



**CASPR Executive Meeting - Minutes**  
**May 26<sup>th</sup>, 2016 (2:00 pm EST)**

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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 Mavrinnac & 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	x											
Kim MacKinnon												
Marlene Young	x											
Fannie Vavoulis	x											
Cindy Snider	x											
Ginette Vezina	x											
Joan Mavrinnac	x											
Jessica Bennett												

Agenda Item		
<b>Welcome</b>	1.1 Call to Order – 2:03pm	Jill Cappa
<b>Agenda &amp; Meeting Minutes</b>	2.1 Approval of Agenda – <u>Approved</u> .	
	2.2 Adoption of Previous Meeting Minutes – April 2016 <u>Motion to approve by Jill Croteau, and 2<sup>nd</sup> by Margaret Kennedy Carried.</u>	
	2.3 Declaration of Conflict of Interest- <u>None declared</u> .	
	2.4 Business arising from the minutes	
<b>New Business</b>	3.1 Vancouver Conference update and evaluations <ul style="list-style-type: none"> <li>• Vancouver Conference Update (Marg &amp; Brenda)- reconciled budget sent out to Executive.</li> <li>• Total Revenue: \$84,723.00</li> <li>• Total Expenses: \$72,572.12</li> <li>• Ending Balance: + \$12,150.88</li> </ul>	Marg / Brenda

<ul style="list-style-type: none"> <li>• Some hotels were comped because of exceeding # of rooms/nights.</li> <li>• Social event breakdown is accurate.</li> <li>• Marg has box of supplies to ship to Joan.</li> <li>• Awards are removed from conference budget and sent to operating budget.</li> <li>• Sponsorship THANK YOU letters went out and all is wrapped up.</li> </ul> <p>Survey feedback:</p> <ul style="list-style-type: none"> <li>• 58 respondents, 38% first conference, 62% already attended</li> <li>• Overall satisfaction – 85%</li> <li>• Mentorship – 47% interested in mentorship</li> <li>• 53% happy to be mentor, 31% mentee</li> <li>• Socials were well received.</li> <li>• Speakers were well received. Value in format of agenda going forward with allowance for more time.</li> <li>• Negative: focus on bringing new members into the mix at welcome reception and social event. Less lecture more interactive work groups</li> <li>• Feedback of future topics should be sent to Joan.</li> </ul> <p><b>ACTION: Carly to send out overall conference survey</b></p>	
<p><b>3.2 ASPR Conference</b>  Jill Cappa, Brenda Taylor and Jill Croteau attended</p> <ul style="list-style-type: none"> <li>• Mostly breakout sessions.</li> <li>• U.S. is facing the same challenges we are!</li> <li>• Minimal Vendor Driven speakers compared to past conference</li> <li>• Highlight: Networking with U.S. recruiters</li> <li>• Invitation to CASPR conference should be sent out to ASPR conference.</li> </ul> <p><b>ACTION: Jill Cappa will send ASPR documents to Carly to distribute.</b></p> <ul style="list-style-type: none"> <li>• Other business: Brenda is no longer in her role in Saskdocs. She will be stepping down from her role as Vice Chair and Kim Mackinnon has expressed interest.</li> </ul> <p><b>ACTION: Jill Cappa to send request to membership for secretary role following resignation letter from Brenda.</b></p> <p><b>ACTION: Carly to send email list to Jill Cappa.</b></p>	Jill / Brenda
<p><b>3.3 CaSPR Awards</b>  Item to be added to calendar of events: development of media release for Awards</p>	Jill Cappa
<p><b>3.4 Website Review (tentative)</b>  <b>ACTION: Carly &amp; Jill Croteau to come up with 3 quotes for website development for June meeting</b></p>	Carly
<p><b>4.1 Treasurers' Report</b>  Jill Croteau discussed the financial report.  Motion to accept by Jill Croteau, 2<sup>nd</sup> by Ginette.  Carried.</p>	Jill Croteau

<b>Standing Reports Including Strategic Planning Updates</b>	<p>4.2 Membership Committee Update No update provided.</p>	<p>Brenda Taylor</p>
	<p>4.3 Education Committee Update and Fellowship 201/301 Evaluations Evaluations: 201 Questions: Changes to topic, is that an issue? Should we just clean it up 51% Overall satisfaction 49% dissatisfaction 301: BLANK overall satisfaction Is there interest in a 401 Fellowship course? General consensus of executive is to wait. Goals for 16/17: refine 301 and 201 based on responses from evaluations</p>	<p>Cindy Snider</p>
	<p>4.4 Sponsorship Update Marlene will be working with Scotiabank to bring about idea that more membership means more sponsors needed. Explore relationship further with them. Scotiabank contracts end in 2017.  Charitable position: Accountant suggested \$25,000/year should remain in account. CASPR must be under \$100,000 in savings at year end.</p>	<p>M. Young</p>
	<p>4.5 Communications Update No update as Communications chair was absent.  Newsletter should go out within the next month. <b>ACTION: Jill Cappa, Cindy, Marlene &amp; Joan to send a newsletter article to Carly as an update to the committees. Deadline: 15<sup>th</sup> of June.</b></p>	<p>F. Vavoulis</p>
	<p>4.6 2017 CaSPR Conference Update - documents attached, decision needed Joan presented Caesar's Proposal to executive. Joan worked with Tyler Chapman from MeetingsPro. Offer extended until June 2<sup>nd</sup>, 2016. ASPR Conference is April 29 - May 3<sup>rd</sup>. <b>ACTION: Joan to find out who else is in hotel at the same time as the 3 weekend options and recommend at final date to the executive at the June meeting.</b> Sponsorship - 4imprint has offered to sponsor a swag item at a maximum of \$1,000.00 Motion to hold conference at Caesar's Windsor by Joan, 2<sup>nd</sup> by Cindy. Carried.</p>	<p>Joan Mavrinac &amp; Jessica Bennett</p>
<p><b>Next Meeting</b></p>	<p>June 16<sup>th</sup>, 2016</p>	