

Minutes
CPRS-NS Board Meeting
December 11, 2023; 12:30 p.m.
VIRTUAL via Zoom

Attendees: JoAnn Alberstat, Dawn Delaney, Charmaine Gaudet, Shelley Murphy, Tiffany Chase, Coleen Logan, Tien Pham, Olivia Ward, Chris Hansen and Sarah Robertson

Regrets: Alison Gillan and Katie Feltmate

1. Welcome

- JoAnn Alberstat welcomed everyone, calling the meeting to order at 12:33 p.m.

2. Approval of Minutes – November 20, 2023

- A motion to approve the November 20 minutes was moved by Tiffany Chase. Seconded by Charmaine Gaudet. The motion was carried.

3. Financial Update

- Chris Hansen informed the Board that she made a donation to Shelter NS on behalf of CPRS NS and that an application for renewal must be completed for the Registry of Joint Stocks, requiring the home addresses of Board members. The fee is \$31.
- Chris has been in contact with Laura at National seeking clarification and details regarding monetary remittance per category of members.
- Further to contracting out of booking keeping tasks, Chris and JoAnn met with Kelly Gaudet to determine fees (\$1000 annually) and responsibilities. The board discussed the pros and cons of outsourcing this task. The Board agreed to move forward with the contract on a trial basis.
- Chris Hansen introduced a motion to proceed with a contract. The motion was seconded by Tiffany Chase. The motion was carried.

4. Professional Development Update

- PD Committee Co-chair Tiffany Chase updated the Board on the progress of the December 14th session/social with Tim Conrad. Decisions were made on details and logistics of the event.
- Preliminary discussion of the January PD session was introduced with thought given to the theme, generational career panel – practitioners at various stages of their professional practice.

5. Membership Update

- Committee Chair, Chris Hansen reported that our numbers have not changed since the November update.
- JoAnn stated that all student information will soon be captured in the database with additional discussion on how students can select only the NS chapter option when online.
- The Board discussed improving engagement with students, and various means of reaching students (and vice versa), without violating privacy regulations.
- Sarah Robertson will explore an opt-in feature for those who wish to share their contact information.

6. Accreditation Update

- Committee Chair, Charmaine Gaudet announced that no one has applied. She hopes to develop the scope of an accreditation portfolio with examiner Tom Ormsby, APR.
- A meeting will be held with Amy Thurlow, MSVU to determine if masters PR students can use their thesis to acquire accreditation.
- Promotion of the program is ongoing with plans to ramp up exposure.

7. Communication Update

- Committee Chair, Sarah Robertson thanked Tien Pham for his work on the website. She thanked both Tien and Olivia for their work to improve student engagement. Sarah will develop a plan with them to re: engagement.
- Sarah encouraged the Board to complete their profiles. Coleen was asked to re-circulate the form.
- Sarah offered continued support and promotion of upcoming events, etc.

8. Awards Update

- Dawn Delaney provided a written report to the Board re: Awards. She reminded the Board that the program has been stagnant and outlined plans to develop new criteria. She welcomed support from Board members and others on the initiative.
- A report on the criterion will be presented in January. Sarah will promote the findings.



- The Board further discussed the premise of monetary awards and student mentorship without conclusion.

9. President's Update

- Nothing formal to report. Board Chair, JoAnn Alberstat mentioned she will participate in the presidents' council meeting on December 13.

10. Other New Business

- No new/other business was tabled.

11. Next Scheduled Meeting

- The next board meeting is scheduled for January 15 at 12:30 p.m. It will be held via Zoom.

12. Adjournment

- The meeting adjourned at 1:39 p.m. Shelley Murphy moved a motion to adjourn.