

Minutes
CPRS-NS Board Meeting
May 13, 2024 - 12:30 p.m.
VIRTUAL via Zoom

Attendees: JoAnn Alberstat, Shelley Murphy, Chris Hansen, Alison Gillan, Sarah Robertson, Tiffany Chase, Charmaine Gaudet, and Coleen Logan

Regrets: Katie Feltmate and Dawn Delaney

1. Welcome

- President, JoAnn Alberstat called the meeting to order at 12:35 p.m.

2. Approval of Minutes

- A motion to approve the April 8th minutes was tabled by Shelley Murphy. Seconded by Alison Gillan. Motion carried.

3. Financial Update

- Treasurer Chris Hansen submitted a written financial statement indicating that remittances are up to date and there is a bank account balance of \$13,887.00. Investments are valued at approximately \$3600.00. It was suggested that the incoming Treasurer and Board consider switching from a GIC to a higher yielding account. Bookkeeper, Kelly Gaudet will have a full financial report for the AGM.
- Any variation in recent reporting/budgeting was based on assumptions vs actuals. Any assumed or unremitted revenue from National should now be reconciled. National has made changes to procedures to help ensure future accounting will be more predictable.
- The Board of Directors insurance payment has been made. CPRS NS financials are in good standing.

4. Professional Development Update

- Co-chairs Alison Gillan and Tiffany Chase reported that the Committee will focus on and promote the upcoming AGM PD session with Tracy Rands.
- Sarah Robertson will assist in generating awareness of the session.
- The Committee will provide a report for the AGM.

5. Membership Update

- Committee Co-Chairs, JoAnn Alberstat and Chris Hansen discussed overall numbers indicating recent expired and renewed memberships.

Outreach continues on this front.

- The Committee discussed the upcoming board slate, which is complete, as well as a glitch in invoicing lifetimes members which has since been rectified by National.

6. Accreditation Update

- Committee Chair, Charmaine Gaudet, and Sarah Robertson, Communications Chair met to discuss the promotion of the APR program. The Committees plan to create local content to share three to four times a year on social.
- Charmaine will provide JoAnn Alberstat with information to share at the AGM in her president's report. Shelley Murphy and Charmaine are working on a description for the accreditation portfolio for the incoming Chair.

7. Communication Update

- Committee Chair, Sarah Robertson submitted a Social Media Metrics Report indicating that LinkedIn continues to perform well, while Facebook lags. She shared that the incoming Committee would have two years of metrics to reference. Dawn Delaney has volunteered to help resolve the Instagram account issue.
- The Committee's focus is the promotion of the May 28th AGM/PD session, including the circulation of the agenda, 2023 AGM minutes and the registration link. Following the AGM, Sarah plans to meet with incoming PD and Communications representatives.

8. Awards Update

- Sarah Roberston, on behalf of the Committee, reported in confidence that there is a recipient for the student award, and they have been notified. Other applicants were also contacted. Sarah thanked the judges for their work: Alison Gillan, APR; Kate Comeau, APR; Sean Lewis; and Jenn Coleman-Ford, APR.
- Sarah Roberston has prepared a news release for the AGM, naming the recipient and a rep from Iris will be on hand to speak at the event with notes provided from the Committee.
- Shelley Murphy agreed to take photos at the AGM.

9. President's Update

- JoAnn Alberstat presented her report suggesting members to check online for details about the CPRS National Conference. She thanked Board members who are assisting others with the transition to the new board slate. She also provided an update on eligibility of student board members and the introduction of a mentorship secretary.
- JoAnn thanked Communications for keeping members and others informed about CPRS NS activities and events.
- She provided an update on catering and other preparations, including speaking notes for the May 28th AGM at MSVU in rooms 301/302 from 5:00 p.m. until 7:00 p.m. It was also agreed that gifts were not required for outgoing Board members.
- Alison Gillan volunteered to record the AGM minutes.

10. Other New Business

- The Board discussed Committee reporting during the AGM. Written reports to JoAnn Alberstat or in person reporting are options for Committee Chairs to consider.

11. Next Scheduled Meeting

- The next meeting is the AGM on May 28th.

12. Adjournment

- No motion was tabled. The meeting ended at 1:30 p.m.