



**CASPR Executive Meeting - Agenda
June 16th, 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), **Jill Croteau** (Treasurer), **Kimberley MacKinnon** (Vice Chair), **Marlene Young** (Past Chair), **Cindy Snider** (Member at Large – Education), **Ginette Vezina** (Member at Large – Communications), **Joan Mavrinac & 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	x											
Brenda Taylor												
Jill Croteau												
Kim MacKinnon												
Marlene Young	x											
Fannie Vavoulis	x											
Cindy Snider	x											
Ginette Vezina	x											
Joan Mavrinac	x											
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 – May 2016	
	2.3 Declaration of Conflict of Interest	
	2.4 Business arising from the minutes	

New Business	3.1 Seeking: Executive Roles	Jill Cappa
	3.2 Membership Fees – Calendar Year Discussion	Carly
Standing Reports Including Strategic Planning Updates	4.1 Treasurers' Report	Jill Croteau
	4.2 Membership Committee Update	
	4.3 Education Committee	Cindy Snider
	4.4 Sponsorship Update	M. Young
	4.5 Communications Update - Summer 2016 Newsletter	Carly
	4.6 2017 CaSPR Conference Update	Joan Mavrillac & Jessica Bennett
Next Meeting	July 21, 2016	