



**CFAR SOCIETY**  
Circle for Aboriginal Relations

## CFAR Board Meeting Minutes

**November 16, 2011**

**Host:** Alberta Innovates Technology Futures  
**Location:** 250 Karl Clark Road Edmonton, AB T6N 1E4  
**Key Contact:** Bob Phillips (780) 450-5284 Cell: (780) 686-0225  
**Time:** 10:00 – 2:00  
**Meeting Chair:** Rob Barber

### Attendees

- **In person:** S. Sanderson, G. Spicer, B. Phillips, D. Janvier, T. Heins, R. Leal, E. Johnston, C. Schreuder L. Maragh  
- **On phone:** J. Moravetz, B. Brisson

### Agenda

1. Welcome, introduction and opening remarks

#### **For Approval**

2. Review and approval of agenda
3. Approval of minutes – May 2011
4. Approval of minutes – June 2011
5. Approval of minutes – October 2011
6. Treasurers Report
7. Board approval for purchases under \$500.00
8. Board approval for purchase of GIC

#### **For Information**

9. Office Managers Report

#### **For Discussion**

10. CFAR Mixer – December 1, 2011
11. 2012 CFAR Conference & Golf Tournament
12. October 2011 Luncheon
13. Other discussion items
  - a. Code of Ethics

### Minutes:

1. Welcome, Introductions and opening remarks
  - R. Barber introduced himself and explained that as T. Belot was unable to attend he was asked to fill in.
2. Review and approval of agenda

- Agenda was reviewed and one item was added – The Code of Ethics. It was suggested that past action items would be dealt with towards the end of the meeting.
  - o Motion to approve agenda - B. Phillips;
  - o Seconded - S. Sanderson;
  - o All in favor

### 3. Approval of Minutes – May 2011

- o Motion to approve minutes – B. Phillips;
- o Seconded - G. Spicer;
- o All in favor

### 4. Approval of Minutes – June 2011

- o Motion to approve minutes – B. Phillips
- o Seconded - S. Sanderson
- o All in favor

### 5. Approval of Minutes – October 2011

- o Motion to approve minutes – B. Phillips
- o Seconded - S. Sanderson
- o All in favor

### 6. Treasurer’s Report:

- J. Moravetz (Treasurer) reviewed the Comparative Income Statement and Comparative Balance Sheet documents that were circulated to the group. The following comments were made :
  - o Memberships were up in 2011 by 35% as were sponsorship by 17%.
  - o Overall there was a revenue increase of 33%.
  - o There was slight increase seen with expenses and this could be linked to payment made to Talking Stick for work done on the credential recognition program – but the increase was reasonable.
  - o There was a decline in expenses as a conference planner was not utilized for 2011.
  - o Bank account GIC have almost doubled and current assets are up by 85% from last year.
  - o Motion to approve the Treasurer’s report – T. Heins
  - o Seconded – R. Leal
  - o All in favor

### 7. Board approval of purchases under \$500:

- S. Sanderson provided some background into this item. He explained that there was a lack of process allowing the Office Manager to make these purchases without having to come to the Board for approval. The Office Manager is very capable and she should be allowed the discretion to make these types of decisions in discussion with the Board, but not reliant on Board approval.
- T. Heins questioned if we had an asset list – the answer was no because things under \$500 are not booked as an asset.
  - o **ACTION:** C. Schreuder to develop an Asset Inventory.
- S. Sanderson suggested that from a Governance perspective a policy should be developed and added to the By-laws for the next AGM.
- R. Leal asked if we insure assets for recovery reasons.
  - o **NEW BUSINESS:** Motion to develop a detailed list of major items inventory to be reviewed annually – S. Sanderson
  - o Seconded – B. Phillips
  - o All in favor.
  - o Motion to approve providing the Office Manager authority to make purchases up to \$500 with consultation of Executive Board and that we make changes to By-laws to reflect this – S. Sanderson

- Seconded – B. Phillips
- All in favor
- **NEW BUSINESS:** Server storage
- C. Schreuder would like to have information served off site. B. Brisson and other Board members suggested the company Carbonite.
  - **ACTION** – C. Schreuder to review and include recommendation to the Board in the next Office Manager report.

#### 8. Board approval of GIC

- J. Moravetz presented options available to CFAR for reinvesting money. Key questions were – Do we have money to invest? How much money should we invest? Or put money into a savings account and transfer money into chequing account once a month.
- B. Brisson suggested that insured vs non-insured might be something to look into as well.
- Recommendation made to place in a GIC \$70K for 3 months and then review.
  - **ACTION:** J. Moravetz to see if the savings account offering 1.25% is for a ‘Society’
  - Motion to approve placing \$70K in GIC for 3 months – T. Heins
  - Seconded – S. Sanderson
  - All in favor.

#### 9. Office Manager’s report:

- C. Schreuder walked through the prepared document presented to the Board members. Discussion about increased number of members since the last board meeting, outstanding accounts receivable, luncheon income statement and that MNP would like to meet with someone to learn more about CFAR.
  - **ACTION:** C. Schreuder to arrange for a meeting with herself and L. Maragh to meet with him.

#### 10. CFAR mixer

- CFAR and Calgary Chamber of Commerce Mixer is coming up on December 1<sup>st</sup>. Chamber doing the registration and providing a cash bar. So far only one sponsor at \$1,000. Still need to reach \$3,000.
- G. Spicer committed to provide \$1,500 and T. Hein committed to provide \$500. Sponsorship has been reached for Mixer and C. Schreuder is ecstatic.
  - **ACTION:** At the mixer key individuals such as Jacob, Karen and Ben are to be recognized. C. Schreuder to extend special invites to these three individuals.

#### 11. 2012 CFAR Conference

- Conference and golf tournament: R. Barber has been working with the Marriot Hotel. Negotiations are going very well and most items are staying status quo.
  - **ACTION:** C. Schreuder to send contract to Board.
- B. Brisson suggested that maybe it is time to host the conference in Calgary.
  - **ACTION:** C. Schreuder to take this back to the events committee to discuss
- R. Barber suggested that this might be something to look at for 2013. And look at opportunities where we can utilize an Aboriginal hotel.
- S. Sanderson suggested that as a group we have to be strategic and be sure that there are real benefits to changing the location. Maybe this year we should set goals. Calgary is where industry head offices are located, Edmonton is easy access for communities – what is CFAR trying to achieve?
  - **ACTION:** C. Schreuder to discuss with Committee about surveying 2012 conference attendees
- Dates of the conference are June 5-7 2012. Golf will be at the Ranch again and spearheaded by James Blackman and Andrew Fox.
- The suggested theme of the conference is ‘Consultation’.
- D. Janvier likes the theme but wants to be sure that we are clear on ‘community’ involvement as in communities there are a wide range of opinions from community members.
- The conference committee will solicit speakers by way of a call for abstracts.
- Suggestion to “think outside the box” during conference program development

- R. Barber suggested that the credential recognition component might be a good place to start with looking at what the conference is trying to achieve and instigate change.
  - o **ACTION:** B. Brisson to talk to J. Turuk as the Events Committee Lead to see how credential recognition can be included into the conference. B. Brisson is to arrange a meeting with the Events Committee, the Credential Recognition Committee and B. Schadeck. Recommendations are to be brought back to the Board at the December 2011 meeting.
  - o **ACTION:** All Board members to keep thinking about speaker suggestions and send to C. Schreuder

#### 12. Luncheon

- Feedback from last Edmonton lunch was very positive toward speaker and food.
- B. Barber suggested doing a draw to encourage people to return their feedback forms.

#### 13. Other business

- Discussion on signing authority.
  - o **ACTION:** J. Moravetz to review the list of who has signing authority. He is to ensure that the current Executive board members have signing authority and is to remove any past board members. He is to add himself, T. Belot, A. Vanderjagt and L. Maragh to the list. J. Turuk is to remain on the list and all others removed.

#### Code of Ethics:

- Code of Ethics was presented at the AGM but not ratified.
- B. Brisson said that a small group of members would review and come up with a solution.
  - o **ACTION:** B. Brisson to look into how this would work with the Credential Recognition committee
  - o Motion to accept the Code of Ethics as it stands now with the understanding that more work needs to be done to look at a fair process should there be a breach in the context of Credential Recognition – B. Phillips
  - o Seconded – Tim Heins
  - o Most in favor
  - o Abstained – R. Leal
- Overall the Board likes the direction of the Credential Recognition program and is impressed with the work of B. Brisson and Talking Stick.
  - o **ACTION:** B. Brisson to present to the Board, implementation process, revenue stream, marketing plan.
- Potential synergies with other organizations was generally discussed.

#### Review of action items from past meetings:

- o **ACTION:** L. Maragh to create a way to clearly state action items, timing and status.

#### Action items outstanding from previous meeting:

- a. **ACTION:** W. Erasmus to coordinate representative of Alberta Future Leaders to present to the CFAR Board in the fall of 2011.
- b. **ACTION:** B. Phillips to pursue funding opportunities and present to the Board – grant opportunities and deadlines. Five ranked opportunities are to be submitted to C. Schreuder.
- c. **ACTION:** D. Turner suggested that Board Members need development sessions and clear job duties outlined before the planning session occurs (this was not assigned to anyone)

#### Discussion on the level of Elders involvement with CFAR.

- **ACTION:** Anyone with an interest in discussing Elder involvement with CFAR and making recommendations to the Board should provide their name to C. Schreuder.

#### **Meeting adjourned 1:58pm**

#### **Dates of upcoming Board meetings:**

- December 14, 2011 Board meeting (Calgary) **Teck Resources**
- 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

November 16, 2011

| Item   | Responsibility | Update   | Due Date                               |
|--|----------------|--|--|
| Develop an Asset Inventory that will be reviewed annually.   | C. Schreuder   |  | December meeting                       |
| Review server options and make a recommendation to the Board in the next Office Manager report.  | C. Schreuder   |  | December meeting                       |
| Pursue putting funds into a GIC as well as finding out if Bank's savings account offering 1.25% is for a 'Society'   | J. Moravetz    |  | December meeting                       |
| Meeting to be arranged MNP for C. Schreuder and L. Maragh to share information about CFAR  | C. Schreuder   | Meeting set for November 24 <sup>th</sup> . Done | December meeting                       |
| Recognition of past Board members to be done at the Calgary Chamber of Commerce mixer.   | C. Schreuder   |  | December meeting                       |
| Marriot Contract to be sent to Board Members   | C. Schreuder   | Done   | December meeting                       |
| Discussion from the Board meeting regarding exploring options for future meeting to be shared with events committee.   | C. Schreuder   | Done   | December meeting                       |
| C. Schreuder to discuss with Committee about surveying 2012 conference attendees   | C. Schreuder   | Done   |  |
| Discuss with J. Turuk the inclusion of Credential recognition into the 2012 conference.  | B. Brisson     |  | December meeting                       |
| Board Members to continue thinking of conference speakers and submit thoughts to C. Schreuder.   | All            |  | December meeting                       |
| List of those that have signing authority on the financial accounts should be reviewed and updated.  | J. Moravetz    |  | December meeting                       |
| How the Code of Ethics document can be enforced and what happens if an individual does not adhere to it? This has to be reviewed with Credential Committee and follow-up with Board Members. | B. Brisson     |  | December meeting                       |
| A plan that looks at implementation process, revenue stream and marketing of Credential Recognition program is to be presented to the Board.   | B. Brisson     |  | December meeting                       |
| A more formal summary of meeting Action Item is to be developed so that follow-up is made easier.  | L. Maragh      | Done   | Starting with November Meeting Minutes |
| Anyone with an interest in discussing Elder involvement with CFAR and making recommendations to the Board should provide   | All            |  | December meeting                       |

|  |             |  |                  |
|--|-------------|--|------------------|
| their name to C. Schreuder   |             |  |                  |
| Coordinate a representative of Alberta Future Leaders to present to the CFAR Board in the fall of 2011 .   | W. Erasmus  |  | December meeting |
| 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 |  | December meeting |
| It was suggested that Board Members need development sessions and clear job duties outlined before the planning session occurs                                       | D. Turner   | It was not clear from the minutes who, if anyone was assigned this task, but as it was brought up by D. Turner, perhaps that is a good place to start. | December meeting |