



**Minutes**  
**CPRS-NS Board Meeting**  
**June 10, 2024 - 12:30 p.m.**  
**VIRTUAL via Zoom**

**Attendees:** Sarah Robertson, JoAnn Alberstat, Lauren Sinclair, Katie Feltmate, Tien Pham, Ceilidh McMeekin, Dawn Delaney, Najah Dhuny

**Regrets:** Alison Gillan, Kate Comeau, Tiffany Chase, Remo Zaccagna, Olivia Ward

**1. Welcome**

- President, Sarah Robertson, called the meeting to order at 12:55 p.m., following introductions and an informal meet and greet that took place from 12:30-12:55 p.m.

**2. Approval of Minutes**

- A motion to approve the May 13<sup>th</sup> minutes was tabled by Katie Feltmate. Seconded by JoAnn Alberstat. Motion carried.

**3. Committee Chair Roles**

- Board members agreed to their assigned positions, as outlined below:
  - **Awards Committee Chair:** Dawn Delaney
  - **Communications Committee Chair:** Katie Feltmate
  - **Professional Development Committee Chair:** Lauren Fraser
  - **Membership Committee Chair:** Ceilidh McMeekin
  - **Accreditation Committee Chair:** TBD. Still need to confirm an Accreditation Committee Chair. Members agreed it was preferable for it to be someone with an APR designation.
- Committee Chairs will continue to recruit to their committees as needed.

**4. Communications update**

- Katie and Tien provided an update on communications following the AGM and improvements to Mailchimp to facilitate better member communication.
- Upcoming content – new Board Members with headshots.
- Aiming for monthly newsletter.
- Board Members were asked to submit member profile form (Attached) to Katie and Tien if they have not done so already.

**5. Membership Update**

- JoAnn Alberstat provided update on membership.



- Ceilidh to follow-up with the new member.
- Follow-up needed to discuss how Ceilidh can get access to pull membership reports. Katie and Tien require this info as well for membership updates.

**6. Financial Update**

- Outstanding catering invoice requires payment.
- Need to determine who pays with the transition to the new Board.

**7. Next meeting**

- Sarah to look at preferences.
- Strategy meeting to take place in the summer to plan for fall events.

**8. Adjournment**

- JoAnn Alberstat moved to adjourn the meeting. The meeting ended at 1:15 p.m.