

MINUTES

Monday, March 8, 2021, 5 p.m.

Zoom

Present: Chris Hansen (Chair), JoAnn Alberstat (Minute Taker), Mary Barker, Tiffany Chase, Kate Comeau, Merle Emms, Melissa Foshay, Kate Hayter (NSCC), Sean Lewis, (MSVU), Amy Thurlow.

Regrets: Brianna Merritt, Karen Stone

1. WELCOME

2. MINUTES: The minutes from the CPRS-NS Board Meeting held on Monday, January 11, 2021, were distributed ahead of today's meeting.

***Motion** to accept the minutes moved by Amy Thurlow and seconded by Merle Emms.*

3. AGENDA: Discussion about the AGM was added to today's agenda.

4. FINANCIAL REPORT/INVESTOR'S GROUP: Kate Comeau delivered the financial report, which included:

- No change in revenues or expenses since the last meeting. Membership contributions from CPRS National need reconciled by fiscal year end, March 31.
- Work to transfer the Investors Group allocation to an investment banking account at Scotiabank continues. Aim is to complete transfer by end of March.
- Liability insurance for 2020-21 expires on March 31. Bank account balance is \$3,779.89.

***Motion** to accept the Financial Report moved by Kate Comeau and seconded by Mary Barker.*

Action: Kate will check with CPRS National on Membership contributions for 2020-21. She will also ask for an update on the number of student members. (See further discussion under Membership Update.)

Action: Chris Hansen to see if a renewal noticed was received for liability insurance.

5. REGISTRY OF JOINT STOCKS: Registry has confirmed that we are reinstated. Paperwork good until December 2021.

6. PROFESSIONAL DEVELOPMENT: Amy Thurlow presented the Professional Development report.

- First Professional Development session of 2021 held in February with El Jones on the topic of Black Lives Matter. Small turnout of 12 people but lots of positive feedback afterward.
- Next PD session is March 24 launch of Global Capabilities Framework, an online assessment tool available free of charge to CPRS members. We are cohosting the webinar with CPRS National. Amy Thurlow and UK colleague Anne Gregory will demonstrate the software. Seven people from across Canada registered so far.
- Check-in with CPRS Atlantic planned in the fall on our PD partnership.
- Final PD of 2020-21 will be after the AGM. Amy has reached out to Kim West at Royer Thompson about her availability on the topic of PR and changing careers in the post-Covid world.
- Board discusses best time for PD sessions, with noon hour or late afternoon mentioned. Member surveys have not shown consensus. Evening sessions were tried but turnout was low. Suggestion made to alternate between the two times.

Motion to accept the PD Report *moved* by Amy Thurlow and *seconded* by Mary Barker.

7. CPRS NATIONAL UPDATE:

Update will be at next meeting.

8. MEMBERSHIP UPDATE:

Current membership 31, including Retired and 10 Life Members. Two new members have joined in the last month. We also have 57 student members. Five memberships expired in February. Further discussion about student memberships and contributions by CPRS National. March is Membership Month nationally, with prizes draws for new memberships and renewals. Idea of tying the month to an event next year is mentioned.

Motion to accept the Membership Report *moved* by Chris Hansen and *seconded* by Amy Thurlow.

Action: Chris Hansen to connect with those whose memberships have expired recently.

Action: Chris to send membership list to Kate Comeau for discussion with National.

9. COMMUNICATIONS:

Promotion for February PD was done on social and web. Email going out to members to notify them they will now automatically receive the Zoom invitation for events, instead of having to register as in the past. Non-members will still have to register.

10. NEXT MEETING DATE: Amy Thurlow has booked next Zoom meeting of the Board for Monday, April 12, 2021, and Amy offered to take the minutes for that meeting. Virtual meetings are booked to July.

11. ANNUAL GENERAL MEETING:

AGM date set for May 10, 5 p.m., via Zoom, with PD to follow from 5:30-6:30 p.m. Requirement for 21-day notice of AGM and the proposed bylaw change on qualifications for the Board President. Kim West still to be confirmed as speaker. Slate of candidates also needed. Karen Stone will lead the Nominating Committee.

Action: Chris Hansen to send email this week with proposed timeline/to-do list for AGM

12. ADJOURNMENT: Merle Emms made the *Motion to adjourn*, and the meeting ended at 5:52 p.m.