**Chair/Timekeeper: Shannon Noel
Note Taker: Carly**

|  |  |
| --- | --- |
| **Executive member:**  | **Attendance (yes/no):** |
| May  | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan  | Feb | Mar | Apr |
| Jamie Sitar  | X | x | x | No Meeting | - |  |  |  |  |  |  |  |
| Shannon Noel | X | x | x | X |  |  |  |  |  |  |  |
| Cindy Snider  | X | x | x | X |  |  |  |  |  |  |  |
| Sarah Belisle  | X | x | x |  |  |  |  |  |  |  |  |
| Alison Green  | X | x | x | - |  |  |  |  |  |  |  |
| Marlene Young | X |  |  | x |  |  |  |  |  |  |  |
| Pat Delf | X |  | x | - |  |  |  |  |  |  |  |
| Audra Fediurek | X |  | x | X |  |  |  |  |  |  |  |
| Krista Hind | X |  | x | X |  |  |  |  |  |  |  |
| Denise Coulombe | X |  | x | X |  |  |  |  |  |  |  |
| Trish Herrick | X | x |  | X |  |  |  |  |  |  |  |
| Paula Mason |  |  |  | X |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **AGENDA** | **MEETING NOTES** |
| **#** | **Time (X)** | **Presenter** | **Item & Purpose (Y)** | **Expected Outcome (Z)** | **Action Log/Results** | **Responsible Person** | **Target Date** | **Who Needs To Know?** |
|  |  |  |  | **Information** | **Feedback** | **Decision** | **Detail** |  |  |  |  |
| 1 | 5 min | Shannon | Call to order, approval of agenda, adoption of previous meeting minutes | x |  | x | Achieve results | 1:04 meeting called to order.Approval of Agenda: Motion to Approve agenda by Paula, 2nd Cindy.Addition: Communications UpdatePrevious Minutes: Motion to approve minutes by Audra, 2nd by Denise. |  |  |  |
| 2 | 1 min | Shannon | Declaration of Conflict of Interest | x |  |  |  | None declared. |  |  |  |
| 3 | 30min | Shannon | Business Arising from the Minutes* Follow up on Previous Action Items – March, April, May, June, July
 | x | x | x | Achieve results | ACTION ITEMS:Communications to send out another email asking for an IT with a revision of someone with experience and knowledge base of WordPress.All committees are okay with timeframe to deliver committee minutes to Alison & Carly.Trish to connect with Jamie for come up with a summary re: expectations of committee minutes and board reports.Carly to connect with Sarah to confirm last 2 years of late registration through Freshbooks.Communications committee will circulate monthly e-blast report prior to board meeting. Committee Chairs to review their committee member information on the website and update Carly of any changes to be made.Jamie and Shannon to confirm what the AAPRR mailing list includes and who should be receiving it. |  |  |  |
| 4 | 5 min | Sarah Belisle | Treasurers’ Report  | x |  | x | Update and decision | Not present.Sarah to confirm the treasurers report with regards to the Conference expenses. |  |  |  |
| 5 | 5 min | Trish Herrick | Membership Update | x | x |  | Update and decision | EXIT Survey:A motion for the executive to approve the exit survey to be sent to members that do not renew as of the 2020 year.Moved by Cindy, 2nd Krista.Transferring Membership:Membership Committee to review and rewrite the policy to include transferring membership which includes $25 admin. Fee + group memberships.Seek clarification on the number of group members allowed in through 1 group membership.  |  |  |  |
| 6 | 5 min | Denise  | Education Committee Update | x |  |  | Update | ACTION ITEM: Denise to connect with Communications committee to send out survey related to Education.Conference committee to share results of most recent survey sent out regarding topics/presentations.Review Terms of Reference for Committees. |  |  |  |
| 7 | 5 min | Marlene | Sponsorship Committee Update | x | x |  | Update  | Scotiabank/MD Financial Discussion underway. |  |  |  |
| 8 | 5 min | Audra | Communications Update | x | x |  | Update | Meeting scheduled for next week. |  |  |  |
| 9 | 5 min | Paula and Cindy  | Conference Update | x | x | x | Update | ACTION ITEM: Carly to send Survey results to Cindy and Paula |  |  |  |
| 10 | 20 min | Shannon | New Business  | x | x | x | Update and decision |  |  |  |  |
| 11 | 5 min | Shannon | Re-Cap Action Items/Results from current meeting. | X |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |

**Distribution List:**

**Appendix:**