



**Canadian Parents for French - Saskatchewan Inc.  
Annual General Meeting  
GoToWebinar  
11:00 A.M.  
Saturday, September 19, 2020**

**Present:** Janet Loseth (President, CPF-SK)  
Jaclyn Reaves Jacobson (Vice-President, CPF-SK)  
Stacey Brown-Rousson (Secretary, CPF-SK)  
Jessica Martodam (President, CPF-Meadow Lake)  
Chrissy Sinclair (President, CPF-Lloydminster)  
Laura Cornelson (President, CPF-Swift Current)  
Amy Johnston (Treasurer, CPF-Swift Current)  
Charlene Tebbutt (President, CPF-Prince Albert)  
Tammy Wilks (President, CPF-Regina)

**Ex-Officio:** Karen Pozniak (Executive Director, CPF-SK, Minute-taker)  
Brooklyn Barré (Admin & Communications Officer, CPF-SK, Minute-taker)

**1. Welcome and Call to Order**

Janet calls the meeting to order at 11:00 A.M. and welcomes all. She then goes through housekeeping items on how the GoToWebinar platform works.

Janet begins the Annual General Meeting (AGM) at 11:04 A.M.

**2. Approval of the Agenda**

Janet presents the Agenda for the September 19, 2020 AGM and asks if there are any changes or additions.

When nothing is mentioned, she asks for a motion to approve the Agenda.

**PROPOSITION 1**

**Motion:** To approve the Agenda of the September 19, 2020 AGM.

**M/S: Tammy Wilks/Jessica Martodam**

**Carried**

**3. Approval of the 2019 Annual General Meeting Minutes**

Janet presents the minutes of the 2019 AGM. She asks if there are any questions and/or comments.

When none are asked, she calls for a motion to approve the minutes of the August 10, 2019 AGM.

**PROPOSITION 2**

**Motion:** To approve the minutes of the August 10, 2019 AGM.

**M/S: Jessica Martodam/Tammy Wilks**

**Carried**

#### **4. Presentation of the 2019-2020 Branch Board Report**

Janet presents a summary of the Branch Board Report.

#### **5. Presentation of the 2019-2020 Branch Annual Report**

Karen presents the 2019-2020 "Reach & Impact" Branch Annual Report.

Janet asks if there are any questions and/or comments.

None are mentioned.

#### **6. Presentation of the 2019-2020 Audited Financial Statement**

Janet mentions that she has had several communications through the year with the chief auditor, Craig Hinz. She says that he has been helpful, knowledgeable and has provided great information on what the Board has to do. Janet says that Craig is very happy with the outcome of the Branch's 2019-2020 audit.

Janet then mentions that she had also talked with the bookkeeper, Gail from B&G Accounting. She says that that communication went very well and that there are no concerns.

Janet then reads a written statement from the Branch Board Treasurer, Marie-Anne Corrigan. In the Treasurer's Report, Marie-Anne states that she had reviewed all 12 months of financial binders and found the books to be well done, with no issues coming forward.

Karen then goes through the key points of the 2019-2020 Audited Financial Statements, as follows:

- ❖ CPF-SK had an excellent year, ending with a surplus of \$20,201.
- ❖ A new program was added, funded by the Canadian Heritage Official Languages Support Grant in the amount of \$70,000 over two fiscal years. There were deferred funds of \$21,416 due to the fact that the playwright was not paid by one single disbursement of funds, but rather had a monthly contract from March 1 to June 30. There was also supposed to be a down payment of \$5,000 made to the Conexus Arts Centre in Regina to place a hold the venue for the performance of the play. However, with COVID-19, this plan was put on hold and no payment was made.
- ❖ A separate schedule (Schedule 6) was added to clearly track expenditures for the Canadian Heritage Official Languages Support Grant and will make the final reporting easier to do.
- ❖ Professional fees were down by \$9,326 from the previous fiscal year because in 2018-2019 an external consultant was hired by the Branch Board to provide policy governance training (\$6,300), Patricia Katz was retained to provide a workshop entitled *Fueling Enthusiasm - Stronger Relationships Through Appreciation* at the Chapter Planning Meeting, and Marc Tardif was engaged to provide a magic show during the Provincial Final of *Concours d'art oratoire*.
- ❖ The Branch continued to have a strong economic dependence on Canadian Heritage (51% of revenues) and the Saskatchewan Ministry of Education (36% of revenues) for its ability to function.
- ❖ COVID-19 was also listed as a factor which could cause economic uncertainty moving forward.
- ❖ The Branch ended the 2019-2020 fiscal year in a strong position with Unrestricted Net Assets of \$25,110, along with a Contingency Fund of \$16,000.

Karen asks if there are any questions.

None are mentioned.

### **7. Approval of the 2019-2020 Audited Financial Statements**

Janet asks for a motion to approve the 2019-2020 Audited Financial Statements.

#### **PROPOSITION 3**

**Motion:** To approve the 2019-2020 Audited Financial Statements.

**M/S: Chrissy Sinclair/Tammy Wilks**

**Carried**

### **8. Appointment of the Auditor for 2020-2021**

Janet states that the Board had agreed to continue using HVB Chartered Professional Accountants Prof. Corp. for the 2020-2021 fiscal year.

Janet asks for a motion to approve the same audit firm for the 2020-2021 fiscal year.

#### **PROPOSITION 4**

**Motion:** To approve HVB Chartered Professional Accountants Prof. Corp. as the auditors for the 2020-2021 fiscal year.

**M/S: Jessica Martodam/Chrissy Sinclair**

**Carried**

### **9. Presentation of the Policy Committee Report**

Janet says that Policy is now under review at the National level and once that is completed, a Policy review will take place at the Branch level.

### **10. Presentation of the Nominating Committee Report**

Janet says that the Branch Board is always looking for new board members from across the province.

### **11. Election of Officers**

Janet states that all current Branch Board are up for election. She says that there are no new Directors joining the Board at this time.

Janet then presents the current Board of Directors for 2020-2021: Stacey Brown-Rousson, Jaclyn Reaves Jacobson, and herself, Janet Loeth.

#### **PROPOSITION 5**

**Motion:** To elect the Slate of Directors, as presented, to the Provincial Board.

**M/S: Chrissy Sinclair/Charlene Tebutt**

**Carried**

### **12. Presentation of the Bylaw Committee Report**

Janet says that there is nothing new to report at this time.

### **13. New Business**

#### **a) Date and Location of the 2021 AGM**

Due to the uncertainty caused by COVID-19, there is agreement that the Branch Board of Directors will decide the date of the next AGM.

#### **b) Other**

Janet asks if there is any other business to bring forward.

None is mentioned.

**14. Adjournment**

Janet asks for a motion to adjourn the 2020 AGM.

**PROPOSITION 6**

**Motion:** That the 2020 AGM be adjourned at 11:59 P.M.

**M: Tammy Wilks**

**Carried**