



The Canadian Public Relations  
Society (Nova Scotia) Inc.

## MINUTES

### MEETING OF INTERIM BOARD OF DIRECTORS CANADIAN PUBLIC RELATIONS SOCIETY-NS HALIFAX, NS MAY 6, 2020

**Present:** Chris Hansen, Chair; Mary Barker, Merle Emms, Amy Thurlow, Melissa Foshay, Karen Stone, Len Canfield. **Regrets:** JoAnn Alberstat

**Opening Remarks:** Chris noted this was second meeting held via teleconference due to COVID-19 restrictions.

**Agenda:** Agenda approved as distributed by Chair.

**Approval of April 15 Minutes:** Chris noted the need to revise part of item #5 under Business Arising with regard to the results of membership-wide survey carried out in March. Members were asked: "Do you want CPRS-NS to remain a local chapter or become part of the Atlantic Advisory Council?" The results were: Yes for CPRS-NS: 20; Yes for Atlantic Council: 7; No response: 10; Inconclusive response: 1. It was moved by Amy, seconded by Melissa that the Minutes be approved as amended; carried.

#### **Business Arising:**

1. **Membership Survey Results:** Chris advised she had reviewed each of the responses received to ensure uniformity in tabulating results and conferred with Amy who had prepared the first draft of the report for Board review before distribution to membership.
2. **Membership Update:** Chris noted update from National Office showed CPRS-NS lost several members (non-renewals) and the need for the new Board to actively promote membership.
3. **Financial Report:** Melissa reported limited transactions during April (\$8 monthly service charge) and current bank balance of \$4,689.87. COVID-19 restrictions have prevented contact with Investors Group re CPRS-NS investments. Chris said she was advised by National of requirement for CPRS-NS to have liability insurance that is arranged through National at estimated cost of \$600-700; further discussion required.
4. **Registry of Joint Stocks (RJS):** Due to the financial documents and other paper work required-- including list of 2020-2021 officers—to re- register the Society, Chris proposed and it was agreed to wait until after the AGM to finalize the filing process with RJS.
5. **Professional Development:** Amy reported she has been in discussion with and received permission from National Office regarding CPRS-NS accessing/using National's virtual platform facilities for AGM and other PD events/activities during the year.

6. **Qualifications for President, Vice President:** Chris explained that in looking ahead to ensuring effective governance, the Board should discuss qualifications for the two senior positions; Karen will provide skills set/inventory used by CPRS for review.
7. **Nominating Committee 2020-2021 Board:** Composition of Nominating Committee was discussed and Mary reviewed the background of past Nominating Committees (normally chaired by the immediate Past President or Vice President) and proposed Chris serve as Chair of 2020-2021 Board; carried. General discussion ensued on potential candidates to serve on new Board and request for nominations will be sent to members; Chris will contact current Board members to determine interest in continuing to serve.
8. **Virtual AGM May 27:** The format for the AGM will be a business meeting followed by a PD session using Zoom virtual platform to blend both parts (as noted by Amy). Karen contacted Krista Grant, chief of public engagement and communications with NS Health Authority who has agreed to present on emergency planning and challenges with regard to COVID-19. Chris will ask JoAnn to send out AGM notice to members following meeting that will also include the report of membership survey results.
9. **Next Meeting:** Next Board meeting TBD following AGM.