



**Meeting Minutes**  
**CPRS-NS Board of Directors Meeting**  
**December 12, 2022; 5 p.m.**  
**VIRTUAL via Zoom**

**Attendees:** JoAnn Alberstat, Tiffany Chase, Allison Currie, Dawn Delaney, Charmaine Gaudet, Peter Gillis, Chris Hansen, Coleen Logan, Carolyn McCormack, Shelley Murphy, Melissa Noonan, and Sarah Robertson.

**Regrets:** Mary Barker, Kate Comeau, and Najah Dhuny

1. Welcome and Approval of Minutes November 14, 2022
  - Motion to approve minutes made by Shelley Murphy, seconded by Allison Currie. All were in favour and the motion was carried.
2. Financial Update and Budgets
  - We have been renewed with the Joint Registry of Stocks – the registration fee was \$31.00.
  - Kate was unable to make today's meeting, so the updated budget will be reviewed for approval at the January board meeting.
3. Professional Development Update
  - Coleen Logan provided today's update and passed along kudos to Carolyn McCormack for all her work and coordination with presenters as part of the November PD session.
    - The November PD session brought in \$190.00 from registration fees.
    - Just under 40 people registered and there were 30 participants present on the day of the event. Those who registered and were unable to attend the live session will be able to access the video recording.
    - A donation will be made to a charity (Hospice Halifax) on behalf of the presenters as a thank you.
  - The Holiday Social, in partnership with IABC, is tomorrow at Bianca's in Halifax and we have a full house.
    - IABC did a large portion of organizing for this event, which we will be formally thanking them for during the event tomorrow.

- The education committee is also planning to do a joint PD session with IABC sometime in 2023 (dates TBD).
- JoAnn Alberstat advised that she met with CNS on the accessibility PD session, which will be in February at lunch.
- The committee is working through the event checklist developed by Sarah and tweaks are being made as the committee gains more experience. Coleen also thanked members of the PD committee for all their hard work and commitment so far this year.

#### 4. Membership Update

- Allison Currie provided today's update and noted that holiday cards have been sent out to all 48 members (including CPRS-NS board members). Allison and JoAnn need more cards, which Chris Hansen will be sharing with them.
- Allison will be reaching out to National on their anticipated timeline regarding availability of the new membership database.
  - JoAnn recalled it being mentioned during a President's meeting that National was aiming for February for the new database.
- Allison noted her meeting with Mary and Sarah was cancelled due to illness and will be rescheduled in the New Year.

#### 5. Accreditation Update

- Carolyn McCormack provided the accreditation update and noted that she's connected with a few people with National Public Relations to speak about the accreditation process, as well as a few folks who expressed interest in the program in the fall.
  - She's followed up with those who provided feedback after the last National CPRS information session and is planning to network during the social event tomorrow.
- Sarah Robertson asked if Carolyn could connect her with those who are already accredited, so she could work with them to create some social posts about their accreditation experience as a means of promoting the APR process. Sarah and Carolyn will connect on this after today's meeting.

#### 6. Communication Update

- Sarah Robertson provided the communication update and noted a social media report has been shared with board members; we are on track for this year's goals.

- Sarah will be working with Peter Gillis on communications to engage and target students.
- Sarah reminded board members to fill out their member profile forms.
- On the CPRS-NS website, Sarah noted that updates are now complete for the website security (http to https).
  - The website refresh is the next step. Sarah was able to get a lower quote for the refresh work, and she'll be connecting with Kate to revise the budget accordingly.
  - She also noted that CPRS-NS's accreditation contact was not on the National website, so Sarah will be reaching out to National on this to have it updated.
- Sarah is also working to create alias email addresses for applicable board members (i.e., events@cprsnovascotia)
- At the next meeting, Sarah plans to discuss our use of Twitter, given the platform's most recent evolution.

#### 7. Awards Update

- As noted during Allison's update, the meeting was cancelled and will be scheduled instead in the new year.

#### 8. Next Scheduled Meeting: January 9, 2023

Holiday Social: December 13, 2022

#### 9. Other Business

- Question from Carolyn around the National Conference: Is there an expectation for board members to attend?
  - No expectation, although board members are encouraged to attend if they can.
- A huge congratulations to JoAnn Alberstat, who received the Queen Jubilee Platinum Award!

#### 10. Adjournment

- Sarah moved to adjourn at 5:37 p.m. and the meeting concluded.