



Minutes
CPRS-NS Board Meeting
June 12, 2023; 12:30 p.m.
VIRTUAL via Zoom

Attendees: JoAnn Alberstat, Tiffany Chase, Dawn Delaney, Charmaine Gaudet, Alison Gillan, Katie Feltmate, Sarah Robertson and Shelley Murphy

Regrets: Chris Hansen, Carolyn McCormack and Coleen Logan

1. Welcome

- JoAnn Alberstat called the meeting to order and began by congratulating Chris Hansen for receiving a Public Service Commission Long Service Award. Chris is receiving the reward for her 30-year contribution to public service.
- JoAnn thanked members for attending the first official meeting of the board, considering the many challenging situations practitioners and families are dealing with, both at work and at home, the past few weeks.
- A round table of introductions took place to acquaint members with one another.

2. Approval of Minutes May 8, 2023

- JoAnn noted that the previously circulated overall communication plan indicated on page 2 that the third goal from last year's plan had not been met. Sarah Robertson clarified that this goal related to purposefully and selectively entering public dialogue on relevant social issues. **ACTION:** Sarah will add this to the minutes to clarify before she posts them online.
- With those amendments, Charmaine Gaudet made the motion to accept the minutes; Dawn Delaney seconded; with no one opposed, the motion was carried.

3. Budget Review & Approval

- Carolyn McCormack will take over the finance portfolio for the upcoming year. Finance updates have, over the past couple of years, been provided on a quarterly basis. JoAnn shared that Carolyn and Coleen Logan planned to meet with former CPRS-NS

treasurer Kate Comeau to be added to the chapter's signing authority at the bank. **ACTION:** JoAnn to check on this.

- JoAnn informed the board that all committees have budgets and that a budget will be required to move forward with activities in the fall.
- **ACTION:** Committees to seek out budgets from last year in the shared drive to update for upcoming year.

4. Professional Development Update

- JoAnn noted that Katie Feltmate, Alison Gillan and Tiffany Chase will be working on PD for the upcoming year. Committees can also have additional members. These members do not need to be a board member.
- Sarah Robertson has compiled PD documents for this year's committee. **ACTION:** JoAnn to share with Tiffany Chase.
- JoAnn indicated that all committees should meet and select a chair, who would track completion of tasks and report to the Board. **ACTION:** Tiffany offered to set up a meeting for July.
- JoAnn stressed that chairing a committee does not mean you do all the work. She urged chairs to draw on volunteers from the committee and board to assist as needed.
- Other possible PD committee members this year could include Alex Aubrecht, Angela Murray, and Kaitlyn MacLean.
- A decision to not proceed with a joint event in June 2023 between IABC and CPRSNS was explained by JoAnn to incoming board members. This was a follow-up to the May 8, 2023, minutes. JoAnn acknowledged Iris Communications' generous sponsorship offer for that event and said she will explore other opportunities with Iris to sponsor a future event. Dawn Delaney, VP at Iris, said the offer remains open and she will also investigate opportunities to host meetings or PD sessions within Iris's office building.
- Shelley Murphy noted that CPRS-NS events could be hosted at any NSCC campus for free if students are involved. If students aren't involved, there is a minimal fee (\$75 - \$100). **ACTION:** Shelley will share the information she researched with the PD committee members for future reference

5. Membership Update

- No update this month

- JoAnn noted that Chris Hansen will take over this portfolio from Allison Currie. National has a new member database that Chris will have access to.
6. Accreditation Update
- No report this month.
 - In Carolyn McCormack's absence, JoAnn noted that Carolyn will be the accreditation chair again this year. Carolyn will be at the next National Presidents' Council Meeting to see a presentation on accreditation.
7. Communication Update
- Sarah gave a brief communication update. She is seeking someone to help with social posts and would welcome backup from a student going forward. Katie Feltmate offered to help Sarah over the summer months. **ACTION:** Sarah to set up time with Katie.
 - Sarah will send out a member email to close out the year.
 - Sarah will be updating board members' profiles on the website, and she encouraged all board members to review these and email her with revisions/updates/bios. **ACTION:** Members to review/update their web profiles.
 - Upcoming communications will welcome the new board, congratulate Mary Barker on her Lifetime Achievement Award, and cover some historical content, to be provided by Mary at a later date.
8. Awards Update
- An update will be provided at the next meeting.
 - Sarah Robertson and Tiffany Chase offered to help Dawn Delaney with the Awards portfolio if needed.
9. President's Update
- JoAnn Alberstat asked if there was any feedback on the recent AGM to help plan the next AGM. She felt overall the AGM had gone well. Daniel Tisch was a great speaker and Mary Barker was surprised by her Lifetime Achievement Award. Shelley Murphy noted that it looked like a record attendance for an AGM.
 - JoAnn noted an issue with Catering not picking up dishes after things concluded.

10. Other New Business

- Shelley Murphy confirmed that roles and responsibilities documents have been shared with the executive and committee chairs. A discussion about meeting times and format ensued. The following was decided:
- Monthly board meetings will take place every second Monday, 12:30 – 1:30 p.m. with adjustments made for holidays that fall on Mondays.
- Meetings will be held primarily via Zoom for convenience, but the meeting in September will be in person. **ACTION:** Alison Gillan will check to see if the Halifax Partnership can host the board onsite for the September meeting.

11. Next Scheduled Meeting: Monday, August 14, 2023, at 12:30 via Zoom.

12. Adjournment

- Alison Gillan made the motion to adjourn at 1:33 p.m. and the meeting was adjourned.