



**CASPR Executive Meeting - Minutes  
June 16<sup>th</sup>, 2016 (2:00 pm EST)**

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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	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		
<b>Welcome</b>	1.1 Call to Order – 2:06pm (EST)	Jill Cappa
<b>Agenda &amp; Meeting Minutes</b>	2.1 Approval of Agenda. Motion to approve by Ginette, and 2 <sup>nd</sup> by Cindy. Carried.	
	2.2 Adoption of Previous Meeting Minutes – May 2016 Motion to approve by Cindy, and 2 <sup>nd</sup> by Jill Croteau Carried.	
	2.3 Declaration of Conflict of Interest None declared.	

	<p>2.4 Business arising from the minutes –</p> <ul style="list-style-type: none"> <li>• <b>ACTION ITEM: Carly and Jill to compile quotes with a direct comparison and bring recommendation to the board by July meeting.</b></li> <li>• No response from request for Secretary Position.</li> <li>• ASPR documents will be added to website.</li> </ul>	
<b>New Business</b>	<p>3.1 Seeking: Executive Roles</p> <ul style="list-style-type: none"> <li>• Fannie has a new role within the Foundation of her hospital and has resigned from her position as Communications Chair.</li> <li>• We are seeking a secretary and Communications Chair at this time.</li> </ul> <p><b>ACTION ITEM: Kim to write an article seeking secretary role outlining duties and roles.</b></p>	Jill Cappa
	<p>3.2 Membership Fees – Calendar Year Discussion</p> <ul style="list-style-type: none"> <li>• Add check box that disclaimer for calendar year was read and 'I agree' on new website.</li> </ul>	Carly
<b>Standing Reports Including Strategic Planning Updates</b>	<p>4.1 Treasurers' Report</p> <ul style="list-style-type: none"> <li>• Jill presented financial report for May 2016.</li> <li>• \$25,000 was transferred into our savings account to optimize our investments.</li> <li>• Motion to approve by Jill Croteau, and 2<sup>nd</sup> by Ginette</li> <li>• Carried</li> </ul>	Jill Croteau
	<p>4.2 Membership Committee Update No update.</p>	
	<p>4.3 Education Committee</p> <ul style="list-style-type: none"> <li>• The new committee had their first meeting via conference call.</li> <li>• Meeting minutes will be circulated to executive by Cindy.</li> </ul>	Cindy Snider
	<p>4.4 Sponsorship Update No update provided.</p>	M. Young
	<p>4.5 Communications Update - Summer 2016 Newsletter</p> <ul style="list-style-type: none"> <li>• Carly will be developing the summer newsletter and distributing to the membership.</li> </ul>	Carly
	<p>4.6 2017 CaSPR Conference Update</p> <ul style="list-style-type: none"> <li>• Final proposal needs to be signed following confirmation of final details.</li> <li>• Conference date: April 22<sup>nd</sup>-25<sup>th</sup> at Caesars Windsor.</li> <li>• Conference: Augustus Room Executive Meeting will be on Saturday in Jovis Room.</li> </ul>	Joan Mavrinac & Jessica Bennett

	<ul style="list-style-type: none"><li>• Final quote for AV will be provided by end of month.</li><li>• Total commitment for rooms is 195 nights. Meeting rooms will be free if our commitment of 195 nights is met</li></ul>	
<b>Next Meeting</b>	July 21, 2016 Current regrets for July 21 <sup>st</sup> board meeting: Ginette  Motion to adjourn by Cindy Snider.	