

**Canadian Parents for French**

**New Brunswick Branch**

**ANNUAL GENERAL MEETING**

**Saturday, November 28th, 2020**

**10:00-12:00pm**

**Zoom meeting**

**Branch Office**

**77 Wheeler Road, Four Corners, NB**

**Minutes from the Meeting**

**In Attendance**

Hélène Pelletier, Executive Director

Allison Davis, Chapter Outreach Coordinator

Greg Keith, President

Austin Henderson, Vice President

Bob Bernier, Director

Carole Noël, Director and Secretary

Dorothy White, Director

Debbie Melanson, Director

**By Proxy**

Claudette Bernier, Mark Porter, Matthew Macdonald , Teresa Johnson, Tara Thorne, Patrick Hourihan , Andrea Hourihan, Morgan Thorne, Jane Keith, Godwin Njoku, Jacob Snyder and John White

**Regular Business**

1. **Call to order**

Greg Keith, President, called the meeting to order at 10:00 am.

**Greetings from special guests: CPF National President Derrek Bentley and Mr. Kevin Gillies, CPA Professional Corporation Chartered Professional Accountants.**

1. **Approval of the Agenda for the November 28th, 2020 Annual General Meeting**

Debbie Melanson moved that the agenda for the November 28th, 2020 Annual General Meeting be approved. Seconded by Robert Bernier.

Motion carried.

1. **Approval of minutes from the 2019 Annual General Meeting**

Moved by Robert Bernier that the minutes from the November 2nd, 2019 Annual General Meeting be approved. Seconded by Debbie Melanson.

Motion carried.

 **4. Business**

**(i) Appointment of an accountant for April 1st, 2020 to March 31st, 2021.**

Moved by Debbie Melanson that CPF NB hire Mr. Gillies, CPA, from April 1st, 2020 to March 31st, 2021. Seconded by Dorothy White. Motion carried.

**(ii) Choosing site for next Concours d’art oratoire**

The Concours d’art oratoire for the year 2021 will take place virtually.

There will be opening and closing ceremonies included in the virtual Concours. The guest speaker will be Mr. Hughie Rathurson from the Université de Sainte-Anne.

For the first time, the Concours will be open in the classroom to children from Grade 1 to Grade 5. The province of Saskatchewan has been offering this opportunity for this age category.

The executive Director will send the information to the department of Education, at the beginning of January.

Debbie Melanson moved the location of the Concours (being virtual).

Seconded by Robert Bernier. Motion carried.

 **(iii) CPF NB Bylaws**

On September 1st, CPF NB Board of directors had a long meeting with Nancy and Derek concerning CPF NB Bylaws. Three main items remained to be reviewed, following this meeting. CPF NB reached out to a lawyer to clarify on these three by-laws to assure there was no issues and that these items follow the NB Compagnie Not for Profit Act. The response was positive from the lawyer that the three Bylaws are in concordance with NB Cie Not for Profit Act. In November, Austin and Greg had a meeting with Derek and Kate from CPF National. The CPF Bylaws Committee will review the CPF NB Bylaws. The wait for approval might take up to 6 months. Once approval is received, CPF NB has a period of 60 days for membership to be informed, and lastly, to approve the revised CPF NB Bylaws. This process will last until the end of fiscal year, being March 31st 2021. Debbie Melanson moved the approval of the CPF NB Bylaws. Seconded by Dorothy White.

Motion carried.

**(iv) CPF NB President Report**

Greg Keith, president of CPF NB, presented the President Annual Report for

the fiscal year April 1st, 2019 to March 31st, 2020. Items presented were the Mission and the Vision statements along with the purpose of CPF NB being offering opportunities for the youth to learn French. Including in the Report were the concours d’art oratoire, Advocacy events, Governance and Highlights.

The report was sent to the Board of Directors prior to the meeting. Dorothy White moved the approval of the CPF NB President Report. Seconded by Carole Noël.

Motion carried.

**(v) CPF NB Financial Report**

Kevin Gillies presented the CPF NB Financial Statements Year ended March 31st, 2020 (unaudited-Notice to Reader). Kevin Gillies is appointed as external accountant for the fiscal year ended March 31st, 2021. He is to prepare unaudited notice to reader financial statements. He has accepted to remain in this role. Robert Bernier moved the approval unaudited to reader financial statements for the fiscal year ended March 31st, 2020. Seconded by Carole Noël. Motion carried.

**(vi) CPF NB Executive Director Report**

Hélène Pelletier, Executive Director of CBF NB, presented a yearly report highlighting different activities such as French for the Future, Snyder Mountain Ranch, Mary Joyce Booth Award and the Concours d’art oratoire, Partneships meetings, to name a few. The report was sent to the Board of Directors prior to the meeting. Dorothy White moved the approval of the report for the fiscal year April 1st, 2019 to March 31st 2020. Seconded by Robert Bernier. Motion carried.

**(vii) CPF NB Outreach Coordinator Annual Performance Review (APR) and Stephen Chapter Report**

 Allison Davies, Outreach Coordinator, presented the APR for the fiscal year April 1st, 2019 to March 31st, 2020. This Annual Performance Review was created by CPF

National. It highlights what CPF NB is and does. The format is attractive and gives a positive review of all the activities over the past year. Dorothy White moved the approval of the report. Seconded by Austin Henderson. Motion carried.

**(viii) CPF Nomination Committee Report**

Names for Nomination for the CPF NB Board of Directors for the year 2020-2021 were presented by CPF NB Executive Director Hélène Pelletier. Robert Bernier moved the approval of the list of nominees. Seconded by Dorothy White. Motion carried.

CPF NB  Board of Directors

Greg Keith -President

Austin  Henderson -Vice -President

Bob Bernier-Director and Treasurer

Carole Noël-Director and Secretary

Dorothy White -Director

Debbie Melanson-Director

**(ix) Election of Officers**

Here are the movers and seconders for the members of the board for the next year:

* Greg Keith as President
	+ Moved by Dorothy White
	+ Seconded by Robert Bernier
* Austin Henderson as Vice-President
	+ Moved by Dorothy White
	+ Seconded by Robert Bernier
* Dorothy White as Director
	+ Moved by Austin Henderson
	+ Seconded by Robert Bernier
* Robert Bernier as Director and Treasurer
	+ Moved by Austin Henderson
	+ Seconded by Dorothy White
* Carole Noel as Director and Secretary
	+ Moved by Dorothy White
	+ Seconded by Robert Bernier
* Debbie Melanson as Director
	+ Moved by Carole Noel
	+ Seconded by Austin Henderson

Greg Keith moved that Hélène Pelletier (Executive Director) and Allison Davies (Outreach Coordinator) continue in their roles at CPF NB for the next fiscal year. Seconded by Austin Henderson. Motion carried.

1. **Motion to Adjourn**

Dorothy White moved to adjourn the Annual General Meeting. Seconded by Robert Bernier.

Respectfully submitted,

Carole Noël, Director and Secretary