



CASPR Executive Meeting - Minutes
March 17th 2016 (2:00 pm EST)

~~*~*~*~*~*~*~*~*

Attendees: Marlene Young (Chair), Jill Cappa (Vice-Chair), Kimberley MacKinnon (Secretary), David Kay, Margaret Kennedy, , Fanny Vavoulis,

Regrets: Brenda Warren, Jill Croteau (Treasurer) , Brenda Taylor, Nathaniel Izzo

STAFF: Carly Nienhuis

Agenda Item		
1.0 Welcome	1.1 Call to Order – 2:08pm EST	
2.0 Agenda & Meeting Minutes	2.1 Approval of Agenda - Margaret / Fannie	
	2.2 Adoption of Previous Meeting Minutes (February 2016) - Jill Cappa / Fannie	
	2.3 Declaration of Conflict of Interest – None	
3.0 New Business	3.1 2017 Conference Site applications & Follow Up Only application has been received from Windsor, Ontario Motion to accept the application: Margaret / Jill Cappa Follow up with the applicants: Carly	
	3.2 2015 Awards – update There have been two nominations received for recruiter recognition. Executive approved a one week extension to the nomination deadline to end of business day on March 24 th . Award subcommittee: Marlene, Fanny & Carly	
	3.3 ASPR Conference – who is attending? Executive approved that Jill Cappa and Brenda Taylor attend the ASPR conference as CaSPR delegates. CaSPR will pay expenses for the two delegates to attend. Minimum expenses will be approximately \$3200.00 per person.	

<p>3.4 Update on vacant executive positions</p> <p>The following positions are vacant for the new year:</p> <p>Member at Large (replacing Nathaniel) Vice Chair Treasurer Communications Sponsorship</p> <p>Ginette Vezina has expressed interest in the Member at Large position. Marg will be bringing an invitation to be involved on the CaSPR Board to a provincial meeting in BC. Kim will put together some information about the available board positions at an exhibitors table at the conference. Members of the board will take turns manning the table. Table will be available Monday & Tuesday only.</p>	<p>Marlene</p>
<p>3.5 Planning the executive meeting in Vancouver - April 23rd. – members will review the strategic plan and identify what has been accomplished and what still needs auctioning. Board will also strategize around board recruitment.</p>	<p>Marlene</p>
<p>4.1 Treasurers' Report – Jill Croteau not available – report submitted.</p>	<p>N/A</p>
<p>4.2 Membership Committee Update – Brenda unavailable The topic of group memberships was brought forward for a possible discussion item at the executive meeting in Vancouver.</p>	<p>Brenda Taylor</p>
<p>4.3 Education Committee Update - report given by Jill Cappa, everything is shaping up and on track.</p>	<p>Jill Cappa</p>
<p>4.4 Sponsorship Committee Update Sunlife has expressed interest in being a CaSPR sponsor. Marlene is currently communicating with them.</p>	
<p>4.5 Communications Update David gave a report. Unfortunately Kim has resigned from doing the newsletter. David needs some material for the next issue. Recruitment is needed to this committee.</p>	<p>David Kay</p>
<p>4.6 CaSPR Conference Update Executive meeting is booked in the Montague Room from 9am – 5pm with a lunch outside of the room. As of 17March, there are: 77 registered for the conference 31 registered for 201 26 registered for 301 66 for the welcome reception and 72 for the social event. Agenda will hopefully be up by the 18th.</p>	<p>Margaret Kennedy</p>

**4.0 Standing Reports
Including Strategic
Planning Updates**

	Meeting adjourned at 3:11 EST.	
5.0 Next Meeting	April 23 rd – in person in Vancouver See everyone there!	