



CFAR SOCIETY
Circle for Aboriginal Relations

CFAR Board Meeting Minutes

April 11, 2012

Host: Lisa Maragh, ATCO Power
Location: 7th Floor, 909 11th Ave SW, Calgary Alberta
Key Contact: Lisa Maragh
Time: 9:00 – 1:00
Meeting Chair: Todd Belot

Attendees

- **In person:** C. Supernault, T. Belot, L. Maragh, B. Phillips, C. Schreuder
- **On phone:** T. Heins, W. Erasmus,

Agenda

1. Welcome, introduction and opening remarks

For Approval

2. Review and approval of agenda
3. Approval of minutes – March 2012
4. Audit Report

For Information

5. Office Managers Report

For Discussion

6. Board Development Session – March 30 & 31
7. Office Manager replacement – Plan for moving forward

Minutes:

1. Welcome, Introductions and opening remarks
 - The meeting commenced at 9:55am. T. Belot welcomed the group and asked C. Supernault to say the opening prayer.
2. Review and approval of agenda
 - The following changes were made:
 - o Credential Recognition Update removed
 - o Audit Report was moved from “For Information “ to “For Approval” section of Agenda
 - o Office Manager Replacement – plan for moving forward was added to Discussion section

- Discussion regarding Open Board Meetings was tabled for next meeting
- Agenda was reviewed and approved.
- Motion to approve agenda - B. Phillips;
 - Seconded - C. Supernault;
 - All in favor
3. Approval of Minutes – March 14, 2012
- Motion to approve minutes – B. Phillips;
 - Seconded - C. Supernault;
 - All in favor
- The following was discussed around the minutes / action item section:
- C. Supernault contacted Tracey Makokis regarding her availability to assist CFAR with completing grant proposals. She is interested but currently very busy.
 - B. Phillips also followed up on a source that has information about grants – C. Schreuder has the CD when CFAR is ready to move forward.
 - C. Supernault contacted Andy Nigel about the Eric Newell RAP program in high schools and more information on this is to follow.
- L.Maragh suggested that spending time going through the action list would not be effective as such a small number of Board members were present, therefore appropriate follow-up and information sharing would not be possible. T. Belot and others in attendance agreed. .
4. Audit Report
- C. Schreuder provided the report on J. Moravetz’s behalf
- The Audit Committee was struck and unanimously approved by the Executive via e-mail. The Committee met on April 5, 2012 and reviewed the books of account and financial statements of CFAR for the fiscal year ending 2012 March 31. The committee included – J. Moravetz, A. Vanderjagt and R. Leal.
 - Assets increased by 66% over last year, total revenues increased by 30% and total net income increased by over 400%
 - Motion to approve Financial Statements and Audit report as presented – T. Heins;
 - Seconded – B. Phillips;
 - All in favor
5. Office Manager’s Report
- C. Schreuder talked though her pre-submitted report that included the following points:
- Memberships
 - Account Receivable
 - Offsite/Online Backup
 - Audit Committee
- ACTION:** T. Belot to contact J. Turuk for copy of letter to send to people who have had invoices written off.
6. Board Development Session – March 30-31
- T. Belot asked people around the table and on phone to provide thoughts on the weekend session.
- There comes a time when we have to evaluate what we do and where we are going.
 - Governance and managing the work load is critical.
 - Membership attendance and accountability is vital
 - Board members not realizing the expectation of the role is a problem
 - Perhaps it is time to reengineer the board
 - Perhaps we are trying to do too much
 - Participation means more than just showing up to a meeting
 - A smaller board might be beneficial

- Reinvigorate our advisors/ elders
 - Build teams with focus
 - Work smarter not harder
 - Maybe Credential Recognition is not the primary focus
 - Membership is interested in something, but not sure what they want
 - Consultation with the community is very important and necessary to the ongoing success of CFAR
 - Clarifying the role of a Board Member is necessary
 - Sponsoring companies (Trustees) might have a vision of what CFAR should look like – what is that?
 - Get a clear statement from advisors as to what CFAR should look like.
 - Consultation has been downloaded to industry by government, now the new word is Accommodation – what role does CFAR have to play in that?
 - When CFAR started it was to help non Aboriginal people understand how to work in Aboriginal communities, what is CFAR's role today?
 - Information sharing, events, communication, networking – is this what CFAR is about?
 - CFAR is at a cross roads – this is a natural progression in the organization's development.
 - Less meetings might help with attendance
- **ACTION:** T. Belot to send out priority list from Board Development session to all board members.
7. Office Manager Replacement – plan for moving forward
- C. Schreuder listed the key items that she is responsible for:
- Overall Office Manager
 - Book keeping
 - Management of Administration / membership fees
 - Attendance of events / meetings
 - Event planning
 - Website updating

ACTION: C. Schreuder to contact Sprit Staffing to find out more about finding a replacement

C. Schreuder to develop a job description and to place the position on to CFAR website.

Dates of upcoming Board meetings:

- May 9, 2012 Board meeting (Edmonton) at Alberta Innovates Technology Futures hosted by Bob Phillips
- June 13, 2012 Board meeting (Calgary) Venue TBD

April 11, 2012

Item	Responsibility	Update	Due Date
Recognize past board members	C. Schreuder	Will continue to work on at April mixer	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,	Moved to April	February March April May
Speakers database is being developed to track suggestions made for CFAR speaking engagements	C. Ware	No updates at this time.	January February March April May
CFAR Membership engagement plan is to be developed	T. Belot		February March April May
Next CFAR event photographers have been assigned to take pictures to help C. Schreuder decide on which camera to purchase for CFAR	J. Moravetz & E. Johnston		April May
Interest from investments to be discussed at next meeting – perhaps used in a bursary or scholarship.	C. Schreuder & T. Belot		April May
Discussion at the April Board meeting about opening up board meetings to include others who have an interest in attending.	D. Janvier		April May.
Contact Advisors to attend the April Board meeting to discuss whether meetings should be open or closed	T. Belot		April May
T. Belot to contact J. Turuk for copy of letter to send to people who have had invoices written off	T. Belot		May
T. Belot to send out priority list from Board Development session to all board members	T. Belot		May
Contact Sprit Staffing to find out more about finding an Office Manager replacement – and develop a job description and to place the position on to CFAR website	C. Schreuder		May