



CASPR Executive Meeting - Agenda
July 21st, 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)

Regrets: Ginette Vezina

STAFF: Carly Nienhuis

| Executive member: | Attendance (yes/no): | | | | | | | | | | | |
|-------------------|----------------------|------------------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|
| | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
| Jill Cappa | x | x | | | | | | | | | | |
| Jill Croteau | | x | | | | | | | | | | |
| Kim MacKinnon | | x | | | | | | | | | | |
| Marlene Young | x | | | | | | | | | | | |
| Fannie Vavoulis | x | resigned from position - June 2016 | | | | | | | | | | |
| Cindy Snider | x | x | | | | | | | | | | |
| Ginette Vezina | x | x | | | | | | | | | | |
| Joan Mavrinac | x | x | | | | | | | | | | |
| Jessica Bennett | | x | | | | | | | | | | |

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

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| New Business | 3.1 Development of New Website <ul style="list-style-type: none"> • Comparison of Companies (Attachment) | Carly/Jill Croteau |
| | 3.2 | |
| 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 | |
| | 4.6 2017 CaSPR Conference Update | Joan Mavrinac & Jessica Bennett |
| Next Meeting | August 18 th , 2016 | |