

CASPR 005

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| **CASPR Executive Meeting - Agenda**  **December 20, 2018 (2:00 pm EST)**  \*~\*~\*~\*~\*~\*~\*~\*~\*~\*  Carly to log in as the Moderator.  Dial-in info:  Number: 1 866 261 6767  Participant Code: 6572127#  Moderator Code: 11267414# |
| Invitees: **Cindy Snider** (Chair)**, Jamie Sitar** (Vice Chair), **Jill Cappa** (Past Chair), **Brenna Reed** (Treasurer), **Justin Simmons** (Secretary), **Marlene Young** (Sponsorship Chair), **Shannon Noel** (Communications Chair), **Pat Delf** (Membership Chair), **Chantelle Shervill** (Education Chair)**, Audra Fediurek** (Member at Large), **Krista Hind** (Member at Large), **Michelle Hunter & Trish Herrick** (Conference Co-Chairs 2019)  STAFF: Carly Cox |

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| **Executive member:** | **Attendance (yes/no):** | | | | | | | | | | | |
| May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
| Cindy Snider | X | X | X | No Meeting | X | X | X | X |  |  |  |  |
| Jamie Sitar | X | X | X | X | X | X | X |  |  |  |  |
| Jill Cappa | X | X | X | X | X | X |  |  |  |  |  |
| Marlene Young | X |  | X |  |  | X | X |  |  |  |  |
| Shannon Noel | X | X | X |  | X | X | X |  |  |  |  |
| Pat Delf |  |  | X | X | X | X |  |  |  |  |  |
| Chantelle Shervill | X |  | X | X |  | X | X |  |  |  |  |
| Brenna Reed | X | X | X |  | X | X | X |  |  |  |  |
| Justin Simmons | X | X | X | X | X | X | X |  |  |  |  |
| Audra Fediurek | X |  |  | X |  |  |  |  |  |  |  |
| Michelle Hunter | X |  | X | X | X | X | X |  |  |  |  |
| Trish Herrick | X | X | X | X | X |  |  |  |  |  |  |
| Krista Hind | X |  | X |  | X | X | X |  |  |  |  |  |

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| **Agenda Item** |  | |
| **Welcome** | * 1. Call to Order   14:05pm | Cindy Snider |
| **Agenda & Meeting Minutes** | 2.1 Approval of Agenda  Motioned: Justin  Seconded: Jamie  Carried |
| 2.2 Adoption of Previous Meeting Minutes |
| 2.3 Declaration of Conflict of Interest  None |
| 2.4 Business arising from the minutes   * Formal approval of Strategic Plan 2019-2023   Motion: Pat  Seconded: Brenna  Carried |
| **Standing Reports**  **Including Strategic Planning Updates** | 3.0 Chair Report   * Operational Plan – an Operational Plan Committee – Jamie is looking for membership. * New Members-At-Large   Cindy has requested support in expanding the Board members to two more members at large.  Motion: Shannon  Seconded: Chantelle  Carried   * Volunteer Policy – Deferred * Request from David Geris, New Brunswick Department of Health – Deferred to the January meeting.   Cindy circulated the chair report electronically to the Board for pre-reading. | Cindy Snider |
| 3.1 Treasurers’ Report  Brenna circulated the treasurer report up until December 2018.  Motion to accept financial statement: Brenna  Seconded: Chantelle  Carried. | Brenna Reed |
| 3.2 Membership Committee Update  Group membership, requires further discussion. Jamie had suggested it be extended to different provincial agencies as a trial for 2019.  Mentorship program, Pat had requested each of the board members take on a Mentor in January 2019. | Pat Delf |
| 3.3 Education Committee Update  Next meeting in January. | Chantelle Shervill |
| 3.4 Sponsorship Committee Update  Marlene provided the sponsorship update, Marlene had been called by the Canadian Federation of Medical Students regarding advertising in their annual review. Marlene had thought this could potentially be a partnership opportunity for CASPR.  Marlene questioned why we have not partnered with the Canadian Residency Association. Marlene is requesting 795.00 to run a half page advert within the Canadian Medical Students annual review journal. | Marlene Young |
| 3.5 Communications Update  Shannon shared with the group the communication committee is creating guidelines for communications and social media posting. | Shannon Noel |
| 3.6 Conference Update  Michelle updated the group regarding the 2019 conference, it is being called the “Diamond Anniversary Conference” there will be 5 themes related to physicians and leadership development. Michelle is requesting the boards support in regards to sponsorship of the guest speakers. The conference co-chairs felt that $10,000.00 would be required for guest speakers. Michelle was seeking support to spend the $10,000.00 and seek additional sponsorships to cover this amount.  Motion to approve Michelle to secure guest speakers with $5000.00  Motion: Marlene  Moved: Chantelle | Michelle Hunter & Trish Herrick |
|  | 3.7 Rural Road Map Committee Update  Cindy provided this electronically. | Cindy Snider |
| **New Business** | 3.8 Canadian Federation of Medical Students – Marlene Young  3.9 Awards Committee - Cindy Snider, Chantelle Shervill, Carly Cox.  Adjournment 15:25  Moved: Shannon | |
| **Next Meeting** | **January 17, 2019** | |