



MINUTES

Monday, June 20, 2022 5 p.m.

Zoom

PRESENT: JoAnn Alberstat, Mary Barker, Tiffany Chase, Kate Comeau, Allison Currie, Dawn Delaney, Charmaine Gaudet, Chris Hansen, Coleen Logan, Shelley Murphy, Melissa Noonan, and Sarah Robertson

1) WELCOME

2) **MINUTES:** The minutes from the CPRS-NS Board Meeting held at on April 11 via Zoom were approved as distributed. Moved by Mary, seconded by Kate. The 2022 AGM minutes were also shared and reviewed while the event was still in recent memory and no edits were noted. The 2022 AGM minutes will be shared with all CPRS-NS members prior to the 2023 AGM, and motion for final approval will be made during that meeting.

3) **PROFESSIONAL DEVELOPMENT:** Coleen commended the past PD Chair, Dr. Amy Thurlow, on her accomplished work regarding this portfolio. Coleen noted two people reached out to her requesting to join the PD Committee; she extended the invitation to members of the board as well. Over the summer she plans to review the member survey regarding PD events (completed last fall).

Coleen also asked if there was orientation material for the PD Chair. Kate mentioned a CPRS-National document regarding orientation on local society boards that she plans to share with the board after the meeting, along with the CPRS-NS by-laws. Mary noted the by-laws include information related to the minimum number of PD sessions required to be held each year.

4) **CPRS NATIONAL UPDATE:** Joann advised the board that was no Presidents' meeting last month. Mary asked if any of our members received awards at the National Conference. As none of the current CPRS-NS board members attended this years' conference, Joann noted she would look into it.

5) **MEMBERSHIP UPDATE:** Allison noted she will be reviewing and updating last year's communication plan as well as reaching out to three CPRS-NS members who have upcoming membership expiry dates. Kate and Allison will also be following up with CPRS National regarding funds owed by National for CPRS-NS memberships.

6) **COMMUNICATIONS:** Sarah reminded board members who have yet to provide their bios for the website to send them her way. She also requested that Allison share the memberships communication plan, as well as any other chairs who are developing communication plans.

7) **UPCOMING MEETINGS/ 2022-2023 BOARD SCHEDULE:** Members agreed to continue meeting the second Monday of the month at 5 p.m. and that meetings would alternate between a mixed format (in-person with a virtual option to video conference/call-in) and virtual only. Joann mentioned CNS as a possible venue as it has

the technology to facilitate the mixed format. Melissa and Joann will connect after the board meeting on the logistics and scheduling of the proposed mixed and virtual only meetings.

Members also agree that there would be no meeting in July, and meetings would resume in August so the board could “hit the ground running” with planning in September.

The next meeting will be held on August 8, 2022, with the location TBD.

8) OTHER BUSINESS: Kate reviewed the budget categories with new board members, including:

- Communications
- Professional Development
- Gifts and Events
- Administrative

She also noted April 1st is the start of CPRS-NS’s fiscal year, and that she will be providing quarterly financial updates to the board, as last year.

Kate also noted that a decision regarding a GIC needed to be made. The amount is \$3,500, which was revenue from a previous conference and was set aside for awards. After receiving rates from the bank, Kate noted she could circulate those and hold a decision for the next meeting, however, if we wait, we would also be pressing pause on any interest that could potentially be made if the funds were invested. Kate made the motion to put the funds back into a GIC, considering CPRS-NS’s healthy financial situation. Charmaine seconded. The board voted, and with all in favour, the motion was carried.

Kate also asked Chris if she had received the insurance from National – Chris had not.

It was also noted that Chris will be taken off as a signatory for CPRS-NS at the bank, Melissa will stay on as Secretary, and Joann will be added.

Carolyn asked about past accreditation chairs, or if there was someone at CPRS National she could speak to on this role. Chris said she would help facilitate introductions. Charmaine also mentioned she previously held that position and could share some information with Carolyn.

9) ADJOURNMENT: Chris moved the meeting be adjourned at 6 p.m.