



MEETING MINUTES - CPRS Calgary Board

Meeting

	Special meeting
Date	Thursday, June 8, 2023
Started	5:30 PM
Ended	7:00 PM (MST)
Location	cSPACE King Edward, RGO Treehouse 1721 29 Ave SW, Calgary, AB
Purpose	Annual General Meeting 2023
Chaired by	Jeremy Berry APR
Recorder	Laura Worsley-Brown APR

Attendance

Present:	Jeremy Berry APR, Gord Hawker APR, Shaina Kyluik, Cassie Naas APR, Peter Ryan APR, Richard Truscott, Laura Worsley-Brown APR
Regrets:	Ran Ju APR, Lisa Rushka, Gina Teel APR

Minutes

1. AGM Business

1.1. Call to Order, Welcome, Quorum Verified

The meeting was called to order at 6:10 pm.

Welcome by President Jeremy Berry.

The Secretary confirmed that quorum was reached, with 19 members either attending in person or in proxy. Accountant Katie Archer also attended, as well as two student volunteers.

ATTENDANCE

Voting Members:

1. Jeremy Berry
2. Laura Worsley-Brown
3. Tim Rose
4. Cassie Naas
5. Peter Ryan
6. Maya Smith
7. Paula Beauchamp
8. Gordon Hawker
9. Colleen Killingsworth
10. Kim Blanchette
11. Richard Truscott



Proxies:

12. Gemma Bird
13. Lisa Rushka
14. Lisa Baril
15. Sheridan McVean
16. Kim Jones
17. Ran Ju
18. Gina Teel
19. Andrea Collins

Non Voting

- Sebastian Soltes
- Shaina Kyluik

Status: Completed

1.2. Land Acknowledgement

Cassie Nass gave a land acknowledgement.

Status: Completed

1.3. Review & Approve Agenda

The agenda was reviewed:

AGENDA

- Networking (before and after)
- Land Acknowledgement (Cassie)

AGM:

- President's Welcome & Call to Order
- Motion to approve agenda
- Approval of 2022 AGM minutes
- Board Report Discussion and Questions
- Treasurer – Questions
- Portfolio Reports – Questions
- Motions:
 - Financials
 - Board Reports
- Nominations & Acclamation of New Board
- Recognition of Outgoing Board

Adjournment

MOTION to approve the Agenda:

TO approve the proposed Agenda for the 2023 Annual General Meeting of CPRS Calgary.

- Moved by Gord Hawker
- Seconded by Kim Blanchette



Motion carried.

Status: Completed

1.4. Approve Minutes of Last Meeting

The 2022 AGM minutes had been posted online and distributed via email.

MOTION: To approve the Minutes from the 2022 CPRS Calgary Annual General Meeting.

- Moved by Peter Ryan
- Seconded by Richard Truscott

Minutes approved

Status: Completed

Documents

- AGM-Minutes-2022-06-23-v2.pdf
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2. Board Report Discussion and Questions

2.1. President Remarks

Jeremy presented the 2022-23 Board of Directors and reviewed the status of the portfolio chairs.

He mentioned that it is a volunteer commitment and thanked the board members who served, with special thanks to Gord for stepping up in the portfolios that were vacated early.

Status: Completed

2.2. Treasurer Report

This section was covered during the discussion of the financial statements below.

Status: Completed

2.3. Portfolio Reports & Questions

The portfolio reports had been printed and made available for review at the AGM. Please see PowerPoint presentation attached.

Status: Completed

Documents

- AGM 2023 Presentation_FINAL Rev.pptx
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3. Motions

3.1. Motion to Accept Financial Statements and Reviewers Report

Gord spoke about the change from the professional audit requirement to a review by two members in good standing.

The reviewers (Lisa Rushka and Kim Jones) reviewed and confirm the statements reflect the financial position of the society.

MOTION: To approve the 2022/2023 member-reviewed Financial Statements as presented.



- Moved by Cassie Nass
- Seconded by Laura Worsley-Brown

Motion carried, all in favour. (all proxies voted to approve)

Question from Kim Blanchette on the budget vs. actuals.

1. Dues for members were higher than expected - what is the reason. Explanation: the remittances were late, so the higher amounts were due to the delay in previous payments. Now that process has been corrected, payment comes in a more timely manner. Other chapters were also dealing with this issue.
2. Insurance cost was higher - what is the reason. Explanation: National pays for one of the types of insurance and we were invoiced later (it is subtracted from the membership payments). Initially the board thought that National was covering those costs, but later found that was a misunderstanding.
3. Explanation on meals, entertainment costs: We lost money at the holiday party.

Idea: Some companies may be willing to host events.

Question from Richard: Please confirm we are not legally required to have an audit? Response: Correct, our revised bylaws say that if our revenues exceed a certain amount, then it would trigger an audit.

Status: Completed

3.2. Motion to Appoint Financial Reviewers

MOTION to appoint Kim Blanchette, Colleen Killingsworth and Gord Hawker to act as financial reviewers on behalf of the membership of CPRS Calgary for the 2023/24 fiscal year, provided that they maintain their CPRS memberships in good standing and are not serving as members of the Society's Board.

- Moved by Laura Worsley-Brown
- Seconded by Cassie Nass

Motion carried, all in favour

Status: Completed

3.3. Motion to accept Board Portfolio Reports

MOTION: To approve the Board Portfolio Reports as presented.

- Moved by Colleen Killingsworth
- Seconded by Kim Blanchette

Motion carried - all in favour

Status: Completed

4. Nominations & Acclamation of New Board

4.1. Nominating Committee Report

The 2023 Nominating Committee was comprised of: Jeremy Berry, APR; Gordon Hawker, APR; and Laura Worsley-Brown, APR. The group identified six Board positions to be filled.

Despite numerous email and newsletters calls for nomination, as well as personal calls and emails, few candidates stepped forward to take on these roles.

Status: Completed

4.2. Motion to Accept Nominating Committee & Acclaim Board



MOTION: To accept the recommendation of the 2023 Nominating Committee to acclaim the following members in good standing, who meet the requirements of the current bylaws and regulations of CPRS Calgary:

- President: Peter Ryan, APR
- Treasurer: Richard Truscott, APR
- PD Program & Events: Still vacant - need 2 candidates
- Membership: Lisa Rushka, APR
- Communications: Maya Smith (NOTE: special vote needed as she has not been a full member for a year yet - please see minutes from board meeting held on June 13, 2023)

- Moved by Laura Worsley-Brown
- Seconded by Jeremy Berry

MOTION CARRIED. All in favour

Special Note:

Maya is interested in the Communications role. The Board may appoint through a special unanimous vote any vacant roles for incoming board members who don't meet the requirements. Vote will take place at the next Board meeting on Tuesday, June 13, 2023.

Peter spoke about some of the ideas he has as president:

- Build on events that worked well before.
- Peter has access to the broader MRU network.
- Goal is to get 25 more student members from UofC, SAIT, Bow Valley, MRU
- Even a little growth would go a long way.

Additional notes on the discussion prior to the vote:

From Kim Blanchette:

- Kim emphasized it is important that the next President has the support of the Board.
- Should we review the bylaws to make it a more manageable role in term of the time commitment (2 year term + 1 year as past president)?
- Kim also mentioned that at the national conference, there was an issue with the underrepresentation of students.
- Kim can commit to host a PD event. They have done training / PD workshops at their offices.
- Kim mentioned the Charter Institute of PR and the CIPR accreditation.

From Richard Truscott:

- Richard wanted to learn more about what happened with the drop in CPRS membership and what is needed going forward. Richard is on the PAAC board, and they are having similar struggles.
- National needs to send letter to APRs whose membership have lapsed and they can't use their accreditation.
- Richard is willing to join the board, as long as he can call the lapsed APRs. Richard is passionate about membership.

From Colleen Killingsworth:

- Colleen can't join the board again, but feels there is a missed opportunity with the wealth of senior professionals who have served on the board. She recommends putting a small advisory board for the executive to lean on and brainstorm. She is willing to be involved on that.

From Gord Hawker

- Gord mentioned that he had reached out to the Edmonton chair to ask if they have similar challenges, which they do.



- Gord proposed that we discuss splitting the work and doing a virtual PD program. Create a slate of virtual PD sessions, and alternate who runs them (to assist with revenue collection).
- We could also do in person events / social events in Red Deer which is half way. Bring in the 4-6 Red Deer members who are feeling isolated.
- We may need to discuss merging with Edmonton, but at least we can start to work together to collaborate.

Status: Completed

4.3. Motion to Adjourn

MOTION to Adjourn:

- Moved by Colleen Killingsworth
- Seconded by Gord Hawker

Resolution #:

Moved:

seconded:

Status: Carried

Vote:
