



MINUTES
CPRS-NS Board Meeting
March 13, 2023; 5 p.m.
VIRTUAL ONLY via Zoom

Attendees: JoAnn Alberstat, Mary Barker, Tiffany Chase, Kate Comeau, Allison Currie, Charmaine Gaudet, Najah Habibah, Chris Hansen, Coleen Logan, Shelley Murphy, and Melissa Noonan.

Regrets: Dawn Delaney, Carolyn McCormack, and Sarah Robertson

1. Welcome
 - The meeting was called to order at 5:02 p.m.
2. Approval of Minutes February 13, 2023
 - Shelley Murphy made the motion to approve the minutes, as submitted; Charmaine seconded, and the motion was approved by all board members.
3. Budget Update – Q3 Financial Update
 - Kate Comeau provided the financial update and discussed the financial statements provided to members ahead of the board meeting. She highlighted the chapter is in a strong financial position.
 - Kate also noted the budget only goes until March 31 – although she recognizes planning is underway for April and May events. With this said, revenue over expenses should sort itself out by the end of this budget.
 - Kate also noted the GIC renewal is in April – so this might be something board members want to consider ahead of the next meeting.
4. Professional Development Update
 - Sarah Robertson shared a report ahead of the meeting, which JoAnn Alberstat reviewed.
 - Planning for the April PD session is being led by Tiffany Chase and Najah Habibah. The focus will be on employee communications, with an in-person panel held during the last hour of the workday.
 - The AGM is scheduled for May 24th, with Daniel Tisch confirmed as the keynote speaker. This will be an in-person only event, with organizers leaning towards no virtual option. This is because there

is a cost to book a venue, and virtual options usually mean fewer people in (physical) attendance. Two venue options were discussed:

- Art Gallery of Nova Scotia: Approximately 25–30-person capacity.
- Public Archives: approximately \$100 less than the Art Gallery for the venue fee. Approximately 50-person capacity.
- Other details discussed include:
 - No charge to members, non-members, it would be \$20.
 - All registration will be done through Eventbrite.
- After discussion, the Archives was the preferred option by the board, as the venue fee is more affordable, it has higher in-person capacity, and is on the bus route, which might make it easier for student members to attend.

5. Membership Update

- Allison Currie provided the membership update and noted she worked with Sarah Robertson to boost posts on Facebook (\$150 budget). Allison noted one new member registered for the chapter after issuing the boosted post; however, she also noted its difficult to quantify/measure the full benefits of issuing the Facebook post.
- Tiffany Chase, JoAnn, Sarah, and Dawn Delaney met regarding group/corporate memberships.
 - Allison drafted an email to share with larger organizations.
 - An Excel spreadsheet was discussed to coordinate outreach to larger organizations.
- JoAnn also noted she attended a demo for the new member data base that CPRS National is preparing. It's anticipated the new data base will be available by the end of March.

6. Accreditation Update

- No update this month

7. Communication Update

- Sarah provided a report to the board ahead of the meeting, which included the following details:
 - CPRS NS website refresh is well underway – Sarah has reviewed a draft and is working on revisions with the designer within the agreed budget.
 - Issues management and social justice framework: Sarah plans to book a brainstorming discussion with Chris Hansen and Allison.



- Member Month email and social media posts completed; Sarah worked with Allison on paid ads.
- Member profiles: Sarah encourages all board members to submit their profiles and encourage other members to do so.
- Corporate membership brainstorming: similar to Allison's report, Sarah noted a productive meeting with Tiffany, Dawn, JoAnn and Allison. Allison is updating the communication plan/approach.

8. Awards Update

- Dawn plans to share more with the board by the end of the month.

9. Other new business?

- Mary was a guest speaker to a group in Ontario and gave a shout out for professional associations, including all the work done by CPRS NS.

10. Next Scheduled Meeting: April 10, 2023 [*changed to April 17 to accommodate holiday plans for Easter Monday*]

11. Adjournment

- A motion to adjourn was made by Allison at 5:49 p.m. and the meeting concluded.