 6 month contract – the position has to be sustainable.
 - o The Office Manager position would still exist and this would be a second paid position.**ACTION:** A thorough analysis of the financials to support this position must be done as well as definition must be given to the role. The committee (T. Belot, C. Supernault, S. Sanderson) should review and have a recommendation by February meeting.
9. NAABA Events
- It was suggested that there might be a conflict when these events occur in Fort McMurray and might pose a problem for Board members – it was decided that Board meeting scheduling will be flexible to accommodate if possible any such conflicts.
10. CFAR Mixer – December 1
- Already covered in Office Manager’s report
11. 2012 CFAR Conference and Golf Tournament
- **ACTION:** Database is being created by C. Ware to manage list of potential speakers for conferences.
 - **ACTION:** J. Turuk to follow-up with Board members to see if they have any ideas on potential speakers and how to get information out to possible speakers from communities.
 - **ACTION:** All Board members to send events committee ideas on potential entertainment options.
 - S. Sanderson suggested that we might want to consider the Chief from Attawapiskat as a potential speaker. It could be facilitated as an interview session, perhaps by someone from APTN. It was agreed that it was an intriguing idea and required further thought.
12. EVENTS
- January 2011 Luncheon
- Lorne Ternes has been confirmed to present at this event. Sponsorship opportunities are to be explored. **ACTION:** L. Maragh to follow-up with MNP to find out if they are interested in sponsoring this event.
- Fort McMurray mixer: April 19th is the date suggested
13. Upcoming conference: Chief Roland was suggested as a potential speaker Board Development session
- D. Turner provided the following information to the Board regarding Alberta Culture & Community services Board development sessions:
 - o The sessions would be Friday evening (7-10pm) and all day Saturday (9-4pm)
 - o 75% of Board members are required to attend for this development session to happen.
 - **ACTION:** C. Schreuder to send out information and potential dates to Board members to obtain commitment in order for D. Turner to proceed.
14. Sponsorship Thank you letter

- It was decided that these should be signed by both the event committee chair and CFAR chair. **ACTION:** T. Belot to send J. Turuk his signature.

15. Drafting of Agenda

- Agenda process is not clear to C. Schreuder. **ACTION:** T. Belot said that he would think about the best way to do this and get back to C. Schreuder.

16. Other discussion items

- It was agreed that promotional items were a good idea. **ACTION:** J. Turuk to review potential items and make recommendations to the Board.

Meeting adjourned 3:07pm

Dates of upcoming Board meetings:

- January 11, 2012 Board meeting (Edmonton) ***Aramark Remote Workplace Services***
- February 8, 2012 Board meeting (Calgary) ***Venue TBD***
- March 14, 2012 Board Meeting (Edmonton) ***Venue TBD***
- April 11, 2012 Board meeting (Calgary) ***Venue TBD***

Agenda Action Item Summary

December 14, 2011

Item	Responsibility	Update	Due Date
Recognize past board members	C. Schreuder		April meeting
Develop an outline on the role of a CFAR Elder and provide to the board for review/further discussion. This should include Elder Honorarium	E. Johnston, D. Turner		February
Follow up with E. Erasmus on having Alberta Future Leaders present to the Board	C. Schreuder		January
Offsite back up via Sugarsync should be moved forward	C. Schreuder		January
Research obtaining a CFAR credit card with 'point' benefits	J. Moravetz		January
January 31 st Haskayne school of business event with Chief Louie – Information to be sent out to CFAR board to find out who would like to attend private lunch.	C. Schreuder		January
January 31 st Haskayne school of business event with Chief Louie – Follow-up with organizers to see if CFAR can have a booth to hand out literature and if we will have recognition from the podium	C. Belot		January
The committee established to review the Executive Director role, must provide a thorough analysis of the financials to support the position to the board	T. Belot, C. Supernault, S. Sanderson.		February
Speakers database is being	C. Ware		January

developed to track suggestions made for CFAR speaking engagements			
Board members to be contacted to explore other thoughts on speakers.	J. Turuk		ongoing
Board members to suggest ideas for conference entertainment	All		ongoing
LM to follow up with MNP to find out if they are willing to sponsor January CFAR luncheon session with Lorne Ternes.	L.Maragh		January
Board should be sent potential dates for development sessions so that they can let D. Turner confirm the date that will get 75% of board in attendance.	C. Schroeder		January
Sponsorship Thank you letters should be signed by both Committee chair and CFAR chair – T. Belot should forward signature to J. Turuk	T. Belot		January
Promotional items to be suggested and sent to board for review	J. Turuk		February
Pursue funding opportunities and present to the Board – grant opportunities and application deadlines. Five ranked opportunities are to be submitted to C. Schreuder	B. Phillips		February meeting