

Minutes
CPRS-NS Board Meeting
March 18, 2024; 12:30 p.m.
VIRTUAL via Zoom

Attendees: JoAnn Alberstat, Shelley Murphy, Chris Hansen, Alison Gillan, Sarah Robertson, Katie Feltmate, Coleen Logan, Tien Pham, and Olivia Ward

Regrets: Tiffany Chase, Dawn Delaney, and Charmaine Gaudet,

1. Welcome

- Society President, JoAnn Alberstat called the meeting to order at 12:33 p.m.

2. Approval of Minutes

- A motion to approve the February 12th minutes was tabled by Alison Gillan. Seconded by Shelley Murphy. Motion carried.

3. Financial Update

- Treasurer Chris Hansen noted that outstanding invoices and donations have been paid out with one reimbursement owing to JoAnn Alberstat.
- Arrangements were made to co-sign a cheque for a PD invoice from the president.

4. Professional Development Update

- Co-chair Alison Gillan reported there was a good turnout at the February PD session with approximately 30 people in attendance. The panel provided an informative presentation and participants were deeply engaged. It was an invaluable networking opportunity for practitioners at all ages, at various stages of their career. The Committee thanked Olivia, Katie, and Sarah for their contributions.
- The proposed April session on integrated marketing might be presented in person and with a virtual option to join. Board Chair, JoAnn Alberstat suggested that the AGM keynote presentation on DEI be presented by Tracy Rands of Epiphany HR Consulting. The Board supported this recommendation.

5. Membership Update

- Co-Chair, JoAnn Alberstat reported that a new member joined since December and that numbers are stable. The new member has shown interest in Board participation.

- JoAnn informed the Board that she is sending hand-written notes to all members but that the chapter does not have mailing addresses for a quarter of the membership.
- JoAnn advised the student Board reps to encourage students to sign up this month to retain their membership status for another two years.

6. Accreditation Update

- As reported by Board Chair, JoAnn Alberstat, Accreditation Committee Chair, Charmaine Gaudet is working with the awards panel on the student program.

7. Communication Update

- Committee Chair, Sarah Robertson said social tracking indicates the chapter's LinkedIn is performing well but Facebook is lagging. She thanked Tien for his work on the Minutes webpage.
- JoAnn Alberstat offered to speak with the Awards Committee panel about extending the deadline to submit to the student awards program due to the low number of applications.
- Katie Feltmate recommended that Sarah create a new Instagram account as the login issue remains unresolved on the current channel. Sarah indicated she cannot resolve the issue with the Instagram account.
- A call for Board nominations will be sent via email to generate interest.

8. Awards Update

- As proposed by Tien, Board Chair, JoAnn Alberstat discussed sending nomination slides to all students to bolster interest in the awards program.

9. President's Update

- Board Chair, JoAnn Alberstat stated that National would not be holding a council meeting in March and that the Q3 remittance payments will be coming soon, with Q3 and Q4 to be received before the May AGM.
- She informed the Board that an AGM save-the-date will be distributed soon and that she is considering various venue options for the event including the Public Archives and the Public Library on Spring Garden Road. Alison Gillan proposed using the Halifax Partnership boardroom which can hold upwards of 35 people.
- JoAnn mentioned that the upcoming Board slate is promising. The Board discussed whether there is a maximum limit on the number of board members. The Board also questioned if the Chair of the Accreditation Committee must hold APR credentials. JoAnn volunteered to seek out an answer.

- Alison Gillan suggested that enhanced Board training and succession planning might broaden engagement.

10. Other New Business

- No new/other business was tabled.

11. Next Scheduled Meeting

- The next board meeting is scheduled for April 8 at 12:30 p.m. via Teams and in person in the Halifax Partnership Boardroom, Grafton Street.

12. Adjournment

- Chris Hansen moved a motion to adjourn. The meeting adjourned at 1:14 p.m.