

**College of Vocational Rehabilitation Professionals
Executive BOD MEETING MINUTES DRAFT**

Meeting:	Executive Committee	Meeting Date:	September 25, 2015
Meeting Facilitator:	Sean FitzGerald	Time schedule:	11:00 a.m. EST
Attendees:	Roselle Piccininni Thea Aldrich Warren Comeau Janice Ray, Registrar	Absent:	Note Taker: Janice Ray
Item	Summary		Action Item Date of Completion
Call To Order	The meeting was called to order by Sean FitzGerald at 11:04a.m. EST		
Roll Call Declaration of Conflict of Interest	Roll Call completed. No conflict of Interest declared.		
Approval of Agenda	Agenda provided by email – accepted presented.		
Approval of Minutes	NA		
Review of Action Items	N/A		
Registrars Employment Contract	Registrar Contract - needs to be amended as a result of her hardly doing any other contract work.		Roselle Piccininni and Janice Ray to work on contract. Roselle to present contract for approval to the Board.
AGM 2015	AGM is scheduled for December 2, 2015 at 12noon.		Janice Ray and Amber Capotosto to review/revise the minutes from 2014 AGM and ensure minutes are posted on CVRP website.
Nominations for Directors	Roselle agreed to Chair 5 Director Positions up for re-election; 2 Director Vacancies and 1 Public member vacancy - Revise Nomination procedure for timelines - Assign 2 directors on Sept 30 th to the Nominations Committee		Janice Ray to verify who is up for re-election.
Meeting Adjournment	Sean FitzGerald moved that meeting be adjourned at 12:30p.m.		
Next Meeting	TBA when required		