

Minutes
CPRS-NS Board Meeting
August 14, 2023; 12:30 p.m.
VIRTUAL via Teams

Attendees: Tiffany Chase, Dawn Delaney, Katie Feltmate, Sarah Robertson, Coleen Logan, Carolyn McCormack and Shelley Murphy

Regrets: JoAnn Alberstat, Charmaine Gaudet, Alison Gillan, and Chris Hansen

1. Welcome

- Shelley Murphy chaired the meeting in JoAnn's absence and called the meeting to order after a delay due to a technical issue.
- Shelley thanked members for attending the summer meeting.

2. Approval of Minutes June 12, 2023

- Sarah Robertson tabled a motion to accept the minutes as presented. The motion was seconded by Dawn Delaney.

3. Financial Update and Budgets

- Carolyn McCormack reported on meetings with the bank and plans to contact National for more information on financial processes. She noted that the handover of responsibilities from former CPRS-NS treasurer Kate Comeau had gone smoothly, and that signing authority changed hands.
- Via Shelley, JoAnn inquired about payment to Dalhousie re: AGM expenses. The payment has been reconciled according to Carolyn.
- Sarah Roberston indicated she had submitted a web hosting invoice. It was also reconciled.
- Committee budgets for the upcoming year are required for the September 11th, 2023 meeting of the Board.

4. Professional Development Update

- Tiffany Chase will soon set a date for a committee meeting. The committee includes Katie Feltmate, Alison Gillan, JoAnn Alberstat

and Tiffany Chase – more are welcome. Carolyn McCormack indicated she is interested in volunteering. Shelley mentioned that Charmaine Gaudet is also interested.

- Shelley Murphy suggested the Chapter could promote an October 27th event presented by Kelford featuring Dr. Dan Dworkis - Outer Crisis, Inner Calm: Emergency Strategies for Crisis and Risk Communicators. The event is a four-hour virtual workshop.
- Alex Aubrecht was mentioned as a possible committee volunteer for the upcoming PD season.
- The Board was reminded that the Chapter does not pay presenters.

5. Membership Update

- Chris Hansen is working with National to gain access to database information, namely NS member data. Sarah Robertson expressed interest in having better access to member data or a list containing member info.
- Sarah Roberston will circulate a post on our socials to remind members to update their contact information.
- In September, Chris will reach out to NSCC and MSVU to connect with students about the benefits of CPRS membership.

6. Accreditation Update

- Carolyn McCormack noted she had received correspondence from non-Nova Scotia members/practitioners, providing support to them. Carolyn will reach out to National asking to keep her informed of those who apply. She will also inquire about outreach they are undertaking to promote accreditation.
- Shelley Murphy suggested the NS Chapter could continue to promote accreditation via our social platforms.
- Carolyn mentioned that she might be moving out of province and will keep the Board apprised of her plans.

7. Communication Update

- Sarah Robertson provided an update including a comprehensive Social Media Metrics outline.

- She is seeking volunteers to help support her efforts and plans to met with Katie Feltmate about tracking metrics and developing proposals.
- She encouraged members to update their profiles and provide photos if they have not yet done so.
- Work on the website is time consuming. Sarah hopes student liaisons with WordPress experience will provide assistance. She will distribute a letter of interest seeking those qualifications.
- Sarah indicated she is posting at least once a week and observed an increase in our following since June.
- Sarah is waiting on archival and professional development information. Once she has that info posts will increase. For now, messages are focused on membership and accreditation.
- Sarah regrets that she will not be able to attend the September 11 Board of Directors meeting.

8. Awards Update

- Dawn Delaney will set a date for the committee to discuss plans to resurrect the program and leverage that practice to increase membership.
- Shelley Murphy suggested the committee review of the timing of student awards. Dawn will set a meeting with Shelley to have that conversation.

9. President's Update

- In JoAnn Alberstat's report she reminded attendees to complete the CPRS survey, which closes on August 31st. The results of the poll will be shared at the CPRS AGM on September 20th. That event is virtual and begins at 5pm AST. The event is free to members. There are also free seminars open to members scheduled between August 24th and September 14th.
- It was also noted the CPRS has ended their service agreement with Redstone. Sarah Rafuse will continue as the main point of contact (srafuse@cprs.ca). Shelley Murphy has other pertinent contact

information for Sarah.

10. Other New Business

- Carolyn McCormack asked if there was local expression of interest in National Board positions. Shelley offered to ask JoAnn if she is aware of any local nominees.
- Sarah Robertson asked if the Chapter would be holding a strategic planning session to set goals and priorities.
- Shelley Murphy liked and supported the idea of hosting a brainstorming session to ensure our plans align with our strategic focus, including our communications objectives.

11. Next Scheduled Meeting

- Alison Gillan graciously secured meeting space for a face-to-face session on September 11th.
- The meeting will take place on Monday, September 11, 2023, at 12:30 in Halifax Partnership Boardroom (Suite 701, North Tower, 1675 Grafton St. - same tower as the BMO branch). Participants were encouraged to bring their lunch.
- The meeting may or may not be offered virtually. To be determined.

12. Adjournment

- Tiffany Chase made the motion to adjourn at 1:30 p.m. and the meeting was adjourned.