


|  <p><b>foster<br/>parents</b><br/>British Columbia<br/>BCFFPA</p> <p><b>Board of Directors<br/>Meeting Minutes</b></p> <p><b>Thursday &amp; Friday<br/>February 18 &amp; 19, 2016<br/>Vancouver Airport Marriott<br/>Richmond, BC</b></p> | <p><i>In Attendance</i></p> <p>Russell Pohl, President<br/> Tamara Smith, Vice President<br/> Lance Bereck, Treasurer<br/> Monica Buchanan, Coast Fraser Delegate (East)<br/> Walter Aguilar, Coast Fraser Delegate (West)<br/> Chad Hooker, Vancouver Island Delegate<br/> Kevin Daniel, Interior Delegate<br/> Tanya Tagmann, North Delegate<br/> Jayne Wilson, Executive Director<br/> Ronda Sweeney, Community Network Manager</p>                                                                                                                                                                                                                                                                             | <p><i>Absent</i></p> <p>Heather Bayes, Secretary</p> <p><i>Appointed</i></p> <p>Tanya Hooker, AGM Committee Co-Chair (appointed February 19, 2016)</p> |
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| <p>A quorum being present, the meeting commenced February 18, 2016 at 9:00 a.m.<br/> <b>*M/S/C (Moved/Seconded/Carried)</b></p>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                        |
| ACTION                                                                                                                                                                                                                                                                                                                     | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MOTION or ACTION                                                                                                                                       |
| <p>1. Meeting Opens and President's Report</p>                                                                                                                                                                                                                                                                             | <p>The President welcomed the Board members and the team engaged in some "getting to know you" discussion.</p> <p>Board Essentials were covered briefly. Board members have copy in their folders. Please review and address any questions to the Executive Director.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |
| <p>2. Minutes of Previous Meeting</p>                                                                                                                                                                                                                                                                                      | <p>No changes to the January 25, 2016 meeting minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>MOTION</b> to accept the Minutes of the January 25, 2016 meeting as circulated.<br/> <b>*M/S/C</b> Kevin/Chad</p>                                |
| <p>3. Additions and Changes to the Agenda</p>                                                                                                                                                                                                                                                                              | <p>The following topics were added to the agenda:</p> <ul style="list-style-type: none"> <li>• 2018 AGM</li> <li>• Social Worker Week</li> <li>• Gap in resources and foster parents</li> <li>• 60 day notice concerns/issues</li> <li>• Building Locals</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                        |
| <p>4. President's Report</p>                                                                                                                                                                                                                                                                                               | <p>No notable meetings attended this last month.</p> <p>A request for a meeting with the Minister has been sent.</p> <p><i>CFFA Director's Position</i><br/> The CFFA Director is a 3 year position. The President would like to continue on at least until the outcome of the next CFFA conference. Vice President would like to take the CFFA Director's position should the President choose not to continue. Being part of CFFA could increase the exposure for BC if CFFA has a higher profile.</p> <p><i>Recognition of Social Workers and Foster Parents on BCFFPA Website</i><br/> The President would like Board to consider having a section on the BCFFPA website to acknowledge social workers and</p> |                                                                                                                                                        |

| ACTION                     | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MOTION or ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                            | <p>foster parents for the great work they do. Permission would have to be given by those receiving the recognition before posting on website. Need to have a balanced approach to both social workers and foster parents. Potential launch at Annual General Meeting in October.</p> <p>The North Delegate mentioned that a 50-year history article would be appropriate for the FosterlineBC in time for the 2017 AGM.</p> <p><i>Luggage Program</i><br/>Sheri continues to work on the luggage program and a great deal of time has been spent. President will be attending next meeting to discuss boundaries and how BCFFPA can contribute and support the vision. Will suggest that a committee is formed to continue the work of the program.</p> <p><i>Honorary Award</i><br/>One name was submitted to receive the 2016 Honorary Life Award. Marcy Perron, foster parent in Kelowna, submitted Heather Bayes' name to receive the award.</p> <p>Board agreed that Mrs. Bayes should receive the award to honor her commitment, contribution and dedication to the fostering community. A framed certificate will be delivered to Mrs. Bayes and the recognition award given at the 2016 AGM in Nanaimo.</p> <p><i>Board "Portfolios"</i><br/>All Board members are encouraged to take on a portfolio. Commitments are as follows:</p> <ul style="list-style-type: none"> <li>• Kevin Daniel – Bursaries Committee Chair</li> <li>• Monica Buchanan – Locals Liaison</li> <li>• Tanya Tagmann – Youth Futures Fund</li> <li>• Chad Hooker and Lance Bereck – Fundraising/Grant Writing</li> </ul> <p>Still to be assigned:</p> <ul style="list-style-type: none"> <li>• 2017 AGM/CFFA Conference Committee</li> <li>• Relationship Development with MCFD/Partners</li> </ul> | <p><b>ACTION</b> President to attend meeting on March 2, 2016.</p> <p><b>MOTION</b> that Heather Bayes receive the Honorary Life Member award for her long and dedicated service to foster parents.<br/><b>M/S/C</b> Russell/Kevin</p> <p><b>ACTION</b> Executive Director to have framed Honorary Lifetime Award Certificate delivered to Heather Bayes.</p> <p><b>ACTION</b> Honorary Award to be ordered and presented at 2016 AGM in Nanaimo.</p> |
| 5. Vice President's Report | The Vice President, along with the Executive Director and Community Network Manager provided a report on office functions and personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6. Treasurer's Report      | There are some areas of the budget that have been overspent this fiscal year. The approval process for any over-budget spending to be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>MOTION</b> to accept the Treasurer's report and financial statements as presented.<br/><b>*M/S/C</b> Kevin/Tamara</p>                                                                                                                                                                                                                                                                                                                           |

| ACTION                         | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MOTION or ACTION                                                     |
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| 7. Executive Director's Report | <p><i>Foster Caregiver and Resource Social Worker Training Project Updates</i><br/> Project Coordinator, Dianne Swansburg, joined to provide updates on the 3 projects – Fostering Awareness Campaign, Caregiver Training and Resource Social Worker Training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |
| 8. Regional Delegate Reports   | <p><i>Interior Region– Kevin Daniel</i><br/> Regional Board is currently fundraising to help foster parents attend the 2016 AGM in Nanaimo.</p> <p>There are many homes sitting empty while there is an increase in children being put on independent living (15). This practice is spreading.</p> <p>There is a new child psychologist in the Williams Lake area.</p> <p>Delegate is talking with foster parents about BCFFPA to get the more exposure for the organization and the services BCFFPA provides to foster parents.</p> <p><i>Coast Fraser Region– Monica Buchanan</i><br/> Attended the Partnership Meeting in January. Currently main focus is recruitment of foster parents and children transitioning out of care.</p> <p>Delegate is working with Abbotsford and Chilliwack foster parents informing them of the benefits of forming BCFFPA Locals. There are many home closures in Chilliwack and the foster parents in the community are unhappy with the environment. Support calls from this region have increased.</p> <p><i>Coast Fraser Region– Walter Aguilar</i><br/> Foster parents are frustrated about not being invited to increase the level of their homes. Is looking forward to connecting with more foster parents in the upcoming months.</p> <p><i>North Region– Tanya Tagmann</i><br/> No training planned for the foreseeable future. No funds were provided for attendance at the Stand Together conference. Fundraising will be on the agenda for Local meetings.</p> <p><i>Vancouver Island Region- Chad Hooker</i><br/> Word is starting to get out that BCFFPA has representation on Vancouver Island.</p> |                                                                      |

| ACTION                               | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MOTION or ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                      | <p>There are a number of empty foster homes that are in Northern Vancouver Island regions. Homes are being closed. Some foster parents are struggling to receive relief.</p> <p>Continue to focus on relationship building between the social workers and foster parents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9. Programming                       | <p><i>Support and Advocacy</i><br/>BCFFPA is not funded to do support and advocacy so we continue to access volunteers. Support cases are increasing again. Currently there are foster parents trained to provide support and advocacy but no funds to reimburse any expenses. In the future we hope to hire a coordinator.</p> <p>As our support and advocacy services are in demand, we will have to look to other avenues to support the program. Chad and Lance will seek grants.</p> <p>Many of the foster parents contacting BCFFPA for support are not members of BCFFPA. Revisit the idea of a flat fee for services.</p> <p>Foster parents being trained to provide support need to be comfortable in providing both support and advocacy as the cases are becoming more complex. Policies on how to handle cases need to be further defined. Statistics for our support services should continue to be tracked.</p> <p>Process of handling documentation needs to be confirmed. When BCFFPA receives a call for support an email is to be sent to Vice President informing of the particulars and that documentation is to be sent upon closure of case. BCFFPA office will provide case numbers for each file. Our support volunteers are trained regarding permissions, documentation and confidentiality. A questionnaire should be given to foster parents upon completion of case.</p> <p>Vice President will create a package for all foster parents who receive support through BCFFPA. A call will be put out to call in all support files.</p> | <p><b>ACTION</b> Treasurer and Vancouver Island Delegate to actively research grants to support program.</p> <p><b>ACTION</b> BCFFPA office to provide an example to Vice President of the process of handling support and advocacy files and data.</p> <p><b>ACTION</b> Coast Fraser Delegate (West) to create a questionnaire and submit to Executive Director for review.</p> <p><b>ACTION</b> Vice President to create a spreadsheet to track Support and Advocacy hours.</p> <p><b>ACTION</b> Executive Director will contact all support volunteers and request that they send in their files for tracking.</p> |
| (Day 2)<br>10. Strategic Plan Review | The Strategic Plan was reviewed and updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 11. Ongoing Business                 | <p><i>Mileage Increase</i><br/>Discussion regarding increasing mileage amounts for BCFFPA Board and staff members.</p> <p><i>Fundraising</i><br/>The Coast Fraser East delegate's daughter has expertise in fundraising. The Vice President will connect with her.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>ACTION</b> Calculate the budgetary impact of an increase and present at next Board meeting.</p> <p><b>ACTION</b> Vice President to connect with delegate's</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|        | <p><i>Engaging Foster Parents and Locals</i><br/>Revisit the responsibility and number of required Board roles on Locals as many are experiencing difficulty in recruiting community members to take on any positions.</p> <p><i>Membership Fee</i><br/>The membership fees have not increased in many years. Would an increase be a barrier to new and renewed memberships?</p> <p><i>World Cafe</i></p> <ul style="list-style-type: none"> <li>• membership fees, no fees or an increase in fees</li> <li>• continue to have Locals or not</li> <li>• community building</li> <li>• user fees for support and advocacy</li> <li>• partnerships</li> <li>• changes to Board structure in the Locals</li> </ul> <p><i>2016 AGM</i><br/>Event layout was reviewed. Donation request letters are currently being sent out. The invitation should focus on “what is an AGM and why should you attend” and “what do we bring to the table”. Discussed additional topic ideas.</p> <p>Board members assigned tasks to assist office staff at the AGM. One speaker has been confirmed and more to be identified. Discussion about how to inform foster parents of the importance of attending the AGM.</p> <p>The Board discussed the need for a co-chair for the 2017 AGM/CFFA Conference event. Tanya Hooker’s name was put forward as she has experience with event planning and production.</p> <p>Write to Cory Heavener to see if we can receive financial support from the Ministry for hosting the 2017 AGM/Conference with CFFA. 2018 should be held in the Interior region.</p> <p>North Delegate suggested that a support group component be added to the program. The purpose would be to give foster parents a sense of being supported through difficult situations. A facilitator would need to be identified. Should a workshop be added, it needs to be sensitive to all attending.</p> <p>Discussion about theme of conferences.</p> | <p>daughter.</p> <p><b>ACTION</b> Review Board position change and vacancies in the Locals over the past 5 years and discuss barriers with Locals.</p> <p><b>ACTION</b> Host a World Cafe at the next AGM to discuss changes in fees etc. [see meeting content]</p> <p><b>MOTION</b> to appoint Tanya Hooker as co-chair on AGM 2016-2018 committees. Tanya will attend monthly Board meetings as necessary to provide ongoing planning updates.<br/><b>M/S/C</b> Tamara/Walter</p> <p><b>ACTION</b> Executive Director to contact Cory regarding financial support.</p> <p><b>ACTION</b> Executive Director to review Grief and Loss Program.</p> <p><b>ACTION:</b> Community Network Manager to cost out bus to transport foster parents to and from Tsawwassen terminal and report to Executive Director.</p> |

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|        | <p>Interior Delegate suggested that cost of a bus that could pick up foster parents at ferry terminal and bring to hotel be researched. As well approach airlines for possible discounts.</p> <p><i>Policy and Procedures Revisions</i><br/>Executive Director reviewed the policy revisions in each manual and noted that all Board members were consulted regarding proposed changes. 4 Board members offered additional revisions. Personal Information Protection (Privacy) Policy and Risk Management Policy are in draft. Board was asked to review and submit any changes to Executive Director.</p> <p><i>Working through issues with MCFD</i><br/>President, Vice President and Treasurer to meet to discuss process of working through concerns with MCFD individually and as a Local.</p> <p><i>Motions Report from AGM 2015</i><br/>Executive Director reviewed updates to all Motions. BCFFPA office will continue to work on Motions and update will be presented at 2016 AGM.</p> <p><i>60 Day Notice Issues/Concerns</i><br/>Foster parents continue to have issues and concerns surrounding 60 day notice. The 60 working day notice is not written in contract. Not all areas within BC are handled the same way. Some foster parents are being given verbal notice when should be written and delivered to foster parent.</p> <p><i>Building Locals</i><br/>Discussion on how to build Locals in BC.</p> <p>Coast Fraser Delegate (East) working with Abbotsford and Chilliwack foster parents encouraging them to form new and maintain existing Locals.</p> | <p><b>ACTION</b> Community Network Manager to contact BC Ferries about costs of busing and airlines for possible discounts for foster parent travel.</p> <p><b>MOTION</b> to adopt changes to Policies and Procedures Manual.<br/>*M/S/C Tanya/Chad</p> <p><b>MOTION</b> to adopt changes to Staff Employment Policy.<br/>*M/S/C Monica/Chad</p> <p><b>MOTION</b> to adopt changes to Organizational Handbook.<br/>*M/S/C Tamara/Kevin</p> <p><b>MOTION</b> to adopt changes to Board Orientation Manual.<br/>*M/S/C Walter/Tamara</p> <p><b>ACTION</b> President, Vice President and Treasurer to confirm date for meeting.</p> <p><b>ACTION</b> BCFFPA office to continue working on Motions and present update at 2016 AGM.</p> <p><b>ACTION</b> Executive Director to email MCFD liaison regarding concern surrounding 60 Day Notice.</p> <p><b>ACTION</b> BCFFPA office to provide Coast Fraser Delegate (East) with a list of foster parents in Abbotsford and Chilliwack area.</p> |

| ACTION           | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MOTION or ACTION                                                                                                                                                                                                                                                                                                                                        |
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|                  | <p>Vancouver Island Delegate requested an updated foster parent list for Vancouver Island to follow up with foster parents. Requested that the President attend a Partnership meeting in Comox/Courtenay on March 9, 2016 to talk about what a Local is and to help engage the foster parents.</p> <p><i>Succession Planning for Staff and Board Members</i><br/>Discussion</p> <p><i>Creating a Local on the Island</i><br/>Courtenay/Comox foster parents have been told by MCFD that they require permission before starting a Local.</p>                                                                                                                                                                                                                                                                                                       | <p><b>ACTION</b> BCFFPA office to provide Vancouver Island Delegate with a list of foster parents on Vancouver Island.</p> <p><b>MOTION</b> that the President attend the partnership meeting in Courtenay on March 9<sup>th</sup>, 2016.<br/><b>M/S/C</b> Chad/Tamara</p>                                                                              |
| 9. New Business  | <p><i>2018 AGM</i><br/>North Delegate suggested a possible venue change for AGM from a hotel to camp site venue. Discussion about availability, accessibility and venues that could provide services needed. Possibly a venue that has camp site and hotel stay options.</p> <p><i>Social Worker Week</i><br/>March 13-19, 2016 is Social Worker Week. BCFFPA will have a posting in the current Fosterline and website.</p> <p><i>BCFFPA Membership</i><br/>Discussion on messaging the importance of BCFFPA membership to foster parents. Engage through stories, Locals and personal experience. Where there are Locals, we need to build membership.</p> <p><i>Gap in Resources for Foster Parents</i><br/>Discussion about getting foster parents in touch with resources. Send out featured links for BC Foster Basics videos regularly.</p> | <p><b>ACTION</b> Community Network Manager to research camp site, hotel and conference centre options for 2018 AGM.</p> <p><b>ACTION</b> BCFFPA to acknowledge Social Worker Week in FosterlineBC and on the website.</p> <p><b>ACTION</b> Community Network Manager to send monthly email to BCFFPA members with link to a BC Foster Basics video.</p> |
| 10. Next Meeting | Next meeting by conference call on March 21, 2016 at 6:30 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                         |
|                  | Meeting adjourned February 19, 2016 at 4:00 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                         |