



## MEETING MINUTES - CPRS Calgary Board

### Meeting

**Date** Thursday, June 23, 2022  
**Started** 6:30 PM  
**Ended** 7:15 PM (MST)  
**Location** Topic: CPRS Calgary Annual General Meeting 2022  
**Purpose** Topic: CPRS Calgary AGM  
Time: Jun 23, 2022 06:00 PM Edmonton

Join Zoom Meeting  
[https://us02web.zoom.us/j/84158643299?](https://us02web.zoom.us/j/84158643299?pwd=c0xUbHFhN0FCT3ZtYUZJRvV1U0pUQT09)  
[pwd=c0xUbHFhN0FCT3ZtYUZJRvV1U0pUQT09](https://us02web.zoom.us/j/84158643299?pwd=c0xUbHFhN0FCT3ZtYUZJRvV1U0pUQT09)

Meeting ID: 841 5864 3299  
Passcode: 361244

**Chaired by** Gord Hawker APR  
**Recorder** Laura Worsley-Brown APR

### Attendance

**Present:** Colleen Donahue, Gord Hawker APR, Kim Jones, Madison McLennan, Sheridan McVean, Cassie Naas APR, Stephanie Naday, Suzanne Polyak, Sarah Roberts, Tim Rose, Gina Teel APR, Candace Thomson, Laura Worsley-Brown APR  
**Regrets:** Kennedy Bailey, Shaina Kylvuik, Peter Ryan APR

### Minutes

## 1. Call to Order

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### 1.1. Secretary Verifies Quorum; Land Acknowledgement

Secretary confirms number of voting members present and participating online, and states the number of proxies received.

The CPRS Calgary President made some welcoming remarks, followed by Cassie Nass, Treasurer, making a land acknowledgement.

The meeting was officially called to order at 6:53 pm.

The Secretary confirmed that quorum was reached at 31 eligible members: 8 proxies including the Secretary who attended virtually, and 23 voting members in person. See attached proxy forms. Full attendance list and voting is also attached.

#### **In Person Attendees:**

#### VOTING MEMBERS:

1. Andrea Collins
2. Candace Thomson
3. Carly Truscott
4. Cassie Naas
5. Colleen Donahue
6. Colleen Killingsworth



7. Danielle Alfaro
8. Gina Teel
9. Gordon Hawker
10. Jeremy Berry
11. Jonas MacLaurin
12. Kimberlee Jones
13. Lisa Baril
14. Lisa Rushka
15. Madison McLennan
16. Michelle Crossland, APR
17. Paula Beauchamp
18. Richard Truscott
19. Sarah Roberts
20. Sheridan McVean
21. Stephanie Naday
22. Suzanne Polyak
23. Theresa Ranallo

NON-VOTING MEMBERS:

1. Timothy Rose
2. Kaitlyn Beneteau
3. Onyie Ekene-Obi
4. Carly Anderson
5. Katie LeBlanc

VOTING PROXY MEMBERS:

1. Laura Worsley-Brown
2. Peter Ryan
3. Candace Denison
4. Graham White
5. Ran Ju
6. Jeremy Broadfield
7. Diane Rennie
8. Susan Elford

The President made the following opening remarks:

Did you know that exactly 60 years ago last week – June 14<sup>th</sup> – the CPRS Alberta chapter officially became registered as CPRS Calgary?

I had the pleasure of receiving a call from Mr. David Annesley, Life Member, about 10 days ago. He had been sorting through and purging some old papers and ran across a copy of the official Government of Alberta registration certificate. It was signed June 14, 1962 by John D. Francis, Secretary, and notarized by a notary public for the province of Alberta.

I have brought the certificate with me tonight in case anyone would like to view it. And we will have to find a safe place to properly archive this bit of our history.

**Status:** Completed

Documents

- AGM\_Proxy-letter\_Candace Denison\_2022.pdf
- AGM\_Proxy-letter\_Laura WB\_2022.pdf
- AGM\_Proxy-letter\_Diane Rennie\_2022.pdf
- AGM\_Proxy-letter\_Jeremy Broadfield\_2022.pdf
- AGM\_Proxy-letter\_Graham White\_2022.pdf



- AGM\_Proxy-letter\_Susan Elford\_2022.pdf
  - AGM\_Proxy-letter+Nomination\_Peter Ryan\_2022.pdf
  - AGM\_Proxy-letter+Nomination\_Ran Ju\_2022.pdf
  - Attendance and Recorded Votes.xlsx
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## 1.2. Review & Approve Agenda

**Motion: To approve the proposed agenda for the 2022 Annual General Meeting of CPRS Calgary.**

Motion 1: Motion to approve the agenda

- Moved by Andrea Collins
- Seconded by Danielle Alfaro

All in favour - majority raised their hands, motion carried.

AGENDA:

- Cocktails and Networking

AGM:

- President's Welcome & Call to Order
  - o Motion to approve agenda
- Approval of 2021 AGM minutes
- Board Introductions
- Board Report Discussion and Questions
  - o Treasurer – Questions
  - o Portfolio Reports – Questions
- Motions:
  - o Financials
  - o Board Reports
- Nominations & Acclamation of New Board
- Recognition of Outgoing Board
- Adjournment

In Memoriam: Gratefully remembered for their service and commitment to promoting the mission of CPRS.

**Sarah (Beth) Elizabeth Diamond, APR**

September 28, 1954 (Blairmore, Alberta) to November 22, 2021 (Calgary, Alberta)

**Donald (Don) Boynton, APR**

July 21, 1953 (Valcartier, Quebec) to December 11, 2021 (Calgary, Alberta)

**Resolution #:** Motion 1

**Moved:**

**seconded:**

**Status:** Carried



**Vote:**

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**1.3. Approve Minutes of 2021 Annual General Meeting and Subsequent Special Meeting of the Board**

Motion 2: Motion to approve the 2021 AGM Minutes

- Moved by Gina Teel
- Seconded by Jeremy Berry

All in favour - majority raised their hands, motion carried.

None opposed.

**Status:** Completed

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## 2. Board Introductions & Reports

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### 2.1. 2021-22 Board Introductions

President's remarks and summary of the year ended March 31, 2022.

Our sincere thanks to my fellow Board members who have given freely of their time and talents and helped "keep the CPRS Calgary lights on" during a challenging time where engagement has been even more difficult due to pandemic restrictions on gatherings. We have taken tentative steps back toward planning in-person events, only to have new COVID waves dash those plans. We have had continuing issues with the transition at CPRS national office - making it difficult for our membership and accreditation chairs to carry out their duties on behalf of CPRS Calgary members. The general Zoom fatigue, and a general weariness of digital communications after 2 years of isolation and work from home, has challenged our communications, education & scholarship, and sponsorship chairs as well.

Through it all, our Board has persevered, delivering on programming to the best of our ability. And so I want to give recognition to our 2021-22 Board members for their dedication to the profession and the Society.

- Secretary: Laura Worsley-Brown, APR - Laura has been on the Board for 1.5 years and will be continuing on for the coming year.
- Treasurer: Cassie Naas, APR - Cassie took over the treasurer role this past year and will also be continuing on.
- Education & Scholarship: Peter Ryan, APR - Peter has been in this portfolio for one year, and will be moving over to Accreditation for the next term.
- Accreditation: Kimberlee Jones, APR (6 years) - Kim has reached the maximum allowable term limit and we thank her for her 6 years of service.
- Communications: Suzanne Polyak, ABC (3 years) - Suzanne will also be retiring from the Board this year, although we hope she will be available to mentor and support her replacement.
- Events: Sarah Roberts (2.5 years) - Thank you Sarah for your online event expertise and for helping us put on some of our most innovative events such as PR by the Pint, and a very successful virtual holiday mixer.
- Professional Development & Program: Sheridan McVean, APR (1 year) - thank you to Sheridan for a thought-provoking year of PD events. Now that travel is opened up, we wish you bon voyage and go enjoy time with your grandchild.
- Membership: Candace Thomson (1 year) - Candace has had some good success with membership this year but will unfortunately be leaving us to relocate to Edmonton as her partner has accepted a new post there.
- Student Co-Chairs: Shaina Kyliuk (2 years) and Kennedy Bailey (1 year)
- President: Gord Hawker, APR (2.5 years) - Gord will be moving into the past-President role after completing the maximum number of terms allowed per our bylaws.

In addition to the board introductions, the President mentioned the updates on the scholarships.



- The Calgary Legacy Scholarship Winner: Fatima Faziz, 2nd Year Student, Public Relations, Mount Royal University
- The Susan Francis Award: No successful candidate this year

Please refer to document for full President's speaking notes.

**Status:** Completed

#### Documents

- AGM\_President Speaking Notes\_2022-06-23.pdf
- AGM\_Full Presentation\_2022-06-23.pdf
- AGM\_Full Presentation\_2022-06-23.pptx

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## 2.2. Treasurer Report & Questions

President noted that that the organization that, despite the ongoing challenges of the pandemic and the reliance on virtual events, CPRS Calgary has achieved a net positive result for the year of approximately \$1760.

This was the first year that the review of financial statements has been handled by two members in good standing rather than having a formal audit performed by an accounting professional. This move resulted from the change in bylaws to that effect that was presented and adopted at the 2021 Annual General Meeting.

We sincerely thank members Joshua Smith, and Shawn Davis, APR, for their time to go through the general journal and transactions for the year and verify against bank records to ensure the veracity of the transactions.

The only non-routine transaction for the year was an adjusting journal entry that was made after discussion between our accounting provider, Archer Accounting, Treasurer Cassie Naas, APR, and President Gordon Hawker, APR.

The adjusting journal entry was to take care of an accrued liability of \$2000 accrued that dates back to a year-end adjustment dated [March 31](#), 2016. The journal entry debits net assets from previous year by \$1594.00 and \$151.38 respectively, and then debits Miscellaneous Expense by \$254.38. This is offset as a credit to Accrued Liabilities of \$2000.

After looking back at historic transaction journals and financial statements, we believe this journal entry was a way to adjust for an overstated amount, or perhaps to capture an expense (or in this case a few expenses) that were expected to come in for the 2016 fiscal year. Either those expenses never came in, or they were accounted for in the following year. Either way, there shouldn't still be an accrued liability sitting on the accounts as it implies that the organization owes \$2000 somewhere. But since no one has tried to collect on this amount since 2016, we can safely assume there is nothing owed, and we have therefore made an adjustment in 2021 to move it off the organization's books.

**Status:** Completed

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## 2.3. Portfolio Reports & Questions

The Board summary reports from each portfolio chair have been posted to the the CPRS Calgary website since Monday, June 20, 2022, and members were directed to them by email. In addition, the summary reports have been projected on screen for viewing by anyone attending the Annual General Meeting in person, and copies have also been handed out at the meeting.

President asked for any comments or questions from the floor regarding the Board reports.

Rather than calling each Board member to speak about their portfolio, individual reports were displayed on the screen throughout the evening. Members were also given a printed copy of the slides in case there were have any questions or comments.

Please refer to full presentation attached for portfolio reports.



**Status:** Completed

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### 3. Motions Regarding Financial Review

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#### 3.1. Motion to Accept Financial Statements and Reviewers Report

Pursuant to the bylaw changes discussed and passed at the 2021 Annual General Meeting of CPRS Calgary, the Society's financial statements may now be reviewed by a committee of two members in good standing who are not currently members of the Board. For 2022, our reviewers were Shawn Davis, APR, and Joshua Smith. We thank them for their time and efforts in reviewing the transactions of the fiscal year just ended.

**Motion: to approve the 2021-2022 financials statements along with the reviewers' letter as presented.**

Resolution 1

- Moved by Kim Jones
- Seconded by Lisa Baril

All in favour, motioned carried.

**Resolution #:** Resolution 1

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

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#### 3.2. Motion to Appoint Financial Reviewers for 2022-2023 Fiscal Yearend

At this time, I would like to call for volunteers who would be willing to act as financial reviewers for the coming fiscal year. As noted, the financial review committee can consist of two or more members in good standing who will not be serving on the Board of CPRS Calgary at the time of the next fiscal year end, March 31, 2023.

Do we have any volunteers?

**Motion: To appoint \_\_\_\_\_ and \_\_\_\_\_ to act as financial reviewers on behalf of the membership of CPRS Calgary for the 2022-2023 fiscal year, provided they maintain their CPRS memberships in good standing and are not serving as members of the Society's Board.**

No one volunteered during the meeting, so the Board will continue to recruit members.

**Resolution #:**

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

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### 4. Motion to Accept Board Reports

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#### 4.1. Motion to accept Board Portfolio Reports

**Motion: To approve the Board Portfolio Reports as presented**

Resolution 2: Motion to accept board reports as presented.



- Moved by Lisa Rushka, APR
- Seconded by Colleen Killingsworth, APR

All in favour, motioned carried.

**Resolution #:** Resolution 2

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

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## 5. Election of 2022-2023 CPRS Calgary Board of Directors

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### 5.1. Nominating Committee Report

The 2022 Nominating Committee was comprised of: Gordon Hawker, APR; Laura Worsley-Brown, APR; Lisa Rushka, APR, and Susan Elford, APR. The group identified six potential Board positions to be filled due to the retirement of existing Board portfolio chairs.

Positions to be filled include:

- President
- Accreditation
- Program & Professional Development
- Events (alternatively, PD & Events could be combined into a single portfolio with two co-chairs)
- Membership
- Communications

Multiple calls for nominations were distributed to members by email and on social media. In addition, each of the nominating committee made personal calls and emails to members to encourage potential candidates to step forward.

As a result, one existing Board member has offered to change portfolios to take on one of the vacant positions, and five new nominees have agreed to take on remaining roles. As we have fewer candidates than openings, there will be no need for a Board election and the following nominees will be acclaimed:

**President:** Jeremy Berry, APR

**Accreditation:** Peter Ryan, APR

**Education & Scholarship:** Dr. Ran Ju, APR

**Program, PD & Events:** Timothy Rose

**Membership:** Colleen Donahue

**Communications:** Madison McLennan

**Stephanie Naday** also stepped up to be co-chair on the PD & Events portfolio.

**Status:** Completed

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### 5.2. Motion to Accept Nominating Committee & Acclaim Board

**Motion:** To accept the recommendation of the 2022-2023 Nominating Committee to acclaim the following members to the Board of CPRS Calgary:

- Jeremy Barry, APR - nominee for President



- Dr. Peter Ryan - nominee for Accreditation Chair
- Dr. Ran Ju, APR - nominee for Education & Scholarship chair
- Timothy Rose - nominee for Program & Professional Development
- Colleen Donahue - nominee for Membership Chair
- Madison McLennan - nominee for Communications Chair

#### Motion 4

- Moved by Sheridan McVean, APR
- Seconded by Lisa Baril, APR

All in favour, motioned carried.

#### Questions from the floor:

**Andrea Collins:** The National office has been making many errors recently in many areas, which is frustrating and unacceptable. What can we, as a local board, do about this?

The President explained the background on the issues with the management company, which stepped away with no lead time once they heard that CPRS was putting out an RFP. There were a few months where there was essentially no management company.

The Calgary president has been very vocal at the National level about the issues that came about.

The membership was asked to have a bit of patience as the new management company gets up to speed. However, there may need to be more formal monitoring or check-ins. Perhaps something more formal than the President's call.

**Lisa Rushka:** Is there a function on the National board responsible for managing that transition?

Not to the knowledge of the President.

**Suggestion from Andrea Collins:** Form a committee of past presidents and former active members who aren't already involved in many volunteer roles and who may have capacity.

**Resolution #:** Motion 4

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

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## 6. Thank You to Outgoing Board Members

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### 6.1. Thank outgoing Board members

The President thanked the following outgoing board members for their service:

- Accreditation: Kimberlee Jones, APR (6 years)
- Communications: Suzanne Polyak, ABC (3 years)
- Events: Sarah Roberts (2.5 years)
- Professional Development & Program: Sheridan McVean, APR (1 year)
- Membership: Candace Thomson (1 year)
- President: Gord Hawker, APR (2.5 years) - Moving to past president's role

**Status:** Completed

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## 7. Ending Items

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### 7.1. Motion to Adjourn

**Motion:** To adjourn the 2022 Annual General Meeting of CPRS Calgary.

Motion 5 - Motion to adjourn the AGM.

- Moved by Colleen Killingswood

All in favour, motioned carried.

**Resolution #:** Motion 5

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

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