



MINUTES
CPRS-NS Board Meeting
May 8, 2023; 5 p.m.
via Zoom

Attendees: Mary Barker, Kate Comeau, Dawn Delaney, Chris Hansen, Shelley Murphy, Melissa Noonan, and Sarah Robertson.

Regrets: JoAnn Alberstat, Tiffany Chase, Allison Currie, Charmaine Gaudet, Coleen Logan, and Carolyn McCormack.

1. Welcome

- Meeting called to order at 5:04 p.m.

2. Approval of Minutes April 17, 2023

- Motion to accept minutes as circulated made by Dawn Delaney, seconded by Chris Hansen and the motion was carried.

3. Professional Development Update

- Sarah Robertson provided the following update:
 - The chapter successfully completed the last professional development session of the year.
 - Seventeen people attended the in-person panel at Mount Saint Vincent University.
 - Special thanks to Tiffany Chase and Najah Habibah for organizing the event.
 - A request for feedback on the PD session was included in the last email sent to members.
- Planning for next year has begun, and the PD checklist has been updated accordingly.
- Working through some details on the June social with IABC Maritime – Sarah expects that she and JoAnn Alberstat will be in a better position to provide an update in the coming weeks.

4. AGM Update

- Shelley Murphy provided the update on behalf of Joann.
- Eleven members and one student have registered so far. Based on current membership, 8 members are needed to attend to meet quorum.
- Board members did not need to register, and Joann feels there shouldn't be an issue meeting quorum with board members attending.

5. Communication Update

- Sarah provided the following update:
 - AGM:
 - Coordinating with Daniel Tisch, the AGM keynote speaker, regarding his needs for the event.
 - Promotion of the AGM continues on social channels leading up to the event.
 - The new website is live, and all website goals have been met for the year.
 - Social media:
 - Most metric goals were achieved for the year, with the exception of three:
 - Posting once per week
 - Poll once per quarter
 - Increasing Facebook followers by 10 per cent.
 - Communications Plan overall:
 - In general, met goals.
 - The third goal was not met (Purposefully and selectively enter public dialogue on relevant social issues); Sarah suggested focusing on this next year.
 - Members noted the fantastic work done by Sarah on the Communication portfolio as well as jumping in to assist with PD.
 - Members discussed posting on social over the summer and suggested a minimum of once per month, while taking July off.

6. Other new business

- Chris noted she was happy with the nomination slate for the 2023/34 board, and checked with Mary Barker who would be present this information at the AGM - Mary clarified that Chris would present.
- Mary found a solution to share historical documents on her computer – sending the files to a CPRS-NS email. A conversation occurred around the logistics. It was decided that the incoming secretary would take on these responsibilities. Melissa Noonan will set up the initial email account and update the roles and responsibilities of the secretary accordingly.
- Kate Comeau inquired about the presentations for the AGM – Shelley noted she would check with JoAnn and follow up.
- Sarah asked about diversity, inclusion, and equity, and noted IABC is creating a committee - this may be a consideration for next year's board. Kate suggested the board connect with National on this as well.
- Shelley noted Allison Currie, Kate Comeau, Mary Barker, and Melissa Noonan will be resigning from the board, and passed along both her

and JoAnn's appreciation for their work and contributions on the board.

7. Next Scheduled Meeting:

- AGM on May 24, 2023

8. Adjournment

- Chris Hansen moved to close the meeting at 5:46 p.m., however, withdrew the motion to allow Mary the opportunity to close out her last CPRS-NS board meeting.
- Mary Barker put forward the motion for adjournment at 5:47 p.m., and the meeting ended.