



Minutes

CPRS-NS Board Meeting

April 28, 2024; 12:00-1:00 p.m.

Virtual

Attendees: Sarah Robertson, Lauren Sinclair, Tien Pham, Lauren Fraser, Olivia Ward, Remo Zaccagna, Kiana Crummy, Suwela Vassoa, JoAnn Alberstat, Katie Feltmate, Alison Gillan, Dawn Delaney

Regrets: Ceilidh McMeekin, Kate Comeau, Tiffany Chase, Najah Dhuny

1. Call to Order and Approval of Agenda

- Sarah called the meeting to order at 12:03 p.m. A motion to approve the agenda was moved JoAnn and seconded by Alison.

2. Approval of Minutes

- A motion to approve the minutes from the March 24 meeting was moved by Dawn and seconded by Katie.

3. President's Update and Plan Review

- Sarah noted that she invited National Board President Claire Ryan to attend our AGM, but she is not available.
- Sarah submitted our request to be part of the national directors insurance program. That is still progressing, and we are awaiting the new rates from CPRS national.
- Sarah asked Tien and Olivia (communications co-chairs) to include CPRS national updates and links (conference registration, state of PR survey) in any materials being sent out.
- We have submitted our bylaws and operating manuals to be reviewed by CPRS national, who are trying to align the chapters and will then make recommendations. Given this, they would like us to pause on our proposal to increase local membership dues at this time, because they want to make sure the governance committee has time to review and ensure alignment.



- Sarah put forward a motion to pause our decision to increase fees next year until the governance review is complete. Alison seconded and all members voted in favour.
- The Board will seek other ways to increase revenue next year.
- No timing has been committed for the review.
- Sarah outlined the strategic plan for the year to ensure board comments are reflected in her president's update at the AGM.

4. AGM prep and Overview

- The AGM is scheduled for Wednesday, May 21, 2025 in the Avery Room at the Fairbanks Centre, 54 Locks Road, Dartmouth, NS.
- The following reports will be presented: President's Report, Financial Report, Professional Development/Education Report, Membership Report.
- JoAnn updated the Board on the Board slate for next year, noting that we have a good combination of returning and new board members.
- It was noted that we need 10 voting members for quorum at the AGM.
- The Board was reminded to let members know we are counting on them for the vote and they are an important part of the process.
- JoAnn, Ceilidh and Lauren agreed to meet to talk separately about roles and responsibilities at the AGM, including registration and photography.

5. PD event update

- Lauren F. noted that we have sold 14 tickets for Thursday's volunteerism panel.
- We have been promoting it on social media.
- This event is free for members and will be recorded.

6. Roundtable

- Dawn advised that we had 2 submissions for student award and was going to evaluate the submissions with the committee.
- Remo noted that the Member at Large job description looked good.
- Tien advised that we have a giveaway for the volunteer event on social media. \$50 for an organization of their choice to post about why volunteerism matters.
- Alison reminder the Board that our usual meeting space for Board meetings was not available for May 12 meeting.
- The Board will meet offsite for the final meeting prior to the AGM.

7. Next Scheduled Meeting: May 12, 5:00-7:30 (in person)



Canadian Public
Relations Society

Nova Scotia Society

8. Adjournment

- Lauren F. motioned to adjourn. Dawn seconded. Meeting ended at 12:50 p.m.