



**CASPR Executive Meeting - Agenda
September 15, 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)

Guest: Denise Coulombe

STAFF: Carly Nienhuis

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

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 – July 2016	
	2.3 Declaration of Conflict of Interest	
	2.4 Business arising from the minutes	

New Business	3.1 New Website Update	Carly
	3.2 Future Conference – 2018	Denise C.
Standing Reports Including Strategic Planning Updates	4.1 Treasurers' Report	Jill Croteau
	4.2 Membership Committee Update	Kim M.
	4.3 Education Committee	Cindy Snider
	4.4 Sponsorship Update	M. Young
	4.5 Communications Update	Dawn Piasta
	4.6 2017 CaSPR Conference Update	Joan Mavrinac & Jessica Bennett
Next Meeting	October 20, 2016	