



**CASPR Executive Meeting - Minutes
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#

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 Mavrinnac	x	x	x									
Jessica Bennett		x	x									

Agenda Item		
Welcome	1.1 Call to Order – 2:04pm	Jill Cappa
Agenda & Meeting Minutes	2.1 Approval of Agenda. Motion to approve by Kim, and 2 nd by Jill Croteau. Carried.	
	2.2 Adoption of Previous Meeting Minutes – June 2016 Motion to approve by Cindy, and 2 nd by Jill Croteau. Carried.	
	2.3 Declaration of Conflict of Interest None declared.	
	2.4 Business arising from the minutes Join board as Communications Chair – Dawn Piasta	

	<p>Motion to approve new board member by Cindy and 2nd by Jill Croteau Carried.</p> <p>Secretary position is still vacant.</p> <p>ACTION ITEM: Jill to invite Dawn to August meeting. Carly to add Dawn to Executive login on website and mailing list.</p>	
New Business	<p>3.1 Development of New Website</p> <ul style="list-style-type: none"> • Comparison of Companies (Attachment) <p>Carly & Jill are recommending Cipher to redevelop our website.</p> <p>Motion to approve a budget of \$10,000.00 for the site development with a soft launch date before end of December (sooner if possible) and a hard deadline of March – to launch it at our 2017 April conference. Motion by Cindy, and 2nd by Jill Croteau Carried.</p>	Carly/Jill Croteau
Standing Reports Including Strategic Planning Updates	<p>4.1 Treasurers' Report</p> <p>Discussed financial statements for June 2016. Motion to approve by Jill Croteau, 2nd by Kim Carried.</p>	Jill Croteau
	<p>4.2 Membership Committee Update</p> <p>Committee will begin working on an analysis of membership from past 5 years seeing how location of conference.</p> <p>Primary focuses will be:</p> <ul style="list-style-type: none"> • A Social media capacity – more active role in supporting membership. • Working within the goals established at our 2016 strategy meeting – there is lots of membership work to be done from those! <p>ACTION ITEM: Kim to determine goals and present at next meeting.</p>	Kim
	<p>4.3 Education Committee</p> <p>Past meeting minutes distributed to executive & discussed</p> <p>Next meeting for committee: August 17</p>	Cindy Snider
	<p>4.4 Sponsorship Update</p> <p>- Scotiabank – list of CASPR Members</p> <p>It was suggested that Marlene write an article in Fall newsletter regarding the request from Scotiabank to connect local reps with CASPR members. Due to the anti-spam legislation CASPR is unable to provide email or mailing addresses to Scotiabank unless permission is granted from our member.</p> <p>ACTION ITEM: Carly to follow up with Marlene regarding anti-spam legislation</p>	Jill Cappa

	<p>4.5 Communications Update No update.</p>	
	<p>4.6 2017 CaSPR Conference Update</p> <ul style="list-style-type: none"> • Agreement with Caesars is signed. • List of potential presenters underway • Possible Theme: Physician Recruiter Empowerment • Topics: Hard skills development, media relations, a number of suggestions from members 	<p>Joan Mavrinac & Jessica Bennett</p>
<p>Next Meeting</p>	<p>September 15, 2016 at 2PM (EST) Regrets: Kim MacKinnon</p>	