

MINUTES
CPRS-NS Board of Directors Meeting
June 14, 2021 (5-6 p.m.) via Zoom

Present: JoAnn Alberstat, Coleen Logan, Melissa Foshay, Amy Thurlow, Kate Comeau, Mary Barker, Tiffany Chase, Charmaine Gaudet, Shelley Murphy, Brianna Merritt

Regrets: Kate Hayter, Chris Hansen, Allison Currie, Sean Lewis

Recording Secretary: Shelley Murphy

1. Welcome

Vice President JoAnn Alberstat, chairing the meeting on behalf of President Chris Hansen, welcomed new and returning board members. Considering the board's new composition for the 2021/22 year, JoAnn invited board members to introduce themselves.

2. Approval of Minutes April 12, 2021

Moved by Amy Thurlow and seconded by Mary Barker to approve the minutes of the April 12/21 board meeting. CARRIED

3. Financial Update

To create efficiency going forward, Kate Comeau suggested she provide a more formal, quarterly financial update as opposed to the more informal monthly reports of the past. The formal updates would consist of an Excel spreadsheet showing revenues and expenses against projected budget and would be distributed with the minutes before the board meeting. Board members were not opposed to this and Mary Barker suggested this be done, on a trial basis, for the next meeting.

The chapter has purchased a GIC (10-month term, non refundable), per previous discussion, which is only awaiting Chris's signature.

Committees, including Professional Development, Membership and Communications, are requested to submit budgets to Kate as soon as possible to be used in monitoring.

Moved by Kate Comeau and seconded by Amy Thurlow to approve the financial report. CARRIED

4. Professional Development Update

Amy Thurlow is starting to plan for the upcoming year and happily reports that Tanya MacLean, QEII Foundation, will return to the PD committee this year.

Amy is looking for input from board members on registration fees and speaker gifts for the upcoming year, to be discussed later summer.

During the pandemic, with PD sessions online, expenses were limited, and CPRS-NS PD sessions were open to everyone and offered free of charge. Amy noted that other chapters are starting to charge fees again, with some charging non-members only.

In the past, speakers for PD events have been thanked with flowers or a gift card and thank you note. Amy reports that the flowers are logistically complicated to order and send to speakers. She wonders if the chapter should consider an honorarium for speakers. Shelley shared that IABC often provides a charitable donation, in the speaker's name, to a charity of choice.

This item will be carried forward for further discussion in August.

5. Update on National CPRS

JoAnn Alberstat provided the update on behalf of Chris Hansen who is recovering from unexpected surgery.

While the last year has been focused on resurrecting the CPRS-NS chapter, 21/22 will focus on growing the membership, to be fulfilled by a membership strategy.

JoAnn will be attending the National CPRS conference and encouraged board members to attend if they could. Mary Barker noted that the CPRS National AGM, which is part of the conference, is open to all members at no charge.

Amy Thurlow will be presenting the Global Capabilities Framework at the National conference along with Amy's co-researcher, Anne Gregory.

6. Membership Update

In Allison Currie's absence, Shelley Murphy shared Allison's update.

Allison met with Melissa Foshay for membership background information for the chapter and she will be reaching out to Fernanda at CPRS National to discuss tracking members as well determining what is available via discounts for organizational memberships.

Allison will be drafting a membership comms plan to share and tentatively looking at reaching a goal of 50 members for the 2021/2022 year. As of May 2021, CPRS-NS has 32 voting members and 183 student members.

7. Communication Update

Melissa Foshay will be working on the comm plan with Allison Currie as it relates to communication. As well, the website domain is up for renewal and a security certificate may need to be purchased. Melissa is looking into both and these could be August expenses.

8. Summer Meeting Dates

Several board members felt summer meetings may be more difficult to attend due to vacations and heavy workloads. Traditionally, CPRS-NS has not met during July and August.

Members felt the July meeting could be cancelled since there would be little to report then, and the board will reconvene for the previously scheduled August date.

JoAnn Alberstat will ensure that an updated list of meeting dates is sent to board members

9. Next Meeting Date: Aug. 9, 2021, at 5 p.m. via Zoom.

10. Other Business

Mary Barker is looking for IT assistance to transfer and save CPRS archival information from emails on her personal computer to somewhere more permanent within the next six months. Mary has absorbed costs associated with this work previously, but it may be a cost CPRS-NS needs to incur going forward. Amy Thurlow volunteered to reach out to Mary to see how she can help.

As the chapter meeting was the last for the student representatives, JoAnn Alberstat offered thanks and appreciation, on behalf of the board and Chris Hansen, for the students' work.

11. Adjournment at 6:06 p.m. was moved by Mary Barker. CARRIED

NEXT SCHEDULED MEETING DATE: August 9, 2021, 5 p.m. via Zoom