



**Minutes**  
**CPRS-NS Board Meeting**  
**December 9, 2024 – 12:00 p.m.**  
**Virtual**

**Attendees:** Sarah Robertson, Alison Gillan, Lauren Sinclair, Tien Pham, Dawn Delaney, Kate Comeau, Lauren Fraser, Olivia Ward, Ceilidh McMeekin, Remo Zaccagna, JoAnn Alberstat, Kiana Crummy and Suwela Vassoa

**Regrets:** Najah Dhuny, Tiffany Chase, Katie Feltmate

**1. Welcome**

- President, Sarah Robertson, called the meeting to order at 12:04

**2. Approval of Minutes**

- A motion to approve the minutes from the November 12 meeting was moved by Ceilidh and seconded by Alison. The motion was carried.

**3. President's Update (Sarah)**

- Sarah highlighted that Tom Ormsby was inducted into the CPRS College of Fellows. CPRS NS to highlight this significant achievement in the newsletter and on social media.
- Sarah advised that CPRS National have launched a new Leadership Masterclass Series. Fees and registration info are on the website and on social media.
- Holiday social planning is well underway. The event will take place Dec 17 at Seaport Social. IABC Maritime is co-hosting and we will cost-share.
- Sarah advised that Katie F. has decided to step away from the Communications Chair role but will remain a member at large on the Board. In the interim, Tien and Sarah will continue to split the duties.

**4. Introduction of new student Board Representatives (Ceilidh)**

- Ceilidh and Sarah introduced our new student Board Members from MSVU, Kiana Crummy is currently enrolled in the MPR program at MSVU and Suwela Vassoa is taking the BPR program. The Board members introduced themselves and welcomed Kiana and Suwela to the group.

**5. Budget and Operational Plan Review/Assignment (Kate)**

- A budget proposal, based on guidance provided by Kate and the draft operating plans, was reviewed at the December meeting.



- Kate reminded the Board that the budget cycle starts April 1 and runs until May 31
- Kate walked through the budget, and highlighted some key items and some decisions were made.
- The Board previously agreed that we would dip our savings and invest \$5,000 extra into our budget to offer higher caliber events and show value to members.
- Prospect Strategies has agreed to sponsor the student awards, which is also open to non-members. Note that Board Chair Sarah Robertson is the founder of the company. The Board discussed and agreed there was no conflict of interest given that Sarah is not entering an award application and does not have any employees or interns who will be entering an award application.
- The Board agreed that Practitioner of the Year will only be open for members, and we are still looking for sponsorship to reduce that cost.
- The award for Practitioner of the Year was also discussed, and several options were raised, including possibly paying for the recipient to attend the CPRS National Conference, or paying for a CPRS membership next year.
- A decision was made to allocate \$500 for the award, and Dawn agreed to do additional research to determine what is appropriate and report back to the Board.
- Regarding Microsoft 365, the Board voted and everyone was in favour of not proceeding with the increased service and costs this year due in part to one-time and ongoing annual costs, and given that we have sufficient security in place already. The Board agreed to save the information for possible consideration in future years.
- It was agreed that the AGM did not require a significant spend.
- Kate motioned to approve the budget, which was seconded by Sarah and approved by all.

## **6. Other Business**

- Lauren F. highlighted that 73 guests attended the November 21 PD session, of which 14 were members and 59 were non-members.

## **7. Next Scheduled Meeting**

- Monday, January 13, 5:00-6:30 p.m. - in person

## **8. Adjournment**

- Lauren S. motioned to adjourn. The meeting ended at 1:04 p.m.