

**Meeting Minutes
CPRS-NS Board Meeting
November 14, 2022; 5 p.m.
Nova Centre, 7th Floor, PPS Boardroom with Zoom Option**

Virtual attendees: Joann Alberstat, Mary Barker, Tiffany Chase, Kate Comeau, Dawn Delaney, Najah Dhuny, Charmaine Gaudet, Peter Gillis, Carolyn McCormack, Shelley Murphey, and Sarah Robertson.

In-Person attendees: Chris Hansen and Melissa Noonan

Regrets: Allison Currie and Coleen Logan

1. Welcome and Introductions

- Meeting called to order at 5:05 p.m.
- The board welcomed our two student representatives for the 2022/2023 CPRS-NS Board: Najah Dhuny from Mount Saint Vincent University and Peter Gillis from Nova Scotia Community College.

2. Approval of Minutes October 17, 2022

- Motion to approve made by Sarah, seconded by Dawn. All in favour and the motion was carried.

3. Financial Update and Budgets

- Kate provided a financial update, which included the communications, membership, and PD budgets (submitted by each respective board chair).
- Joann noted (from a recent Presidents' Counsel meeting) that National CPRS pays for life members, however, those members need to fill out a form. Kate will follow-up with Sarah Rafuse on this.
- Sarah, Allison, and Mary plan to meet regarding budget for awards.
- JoAnn (on behalf of the PD committee) noted we would be cost sharing with IABC (\$600 each) for the holiday social.
- Kate will verify the numbers presented during today's meeting and provide an updated quarterly report in December. A motion to approve the budget will be made at that time.

4. Update from National

- Membership survey information has been shared with the board. JoAnn to forward to student reps as well.

5. Professional Development Update

- Carolyn has been working with National PR on the upcoming session and was wondering how we might broaden the audience for PD sessions, given the time and effort spent organizing these events.
- To provide context on what to expect, Shelley noted she's typically seen 20 people attend virtual events. JoAnn agreed and noted some of the more well-attended sessions last year saw approximately 30 people attend; she also noted that the audience tends to be more Atlantic based, versus National. JoAnn will forward the details this PD session onto to CPRS Atlantic.
- Sarah noted several lessons learned from the first PD session, which is why an event checklist was developed (and is being implemented for this upcoming session).
- It was also noted that two weeks is not a lot of time to promote PD events – the PD committee will look into the possibility of delaying this upcoming event until January.
- CNS is confirmed as the presenters for the February PD session.

6. Membership Update

- No report this month

7. Accreditation Update

- Carolyn attended National session and made some contacts via LinkedIn. She received feedback from colleagues that the info session made them re-think applying, as it seems like a very involved and time-consuming process – she plans to provide that feedback to National.
- An update was also provided regarding identifying local APR candidates, and that National plans to add a new check box for those wishing to be identified as APR candidates on their registration form.

8. Communication Update

- Sarah shared some ideas to add benefits for group memberships, much aligned with a sponsorship-type format. Kate suggested reviewing National guidance document for local chapters and our bi-laws prior to taking action on this idea.
- Tiffany, Sarah, and Allison to connect on strategy to target organizations re: group benefits.

- Sarah would like to do outreach to members to profile them on our website – board members saw this as a great initiative and supported Sarah moving forward on the profiles.

9. Next Scheduled Meeting

- December 12, 2022

10. Other Business

- None

11. Adjournment

- Motion to adjourn made by Shelley at 6:17 p.m.