

MINUTES
CPRS-NS Board Meeting
April 17, 2023; 5 p.m.
Nova Centre, 7th Floor, PPS Boardroom with Zoom Option

Attendees: JoAnn Alberstat, Tiffany Chase, Allison Currie, Dawn Delaney, Charmaine Gaudet, Najah Dhuny, Chris Hansen, Coleen Logan, Shelley Murphy, Melissa Noonan, and Sarah Robertson.

Regrets: Mary Barker, Kate Comeau, and Carolyn McCormack.

1. Welcome
 - The meeting was called to order at 5:02 p.m.
 - JoAnn Alberstat noted this week is volunteer week and thanked all board members for their time and service to the CPRS-NS board.
2. Approval of Minutes March 13, 2023
 - Motion to approve made by Sarah, seconded by Chris. All members were in favour and the motion was carried.
3. Professional Development Update
 - Sarah Robertson provided the following update on professional development:
 - The April 26th PD event is being spearheaded by Tiffany Chase, with support from Najah Dhuny.
 - The session is being promoted on social media and to our members via email.
 - Sarah encouraged board members to engage with the posts on social media, to help boost registration.
 - The room for the event at the Mount can accommodate 30 people.
 - Shelley Murphy volunteered to take photos; JoAnn will act as back up if Shelley is unable to attend.
4. AGM Update
 - JoAnn provided the following update regarding the 2023 CPRS-NS AGM:
 - The Nova Scotia Archives is confirmed as the venue.



- JoAnn discussed logistics, including gathering catering quotes, and developing speaking notes.
- A draft agenda will be circulated by JoAnn, which will show which board members are required to deliver a report.
- Chris Hansen provided an update on the 2023/24 CPRS-NS board nominations:
 - The nominating committee report is due to CPRS-NS members by Wednesday, April 26th.
 - Chris will be meeting with JoAnn and Shelley to discuss chair positions and portfolios.
 - **Action Item:** Executive board members and chairs are asked to create a “job description” for the incoming board members. These documents should be sent to Shelley prior to the AGM.

5. Membership Update

- Allison Currie provided the following membership update:
 - A Facebook ad ran during membership month.
 - During the month of March CPRS-NS saw four new members and four new student members. Four memberships also expired during this time - Allison will be following up with these individuals by sending cards.
 - Allison will also be creating a space to coordinate board members connecting with corporate groups.

6. Communication Update

- Sarah provided the following communication update to the board:
 - Social media: Reviewing the social media report, Sarah noted engagement on LinkedIn is doing well. She would like to see more Facebook followers and encouraged board members to send out invites to friend networks, asking them to follow CPRS-NS.
 - Website: Shelley and Carolyn McCormack went through the new website to provide feedback on structure. Sarah inquired about board review and approval prior to the site going live. JoAnn noted approval is not required, but she would like to review prior to launch. Sarah is aiming to launch the new website prior to the AGM.

7. Awards Update

- Dawn Delaney provided the following update to the board for awards:
 - Dawn recommended the Nova Scotia chapter resurrect three awards: Communicator of the Year, Student Award



(however, wait until new school year for this particular award), and Lifetime Achievement Award.

- Dawn noted reviving both the Communicator of the Year Award and the Lifetime Achievement Award ahead of the AGM would require a tight turnaround as a number of tasks would be required. These include establishing a panel, determining criteria, promoting the awards, issuing a news release, determining budget, developing certificates, etc.
- Sarah asked about the Pat Brownlow Award and where that content should be placed on the new website. This led to a larger discussion around naming the student award. Dawn committed to consulting with Mary Barker on the student award.
- Board members discussed and determined it's best not to rush the process in terms of reintroducing the awards program for the chapter, especially considering the focus on providing quality and value to members.
- Dawn made a motion for acceptance of the Awards report, with the amendments discussed on timing. Sarah seconded the motion; board members voted and with all in favour, the motion was granted.

8. Other new business?

- JoAnn noted that the material from the CPRS National conference is now available.
- JoAnn acknowledged that this is Najah's last meeting and thanked her for her many contributions and hard work with the CPRS-NS board.

9. Next Scheduled Meeting: May 8, 2023

































10. Adjournment

- Shelley made a motion to adjourn at 5:51 p.m. and the meeting ended.

 Participants (11)

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🔍 Find a participant

-  CPRS Local Societies (Host, me)   
-  hansence  
-  JoAnn Alberstat - CPRS NS  
-  Sarah Robertson  
-  aCurrie  
-  coleen  
-  Dawn Delaney  
-  Genome Atlantic  
-  Najah Habibah  
-  Shelley Murphy (she/her)  
-  Tiffany Chase - Halifax Stanfield 