

CASPR Exec. Minutes – Jan 10th/06

CASPR Executive Meeting
Conference call
Tuesday January 10th, 2006
1:00 – 2:00 pm

Present – Jill, Joan, Wayne, Marg, Frances, Angela

1. Joan called the meeting to order.
2. Approval of agenda/minutes
-deferred to next meeting
3. Business arising
 - a. Website development – Joan/Jill
 - have been working with web guys, met with Alex yesterday, website is 95% done, working well, can now post jobs, members only section works, database will have a few changes, alphabetical by first name now will go by last name, inconsistencies with lower case and upper case letters in job postings, should try to go for same look; when you click on the posting – email box comes up without name already in to: line- will be fixed and will also have the subject line showing email comes from CASPR; other organizations should have links to CASPR website – if you have good links it moves you up the list in the search engines, changing home page for CASPR to have Physician box “go here” and Member box “go here”; logo hard to see, dark red/burgundy colour, at conference will ask for feedback on website; member directory can it be sorted by province? That would be useful; Members can log in now and make their own changes to their information; Need to have Administrator passwords for the background workings of the website.
TASK: Jill will contact web guys and have administrator user names and passwords sent to all who requested this.
 - b. Elections – Wayne/Joan
 - i. Asked for 3rd member at large to join nominations, Brian MacLean joined the nominations committee, forms went out, closing date is Friday January 20th for nominations, no responses yet, may have to encourage members to join
 - c. Website links – Atlas Van Lines – link has been added to the CASPR site, we should put a formal policy in place about website links, like minded members should have a link in place,

If organization has a business that our clients may potentially use we should have a policy in place to allow this or not.

Could we have sponsors page on our website? List our links there. A sponsored link implies we have a business relationship with the organization or they have paid to be on our site.

-Make new page called corporate sponsors and put Atlas Van Lines there, Joan has already fixed this.

TASK: Wayne will write up a short policy regarding website links for next meeting

4. Treasurers Report – Frances

a. Membership/budget

- i. In the bank \$18,000 plus
- ii. Withdrawals coming up - website costs, conference costs
- iii. Have 25 paid conferences in so far
- iv. Membership – 2005 membership- cut them off at end of conference in Feb 06
- v. 46 members paid through to end of 2006
- vi. Need to send reminders to unpaid members
- vii. How do we market to the non-members? Have 3 non-members who have registered for the conference
- viii. 73 in total, 46 have paid for 2006.
- ix. Conference enrolment is weak at this time
- x. Next year have an early bird registration fee with a set price and then add more cost to the price for regular registration for conference
- xi. We can increase the price of the regular membership fee as well.
- xii. Breakeven point is 52 for conference

TASK: Frances to send reminder to unpaid members.

5. Conference Committee report – Marg/Angela

-25 Registrants for conference

-next meeting Jan 24th

-sponsorships- doing letters out to reconfirm their commitment

-details for marketing and logos

-speakers – reminder sent out for bios and details needed for their presentation/av equipment

-contacting hotel later this month for menu selection

-sponsorship dollars- received from PracticeLink, Swomen, CDO-Southeastern Ontario, PAIRO, still need to hear from the others, will follow up with Ginette, received nothing from Atlas yet

-sponsors – introduce them and see them but no chance for speech, give a plaque or something with CASPR logo on it, Fleece or golf shirt or something like that, make CASPR sponsors feel valued, gets our logo out there as well. Frances and Wayne have contacts for embroidered clothing.

-we will be handing out a binder with the CASPR logo on the front and side

-full marketing page still needs to be done

6. Other Business –

a. Incorporation – Wayne,

- i. Sent all paperwork away, faxed on Dec 21, processed payment already, all in process, make up invoice and send to Frances
TASK: Wayne to send invoice to Frances for payment

b. Constitution – Joan

- i. Election moving forward

c. AGM – Joan

- i. Agenda, annual financial statement, chairs report(here is what we have accomplished and where we are going), amendments to by-laws, accept constitution, motion to accept nominations-introduce the ones that are there, policy for organization,
- ii. If everything is approved in advanced with constitution we can send this out to all members before the meeting
- iii. Joan will work on the agenda for the AGM, Frances to work on Treasurer's report

Wayne to send update prior to leaving for holidays about constitution, web policy.

Next meeting date: - Tuesday February 7th, 2006, 1-2 pm EST