1.0 Welcome and Attendance

Justin, Missy, Michelle, Rana, Meredith

2.0 Governance Consultant

-E-mail should be forwarded or checked automatically, no need for scheduled e-mails
-Transition for new communication officer should be prompt.

3.0 CPA Convention Halifax, June 14 – 16, 2012

3.1 Workshop Update

-All workshops are making progress
-We need to purchase 5 x $25 chapters gift certificates
-Send title & summaries of workshops to Meredith for advertising
-Meredith to have first draft of materials by May 2nd

3.2 Student Social

3.2.1 Foggy Goggle

-Confirmed. $1040 for drinks and food

3.2.2 Handouts

-Separate handout for social & workshops

3.3 Questions / Suggestions

-send e-mail about social and workshops a month in advance
-send another a week before the convention with full summary

4.0 MindPad Update (Rana)

-mindpad is progressing well; potential advertising revenue and next edition coming soon
-try to move mindpad release to before convention
-promote mindpad at convention with printed copies and slides

5.0 CPA Best Poster Scholarship (Justin)

5.1 Procedure for cutting cheque
-after the fact, send with letter

5.2 Letter – write by Mid-may; hopefully signed by chair of CPA as well
5.3 Who’s reviewing – Missy, Michelle, Justin

6.0 By-Laws Review Plan

-Rana will get the ball rolling by reviewing the by-laws by the end of the week, Justin will do the second review, followed by Missy, Michelle, and Meredith, and then hopefully Diane again
-Ideally submitted to Board of Directors for June Convention to be passed

7.0 Loose Ends

-none