



**CASPR Executive Meeting - Minutes
November 19th, 2015 (2:00 pm EST)**

Invitees: Marlene Young, Jill Cappa, Jill Croteau, Kimberley MacKinnon, David Kay, Margaret Kennedy, Nathaniel Izzo
 Regrets: Brenda Warren
 Absent: Fanny Vavoulis, Brenda Taylor
 STAFF: Carly Nienhuis

Agenda Item	
1.0 Welcome	1.1 Call to Order – 2:07pm
2.0 Agenda & Meeting Minutes	2.1 Approval of Agenda – Motion by Jill, 2 nd Nathaniel
	2.2 Adoption of Previous Meeting Minutes (October 2015) Motion Kim, 2 nd Nathaniel
	2.3 Declaration of Conflict of Interest - None
3.0 New Business	3.1 CASPR Job Board – Charging for non-members to post ads ACTION: Carry job board proposal forward
	3.2 Royal College Conference – report to executive <ul style="list-style-type: none"> - 130 participants in attendance - organized seating plan of different provinces and entities - link sent out by Jill and notes recapping presentations to follow - Overall, there was a poor level of accomplishment at Conference. There seemed to be a lot of different agendas been forwarded. RECOMMENDATION: If one member is already attending, that is sufficient; it is not worthwhile for CASPR to send a representative.
	3.3 Job Posting Views <ul style="list-style-type: none"> - The board discussed whether there should be a “total # of views” accessible by members that are posting ads on the job board so they can see effectiveness. There is a risk of value of the membership if analytics show low readership or interest in the job board. There was a general consensus that job board analytics could be valuable so there will be continued conversation and some research done by Carly and Jill on the subject. ACTION: Research

	<p>3.4 Opportunities for CaSPR representation at conferences; policy development See information attached The board agreed that this is valuable work for the current membership to be involved in but not to be paid for by membership fees. It would be a good idea to encourage the membership to mention the work they do via CaSPR at the events they attend and to incorporate a few slides regarding CaSPR into presentations as appropriate. David will update the slide deck and distribute.</p> <p>ACTION: David to update PowerPoint and create a paragraph for newsletter with how members can access these slides.</p>
	<p>3.5 CaSPR Co-Chairs as board members The executive discussed the necessity of having both of the conference co-chairs as board members. An email from Brenda Warren was read by Marlene in her absence. Margaret gave a historical perspective; Co-Chairs used to be a two year commitment. Some discussion regarding the current bylaws and the impact of a change to the current process. I.e. Would a change in bylaw be required? Most of the executive agree that one conference co-chair would be sufficient.</p> <p>ACTION: David to create a recommendation to bring to next meeting for consideration</p>
<p>4.0 Standing Reports</p>	<p>3.6 Conference Site Selection Application/Policy – see attached information The executive approved to have the current rotation form a policy.</p> <p>ACTION: Carly will refine and circulate</p>
	<p>3.7 Membership Policy A draft of a revised membership policy was brought forward and the executive asked that it go back for additional consideration by the working group. The executive felt the revision still did not speak to the inclusion of the retail related professionals and cautions against exclusions.</p> <p>Some possible amendments to consider: Amendments to consider: to differentiate between recruiters should we add eligible if service came at no cost to the recruit. – Not tied to an individual community so amend to regions and provincial territories. Should we be defining words, “recruit”, “on boarding” etc.</p> <p>ACTION: Membership Policy working group to meet and consider revisions</p>
	<p>4.1 Treasurer’s Report</p> <ul style="list-style-type: none"> - Financial Statements - Reserve recommendation from our accountant - \$25,000 - Motion to hold a \$25,000 reserve by Jill Croteau, 2nd Jill Cappa - Motion to accept Treasurers report by Jill Croteau, 2nd Jill Cappa - Carried.
	<p>4.2 Membership Committee Update - Brenda not present to provide update</p> <p>4.4 Education Committee Update - No meeting this month, next meeting in December for Committee</p>

	<p>4.4 Sponsorship Committee Update – There is still an opportunity for a member to fill the role of Sponsorship Chair.</p> <p>The executive agreed that and further eblasts for Doximity be suspended until sponsorship payment is forwarded to CaSPR</p> <p>ACTION: Carly to send out – responses to come back in by January 1, 2015 and include TOR for Sponsorship Chair</p>
	<p>4.5 Communications Update - No meeting recently, meeting will be scheduled for December.</p>
	<p>4.6 CaSPR Conference Update</p> <p>Margaret gave a report on behalf of the conference co-chairs. They are awaiting commitments from the last two speakers. The BC Minister of Health has been invited to open the conference. All of the topics have been selected and the online registration is ready to go live. The hotel is ready to receive registrations and the co-chairs will be visiting the hotel for one last site visit on February 5th</p> <p>Action: Carly to send out CaSPR letterhead to Marg and Brenda</p>
	<p>4.7 Review Strategic Planning – Nothing to report</p>
	<p>Round Table: Question: When do we start discussing nominations for executive? Answer: January</p>
<p>5.0 Next Meeting</p>	<p>December 17th, 2015</p> <p style="text-align: right;">Adjourned: 3:30pm (EST)</p>