



CASPR Executive Meeting - Agenda
May 26th, 2016 (2:00 pm EST)

Jill or Carly to log in as the Moderator.

Dial-in info:

Number: 1 866 261 6767

Participant Code: 57500645#

Moderator Code: 93744824#

Invitees: **Jill Cappa** (Chair), **Brenda Taylor**(Vice Chair), **Jill Croteau** (Treasurer), **Kimberley MacKinnon** (Secretary), **Marlene Young** (Past Chair), **Fannie Vavoulis** (Communications Chair), **Cindy Snider** (Member at Large – Education), **Ginette Vezina** (Member at Large – Communications), **Joan Mavrincac & Jessica Bennett** (Conference Co-Chairs)

STAFF: Carly Nienhuis

Executive member:	Attendance (yes/no):											
	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Jill Cappa												
Brenda Taylor												
Jill Croteau												
Kim MacKinnon												
Marlene Young												
Fannie Vavoulis												
Cindy Snider												
Ginette Vezina												
Joan Mavrincac												
Jessica Bennett												

Agenda Item		
Welcome	1.1 Call to Order	Jill Cappa
Agenda & Meeting Minutes	2.1 Approval of Agenda	
	2.2 Adoption of Previous Meeting Minutes – April 2016	
	2.3 Declaration of Conflict of Interest	
	2.4 Business arising from the minutes	

New Business	3.1 Vancouver Conference update and evaluations	Marg / Brenda
	3.2 ASPR Conference	Jill / Brenda
	3.3 CaSPR Awards	Jill Cappa
	3.4 Website Review (tentative)	Carly
	3.5	
	3.6	
	4.1 Treasurers' Report	Jill Croteau
Standing Reports Including Strategic Planning Updates	4.2 Membership Committee Update	Brenda Taylor
	4.3 Education Committee Update and Fellowship 201/301 Evaluations	Cindy Snider
	4.4 Sponsorship Update	M. Young
	4.5 Communications Update	F. Vavoulis
	4.6 2017 CaSPR Conference Update (Standing item, may or may not be in attendance every meeting)	Joan Mavrinac & Jessica Bennett
	June 16 th , 2016	
Next Meeting		

Respectfully submitted,

Kimberley MacKinnon
CaSPR Executive Secretary
2016/2017