



Annual General Meeting

April 13, 2013
8:30-11:00 am
Hilton Toronto Hotel

Annual Report

Mission

To act as the voice of Community Health Nurses influencing the health care system, and health and social policy, in areas which affect the work of Community Health Nurses and the public we serve.

**Community Health Nurses' Initiatives Group
Annual General Meeting
April 13, 2013
8:30 am - 11:00 am**

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**Community Health Nurses Initiatives Group
Annual General Meeting
April 13, 2013
8:30 am - 11:00 am
Agenda**

- 8:15 1.0** Breakfast
 - 8:30 2.0** AGM Business
 - 2.1** Welcome
 - 2.2** Approval of Agenda
 - 2.3** Approval of Minutes of 2012 AGM
 - 2.4** President's Report and Member Questions
 - 2.5** Treasurer's Report
 - 2.6** Business Arising:
 - 2.6.1** Presentation of CHNIG Awards
 - 2.6.1.1 CHNIG Research Awards
 - 2.6.1.2 CHNIG Educational Scholarships
 - 2.6.1.3 CHNIG Award of Excellence
 - 2.6.2** CHNC report
 - 2.6.3** Presentation of Professional Development Bursaries
 - 2.6.4** Presentation of Seed Grant
 - 2.6.5** CHNIG incorporation
 - 2.7** Presentation to departing Board members
 - 2.8** Nominations and elections
 - 2.9** Introduction of President and 2013-2014 Board
 - 3.0** Member voices
- 11:00 4.0** Adjournment

RNAO Plenary to follow

President's Report

The Community Health Nurses' Initiatives Group (CHNIG) is a strong and vibrant organization – an organization celebrating 24 years of advocacy and leadership in community health nursing in Ontario. As of this year, we are also an Incorporated Not-For-Profit Organization, giving us security of ongoing accountability and Insurance intended to protect the assets of the corporation which belong to the members. I am honoured to have represented community health nurses in Ontario, as President of CHNIG, over the last year and look forward to continuing to do so during this next year. I am extremely fortunate to have a tremendous executive team, now known as the CHNIG Board of Directors,

under our new incorporated identity, who are dedicated and committed to meeting our goals and objectives.

CHNIG's current Board of Directors represents a cross-section of community health nurses from across the province, representing home health, public health, education, research, management and nursing leadership. We are also fortunate to have active student members on our Board who provide insight and perspective into CHNIG activities and decision making. Although we have common beliefs and values, each member's unique focus and expertise contributes to our strength. CHNIG also has several teams of Community Health Nurses from across Ontario working to help CHNIG meet our goals. These teams, with their broad range of expertise, are critical to the functioning of CHNIG. They include the professional practice team (with expertise in both public health nursing and home health nursing), the political action team, the communications team, and the professional development team. CHNIG also supports an ad-hoc School Health Team who has been working diligently over the last several years to ensure the voice of community health nurses are heard in provincial activities related to nursing roles in school health. Collectively, this represents a significant number of involved and committed community health nurses in Ontario. Lead by the CHNIG Board of Directors, these nurses are making a significant difference to community health nursing and health.

The CHNIG Board has had an incredibly busy year, and without the expertise, dedication, and commitment of each Director, we would not have been able to successfully meet our goals and engage in current events related to community health nursing and the health of Ontarians. CHNIG's new Board has been actively involved in dialogue and consultation with the RNAO related to the Enhancing Community Care for Ontarians Report (ECCO). CHNIG recognizes the timeliness and significance of discussions related to primary care reform in Ontario and is invested in ensuring the voice of community health nurses are heard in the process of developing the recommendations in the ECCO Report. The CHNIG Board of Directors has been actively engaged throughout all phases of the project to date and will continue to attend meetings and engage with the RNAO in an advisory capacity related to the ECCO Report.

Each and every CHNIG Board member is a volunteer, and the amount of time that they have dedicated to the successful operation of this organization is an incredible testament to their passion for community health nursing. I am fortunate to work with such an amazing group of nurses and have the distinct pleasure of working with, and learning from, each of them in my current role. My genuine thanks go out to each director and all of the CHNIG volunteers who have made the last year an enormous success. As you review this document and the activities of this organization from the last year, I am sure that you will agree.

CHNIG's mission is to act as a voice for community health nurses, influencing the health care system and health and social policy in areas which affect the work of community health nurses and the public we serve.

Goal One: To influence health and social policy

CHNIG participated in several activities influencing policy decisions this year. These include:

- Successful resolution at the 2012 RNAO AGM on community water fluoridation and an active partnership with RNAO in 2012/ 2013 to address this resolution
- Participation on an Advisory Committee addressing the CNA resolution on School Health Nursing
- Participation on a working group addressing RNAO's Fetal Alcohol Spectrum Disorder resolution
- Consultation on the RNAO Enhancing Community Care for Ontarians' report
- Active participation on the OPHA Chronic Disease Prevention working group

CHNIG was vocal in print, participated in consultation opportunities and sent advocacy letters about issues such as the selection of an American company to administer the RN exam, childhood obesity, and poverty.

CHNIG worked diligently to engage members in political action. Leanne Siracusa hosted teleconferences with the CHNIG political action team and actively engaged in advocacy related to determinants of health in her chapter and across the province. Members met with MPPs as part of RNAO's new Queens Park on the Road strategy and held rallies and all candidates meetings.

Goal Two: To build capacity in Community Health Nurses and CHN leadership

CHNIG continues to provide opportunities and engage in partnerships which build capacity in community health nurses and strengthen CHN leadership. CHNIG partnered with CHNC to host the 2012 conference in Markham in May. Jennifer Tonn, CHNIG President, was co-chair of the conference and many Board members chaired or participated on conference planning committees. The conference was a resounding success and provided an opportunity for community health nurses across the country to network, share knowledge, and build their practice.

CHNIG continues to provide monthly Health Promotion Seminar Series Webinars free to all nurses across the country in partnership with de Souza Institute and this year developed a partnership with Community Health Nurses of Canada. Webinars have included topics such as: From Patient Advocacy to Public Policy: Exploring the Impacts of Childhood Obesity, Facilitating Learning Effectively: Social Constructivism, Health Literacy, & RNAOs New L.E.A.R.N.S Model, and Understanding the Relationship between Therapeutic Self-Care and Adverse Events for Home Care Clients in Ontario. All webinars are archived and available for all nurses to access at their convenience on the CHNIG website www.chnig.org

We've also continued to support professional development for CHNs in Ontario by way of member conference bursaries for both RN and student members, student bursaries for the RNAO AGM and

education and research awards. We have also awarded our CHNIG Award of excellence and you will hear later about this worthy candidate.

CHNIG presented several conference sessions at the CHNC conference in May, and is actively engaged in supporting the planning for the CHNC Conference to be held in June in Kelowna, BC.

CHNIG participated in development of a Centre of Excellence Standing committee for CHNC

CHNIG developed a partnership with the National Collaborating Centre for Determinants of Health to support a preconference session at the TPPHC conference.

Goal Three: To strengthen the profile of CHNs and articulate the significance of their practice.

CHNIG continues to participate in the PHN advisory committee and the Professional Development Advisory Group. The school health ad-hoc committee continues to receive CHNIG support to advocate strengthening the role of nurses in Schools. A CHNIG member is also sitting on the Mental Health Nurses in Schools Reference Group and several members provided support to the Learning Institute for the newly hired mental health nurses for schools.

CHNIG board members participated in the development of a visual model for CHN's and participated in the CHNC national literature review of indicators of effective strategies of PHNs in Chronic Disease Management. CHNIG executive are also participating in the CHNC Political Action and Advocacy; Governance, Certification and National Conference Standing committees as well as the OPHA Advocacy Committee and Chronic Disease Prevention Working Group. CHNIG is also an affiliate member of the National Collaborating Centre for Methods and Tools and sits on the Public Health Knowledge Translation Network.

CHNIG has been actively engaged in discussions with the RNAO about the recommendations in the ECCCO report and has provided feedback related to home health and public health nursing practice to inform the next iteration of the report to be released this spring.

Goal Four: To promote, engage and maximize membership in CHNIG.

CHNIG's past president was filmed and interviewed for the College of Nurses 50th anniversary video, website and Standard journal article. This opportunity will raise the profile of Public Health Nursing and contribute to a better understanding of their vital role.

CHNIG continues to partner with RNFOO to provide scholarships and awards to its members. A list of 2012 winners is now available on RNFOO's website at <http://www.rnfoo.org/awards-a-scholarships/rnfoo-award-winners.html> CHNIG winners will be recognized today at our AGM in April and at the RNFOO Gala in May. CHNIG has also made bursaries available to members for attendance at the RNAO and CHNIG AGM's as well as the CHNC Conference...details are available on the member's only section of the CHNIG website. <http://www.chnig.org/Members/70/42>

CHNIG has been actively engaged in building our social media profile. The CHNIG Facebook page has increased its number of 'likes' over the last several months and our twitter feed has been quite active. CHNIG regularly maintains its Event Page on the CHNIG website to ensure that members have access to current events and opportunities. CHNIG continues to share important information with all members through quarterly newsletters, regular email communication and through the website.

Goal Five: To promote, engage, and maximize student involvement in community health nursing and CHNIG.

CHNIG has been fortunate to have two student members on our board this year. Both have been active in voicing the concerns and perspective of students and helping CHNIG to align all of its information and activities to be relevant to students. Our student board members have been active in hosting events at schools about membership.

CHNIG waived the \$5 membership fee for students this year and our student membership numbers have grown significantly. CHNIG has decided to continue to provide support for students to join RNAO in student sponsorships and has continued to make our conference bursaries and RNAO AGM bursary available to students.

Overall I think you'll agree the CHNIG team is working hard to meet all our goals.

Incorporation, The ECCO Report, multiple resolutions, and conference planning are a few of the activities that have kept your volunteer Board of Directors extremely busy this year. CHNIG remains financially stable, as you will see from our treasurer's report, and are actively engaged in key community health nursing and population health initiatives. We are striving to reach out to members and ensure that we are representing community health nurses from across the province.

Under the leadership of Katie Dilworth we have been able to successfully maneuver through the legal details of incorporation and become a Not-For-Profit Corporation. CHNIG has been reborn, and with it comes some significant changes. New bylaws will be required, guided by the legal requirements of Incorporation, and a need to create a new committee to address governance are just some of the things we will be working on over the upcoming year. Some items previously covered in bylaws will now be addressed in policies, thus the need for creation of a governance committee and need for a new governance chair position on the CHNIG board. I encourage you to get involved in this process. These are certainly exciting times for us as a growing organization!

Words cannot describe the dedication and commitment of the current CHNIG board of Directors. They work tirelessly to meet the needs of CHN's and advocate for healthy public policy in Ontario. It is my distinct pleasure to be a part of this team and I look forward to working with the new Board for 2013/2014. We have several members of our Board who have come to the end of their term this year and I share my deepest gratitude for their commitment over the last few years. Together with our members we play an important role in Ontario to move Community Health Nursing issues and health issues forward. Working together, this team has the talent, knowledge and leadership to shape the future of community health nursing and health in Ontario. I would very much like to thank the CHNIG executive:

Past President: Katie Dilworth
Treasurer: Annette Sonneveld
Secretary: Debra Williams-Conliffe
Professional Practice – Public Health: Audrey Danaher
Professional Practice – Home Health: Karen Thompson

Communications – Website: Susan Tam
Communications – Newsletter: Randie Gregoire
Research & Education and Professional Development: Joanne Crawford and
Barb Chyzzzy
Members Benefit: Barbara Kennedy
Political Action: Leanne Siracusa
Member-at-Large OPHA: Cindy Baker-Barill
Student Representatives: Krisel Abulencia and Robin Krishnan

I encourage all members to become involved by contacting our executive members with comments, suggestions or ideas or by adding your expertise our workgroup.

Respectfully submitted,

Jennifer Tonn

TREASURER'S REPORT – April 2013 Respectfully submitted Annette Sonneveld

Financial Year (November 1, 2011 to October 31, 2012)

1. Deposits - CHNIG Fees	\$63,051.66
2. Seed money return & profit from Conference	<u>\$13,201.50</u>
Total Income	\$76,253.16

Total expenses	\$ 55,239.94
BMO bank balance (as of October 31, 2012)	\$38,268.08
Note: includes carryover of \$16,627.74 from previous years	

ING Business Investment Saving Account Balance (as of October 31, 2012)	\$29,458.17
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During 2011/12 CHNIG implemented a fee increase (to accommodate an increase in CHNC fees). This was the 1st increase in a long time and the amount was just enough to cover the CHNC increase and HST. We are pleased to report that our membership remains strong and we remain in a strong financial position.

In June 2012, CHNIG and CHNC co-hosted the 6th National Community Health Nurses Conference in Markham. The conference was a great educational and financial success! In October, CHNIG was fully reimbursed for the \$10,000.00 conference start-up funds (contributed over 2 years) and received our share of the profit of \$ 3,201.50. This success is attributed to the hard work our conference planners Absolute Events, the CHNIG board members and the conference planning committees.

Over the past few years, the budget has become increasingly more complex with the conference budgeting and incorporation. During 2011/12, we hired a bookkeeper to increase accountability and to complete and file our HST remittance and tax forms. The bookkeeper has been essential to ensure accountability to the CHNIG membership and ensure we are in compliance with financial standards. We have submitted our first HST return and completed our first tax forms.

Major expenditures for 2011/2012 included the CHNC membership fee, CHNC conference, website maintenance, book keeping and legal fees related to incorporation.

Because of the strength of our financial position, in 2012/13 we have an aggressive budget. We have increased our RNFOO awards (from 2- \$1,000 awards to 4- \$1,500 awards), and we are providing 10- \$1,000 awards to assist CHNIG members to attend the Kelowna CHNC Conference. We have added board insurance to our budget and will continue to incur legal fees as we go through the incorporation process.

We continue to have our separate ING account. With Incorporation and changes to the CHNC conference management structure the CHNIG board will assess the need to keep this account as CHNIG and CHNC go forward with co-hosting the CHN conference .

I would like to thank the CHNIG Finance Committee for its support and guidance throughout the year.

Detailed activities of the Organization

The following is our detailed activity report. CHNIG would be happy to provide further information about any of these issues or activities. CHNIG is committed to meeting our strategic goals.

Goal One: To influence health and social policy

Objectives

- Advocate for the development of appropriate health and social policy in Ministry Task Force, events and governmental and non-governmental organization initiatives.
- Integrate CHN principles in policy response.
- Identify and respond to relevant issues that may affect community health nursing, health and social policy.

Actions

CHNIG participated in several events that influenced policy decisions this year. These include:

Representation on committees, working groups and coalitions:

- CHNC Board membership and participation on Governance Committee, Political Action Committee, Conference Standing Committee, Centre of Excellence and Certification Committees
- CHNC liaison to CPHA: CHNC member of CCPH21. Participated in teleconferences and reported to CHNC re CCPH21 activity (e.g. advocacy re the refugee health)
- Young Parents No Fixed Address (YPNFA) committee YPNFA is a group of community agencies (CHNs, public health, midwives, social worker, CAS workers, etc) that help co- ordinate services and advocacy for homeless pregnant youth. YPNFA is developing a survey to determine the housing needs of teen mothers and fathers.
- Chronic Disease Prevention Working Group (OPHA). Purpose: To provide expertise to various partner associations on chronic disease prevention issues impacting the Ontario public health sector.
- Fetal Alcohol Spectrum Disorder Resolution RAO Resolution group
- Public Health Knowledge Translation Network
- Affiliate member of NCCMT
- Partnership with NCCDH
- Mental Health Nurses in Schools Reference Group
- CNA School Health Resolution Advisory
- ECCO model advisory committee
- Participated in CHNC governance committee re bylaw and policy development and associated continuance discussions about CHNC's compliance with the Canada Not for profit act.
- Working in the community on Public Health Agency of Canada funded project to promote cancer screening to the under/never screened. Engaging in awareness of public health nurses to community agencies, and public through this work. Work group member on evaluation team: Attended meeting in November 30, 2012 and January 18 2013.

Activities:

- Responded to new initiative to have mental health nurses in the schools hired by CCACs with a written response
- Participated in literature review and TOPHC presentation on quality indicators in Public health
- Supported a resolution for CNA on school health nursing
- Successfully presented a resolution on fluoride at the RNAO AGM and participated in the creation of a strategy to address the resolution with RNAO policy department
- ECCO report: Attended RNAO/CHNIG and RNAO/CCAC teleconferences, consulted on, compiled suggestions from team to submit to RNAO
- A member, on behalf of the Board, attended Public Health Ontario's Strategic Planning Consultation October 10, 2012, received feedback and discussion
- Attended Interest Group Chairs meeting post Queen's Park Day with President as part of CHNIG executive transitions strategy
- Shared follow-up documentation from Expert Commission Focus Group with CHNIG executive
- Provided support to OPHA liaison to facilitate important relationship between OPHA and CHNIG during a time of significant transition at OPHA
- Participation on a Public Health Leadership Initiative since June 2011. The goal is to apply for a CHIR-PHSI grant proposal in the fall 2012 addressing "Leadership in Public Health".
- Provincial evaluation of regional projects to promote cancer screening in under-never screened populations. Provided public health perspective and currently working on evaluation framework participating in data collection
- Chronic Disease Prevention Working Group (OPHA). Purpose: To provide expertise to various partner associations on chronic disease prevention issues impacting the Ontario public health sector. Examples of consultations: OPHA has been consulted on the information gathering session by the MOHLTC for Smoke Free Ontario – Strategic Planning; and, by the Ontario Collaborative Group on Healthy Eating and Physical Activity which is currently seeking feedback on the revised version of the Ontario Food and Nutrition Strategy. Attended November 16, 2013 meeting. Missed Jan 17, 2013.
- Participation in a resource fair on April 17 with the Young Parents No Fixed Address (YPNFA) which was held at Catholic Children's Aid Society in Scarborough. The purpose of the fair was to promote services available for young homeless teenage mothers. YPFNA is a group of community agencies (CHNs, public health, midwives, social worker, CAS workers, etc) that help co-ordinate services and advocacy for homeless pregnant youth.
- Attended the Young Parents No Fixed Address (YPNFA) meeting on Sept 18. YPFNA is a group of community agencies (CHNs, public health, midwives, social worker, CAS workers, etc) that help co-ordinate services and advocacy for homeless pregnant youth. Young Parents No Fixed Address (YPNFA) committee meetings. YPFNA is a group of community agencies (CHNs, public health, midwives, social worker, CAS workers, etc) that help co-ordinate services and advocate for homeless pregnant youth. Currently involved in a Prenatal Care Committee to determine what further prenatal, antenatal and postnatal support is needed for these high risk mothers. Attended all day 15th anniversary meeting on Nov. 20, 2012 and meeting on Jan. 15, 2013.
- Supported a Hamilton Chapter member to represent RNAO/CHNIG at an April Hamilton City Council in a presentation advocating for food vouchers for recipients of social assistance.
- Advocated for increased rates for social assistance with 3 MPPs (Paul Miller, Monique Taylor and Ted McMeekin) at the annual Nurses' Week Dinner held by Hamilton Chapter
- Presented at CHNC conference in May 2012 on topic of political action for nurses
- Participated in strategic planning day with HOPE 25/5 Hamilton Network for Poverty Reduction, held on May 30 2012

- Provided consultations to a new political action leader in Halton Chapter
- Facilitated in a CHNIG teleconference exploring political action and members' needs for professional development in this area
- Participated in the June 7, 2012 community forum organized by the Hamilton Roundtable for Poverty Reduction on topic of "Claiming and Enforcing the Right to an Adequate Standard of Living". Networked with community partners.
- Consulted with CHNIG executive on June 9 regarding additional strategies that will be considered by teleconference team on political action
- Policy and Political Action lead and 4 Hamilton members participated with Health Providers against Poverty (HPAP) in a rally against cuts to health care for refugees on Sept. 29, 2012. The members met and discussed the concerns with MP David Christopherson, as well as with other local citizens. A photo and article was published in the Hamilton Spectator on Oct. 1. Leanne's letter outlining the concerns was published in the Spectator on Oct
- Leanne Siracusa facilitated the Oct. 11 teleconference with CHNIG and other members about political action strategies. This led to the Nov. 15 webinar presented by Home office Melissa DiConstanzo on writing letters to the editor. Leanne facilitated a teleconference on Nov. 27 which supported a few of those participants to take part in the PPAN teleconference for planning alternative activities instead of the usual Queens Park Day format
- Participated in an Oct. 13 rally protesting the provincial government's impending cuts to the Community Start Up and Maintenance Fund.
- Posted Op-Ed letter published in the Waterloo Region Record re: McGuinty's budget being short on compassion.
- Participated with local partners in a day workshop addressing income inequities hosted by Labour Studies at McMaster on Dec. 1.
- Participated in "Ontario Communities Uniting", a 10 community collaborative event planning collective strategies to advocate against the impending discontinuation of the Community Start up and Maintenance fund. Leanne discussed the issues with newly elected MPP Monique Taylor, Hamilton Mountain.
- Participation on the Ministry of Children and Youth Services 36 Month Developmental Screen Advisory Committee.
- Coordinate through the newsletter responses from CHNIG executive and members to recent events (Political Action, ECCO report)
- Discussed and promoted public health nursing summit
- Supported OPHA Board activities including:
- letter to the CMOH commending her on the Annual CMOH Report and also made recommendations on the key Public Health Priorities that the ministry should move forward on the strengthen public health in Ontario; including: tobacco, food insecurity, alcohol policy, early childhood development, and violence prevention
- OPHA Board created a Provincial Election Platform that was released in February and addressed and made recommendations on the issues of Tobacco Control, Air Quality, The Built Environment, Climate Change, Bedbugs, Children's Environmental Health and Food Insecurity.
 - Participated in the Planning of the Ontario Public Health Convention held in April.
 - Gathered feedback related to government advocacy plan by OPHA related to Healthy Aging Strategy and Childhood Obesity Strategy.
- Attended board OPHA Board meetings. Participate on the Advocacy committee and provided feedback on the strategic plan for OPHA.
- Attended one day OPHA retreat in December 2012.
- Provided feedback on proposed strategic plan for OPHA and SFO on behalf of OPHA.

- Helped bring endorsement request from Ontario Smoke-Free movies coalition for a letter of endorsement
- Dispersed RNAO surveys on political activism for delegates and coordinating staff to participate in.
- Interacted with students and colleagues at Humber College, exploring social determinants of health and role of community nursing.
- Encouraged students to explore public policies and amendments, task forces at their community level. Advocate and talk to local authorities.
- Participated in RNAO meetings related to the ECCO report. Participated in 2 September teleconferences for ECCO model with RNAO, executive and also Ontario Case Managers

Goal Two: To build capacity in Community Health Nurses and CHN Leadership.

Objectives

- Participate in conference planning. Explore opportunities to support preceptorship in CHN.
- Disseminate relevant research to CHNs.
- Promote uptake of evidence-informed practice.
- Provide funding opportunities for education, program evaluation and research initiatives (nurse members).
- School health committee completed terms of reference and is updating a summary of committee activities.

Actions

CHNIG participated in several activities this year to build capacity in CHNs and CHN leadership. These include:

Representation on committees, working groups and coalitions

- Participated on CNO/CNE advisory group
- Chair of Center of Excellence ad-hoc committee which was successful in its recommendation to CHNC to establish a Standing committee.
- Public Health Professional Advisory Development Group. Meetings held on March 20 and April 11 to plan for PHN Summit in the fall 2012. Theme: Integrating the PHN competencies into practice.
- Represented Ontario on the CHNC board which includes attending meetings, sending reports and participating in committees.
- 2013 National Community Health Nursing Conference planning, representation on all planning committees and CHNIG President is Co-Chair of Conference. Assumed Co-Chair position on National Conference planning steering committee with CHNC.
- Participated in a CNA Certification Program Eligibility Criteria Review study
- Participation on planning committee for pre conference session at TOPHC in collaboration with the National Collaborating Centre for Determinants of Health
- Participation in Health Promotion Seminars committee in collaboration with de Souza and CHNC

Activities:

- Assisted with planning and implementation of awards for excellence, professional development education and research.
- Participated in review of the national conference standing committee and successful submission of CIHR grant proposal
- Participated in meetings relevant to functioning of CHNIG: Finance, professional development, CNA, meetings with president, CHNIG awards discussions, seed grant, newsletter development, ECCO white paper response from CHNIG, PH strategic planning consultation with PHO
- Circulated information from CHNC to CHNIG membership
- Participated in RNAO visionary leadership meetings
- Participated in PHO PHN summit and provided feedback to planning team.
- Co-Chair 2013 Conference in Kelowna.
- Participated in Sponsorship and Marketing committee meeting monthly from October 2012 to present for Canadian Community Health Nurses Conference, June 2013. CHNIG team presentation at the 7th *National Community Health Nurses Conference Collaborating to Provide Community Health Nurse Professional Development*. This also included abstract review, participated in training session and review of abstracts. Also, participated in conference and abstract planning days.
- Public Health Planning Committee member for RNAO and Public Health Ontario for 2nd Public Health Nursing Summit
- Leadership in Public Health/Collaboration for CIHR-PHSI Grant. Letter of support and Common CV completed on CIHR website for grant application due on Nov. 2.
- CHNIG is providing professional funding for RN and students to attend the national CHN conference
- Participated in the planning of a network café for 7th CHN National Conference, “Redefining Our Impossible: Innovations in Community Health Clinical Education”. Café will focus on learning and sharing strategies to enhance student learning and/or manage faculty workload as it relates to community health clinical nursing education.
- CHNIG is marketing the availability of Seed Money for CHNs. The “Seed Grant” is provided to individuals / groups interested in creating / conducting workshops, organizing / implementing in services in the community, evaluating programs/practice guidelines or other related activities that reflect the goals and mission of CHNIG.
- Highlight educational opportunities through a newsletter section regarding webinars
- Team provided feedback to Canadian Coalition on Immunization regarding future directions on immunization.
- Provided feedback to College of Nurses regarding the use of social media and past president selected as the RN representative to profile public health nursing in Ontario
- Provided feedback Canadian Nurses Association on harm reduction and primary health care
- Discussion on the impact of Outcome Based Pathways and Reimbursement for clients with wounds that the OACCAC is implementing throughout the province – proof of concept phase is from Oct 2012 to April 2013.
- Abstract on school health submitted for CHNC conference in June 2013 accepted.
- Assist CHNs to meet competency and certification requirements and standards.

Goal Three: To strengthen the profile of CHNs and articulate the significance of their practice.

Objectives:

- Enhance the understanding of the diverse roles in community health nursing among CHNs, non-CHNs, other health professionals, policy-makers, nursing students, and the public.
- Actively engage in social marketing to improve visibility and public engagement.

Actions

CHNIG participated in several initiatives this year to increase the profile of CHNS and articulate the significance of their practice. These included:

Representation on committees, working groups and coalitions

- Participated in the CHNC visual model committee and will present model at CHNC
- Collaborated with provincial partners on a systematic literature review for Quality indicators in PHN.
- CHNIG member represented CHNIG on the Mental Health and Addictions Nurses in District School Board Program Provincial Reference Group (MHANDBPRG). Members gave a presentation to the group September 14 on the role of the public health nurse in schools.
- Members of school health committee participated in CNA teleconference meeting regarding resolution in school health.
- Continue to promote Community and Public Health Nursing Issues at OPHA Board Meetings.

Activities:

- Planned and implemented the Annual AGM
- Participated in Queens Park on the Road day and Take your MPP to work day
- Circulated a memo to Ontario CHNs to solicit response to survey about the model.
- Collaborated with provincial partners on a systematic literature review for Quality indicators in PHN.
- Participated in interviews for RN journal about BPSO
- Participated in sharing information with members about involvement in NCLEX exam issues and opportunities to be involved in development
- Finalized School health white paper and drafted communication plan
- Identified representative to participate in CNA Advisory Committee related to the School Health Resolution
- Members of school health committee participated in RNAO Learning Institute (Oct 2012) for Mental Health and Addictions nurse. Report submitted to Executive.
- Inviting nursing students and professionals to participate in the RNAO AGM and CHNC conference

Goal Four: To promote, engage and maximize membership in CHNIG.

Objectives:

- Market CHNIG to members and potential members
- Identify and respond to the needs of CHNIG members.
- Provide bursaries, professional development and awards for members and students.
- Promote the value of CHNIG membership. Engage members.
- Marketing (internal and external). Increase membership by 7.3%.

Actions:

CHNIG participated in several initiatives this year to promote and maximize the membership in CHNIG. These included:

Representation on committees, working groups and coalitions

- Creation of Incorporation sub-committee met with lawyer and started the process of incorporation.
- Continue to partner with de Souza Institute and CHNC to provide monthly Health Promotion Seminar Series.

Activities

- Planned and implemented the Annual AGM
- Revised interest group brochure
- Using Twitter as another method to communicate with our membership and other organizations. pass-chnig543543
- Auto tweets: everything posted to the facebook page.
- Utilized and maintained CHNIG Facebook Page to improve visibility and engage members in social networking. As of January 21, 2013, Facebook Page has a total of 110 Likes.
- Participated in communications to members via e-blasts, newsletters, website updates.
- Supported a new confidentiality agreement with web host
- Health Promotion Seminars this year have included:
 - **April 2012:** Organizational Readiness for Youth Engagement by Cindy Baker-Barill
 - **May 2012:** Beyond Descriptions: Fostering Action to Improve the Social Determinants of Health by Connie Clement
 - **June 2012 seminar** will be: Care Planning and Coordination in Home Health Nursing by Karen Thompson
 - **September seminar** was given by Sara Lamoureux of the Inner City Family Health Team on the topic of Incorporating Mental Health Promotion in Everyday Nursing Practice.
 - **October seminar** will be given by Katie Dilworth on Your Role in Knowledge Transfer for Health Promotion: Tips for Writing a Successful Conference Abstract.
 - **November seminar** will be given by Melissa DiConstanzo from the RNAO on The Power of the Printed Word: How to Write an Effective Letter to the Editor. Several conference calls held for the development of this seminar.
 - **January seminar:** Maureen Markel-Reid from McMaster University. Nurse-led health promotion interventions improve quality of life in frail older home care clients: Lessons learned from three randomized trials in Ontario
 - **February seminar:** Presenter: Soo Wong, MPP. Topic: Healthy Kids Ontario Panel on Childhood Obesity
 - **March seminar:** Geraldine MacDonald, University of Toronto – Facilitating Client Centered Learning.
- Seminars were promoted via RNAO through eblasts to CHNIG members, via de Souza eblasts and via CHNC eblasts.
- CHNIG awards increased to 2 x \$1500 for the Education Award and 2 x \$1500 for the Research Award (previously offered 1 x \$1000 for the Education Award and 1 x \$1000 for the Research Award). RNFOO informed of the changes and tweeted information to members. Eblast sent out to CHNIG members about changes.

- Revamped newsletter graphics and format
- Posted information about ECCO white paper CCACs and Home Care on CHNIG website, Drummond Commission's Recommendations, the Minister of Health and Long-Term Care's Action Plan for Health Care in Ontario, the POWER(Project for an Ontario Women's Health Evidence-based Report) Study, amendments to the Medical Expense Tax (new tax relief to caregivers), and OPHA's membership drive.
- Produced a quarterly newsletter, advocating for and distributing articles that respond to relevant issues for community health nurses
- Promoted opportunity to participate in a research study on CHN's experiences of moral distress.
- Responds to membership inquiries submitted via website and resolve member log in issues in a prompt manner.
- Marketing bursaries/awards in each newsletter
- Promoted the following professional development opportunities: Save the Date for 2013 CHNC Conference, September Health Promotion Seminar on "Incorporating Mental Health Promotion into Everyday Practice", 2nd Public Health Nursing Summit, webinar on community water fluoridation, registrations for PHAC Skills Enhancement Program, and NCCMT online learning module on qualitative research designs on CHNIG website and Facebook.
- Posted the following news items on CHNIG website and Facebook Page: a letter to the Toronto Star editor in response to the challenges that a family experiences in securing home care and resources through the CCAC, a letter to the Canadian regulators and Canadian Council of Registered Nurse Regulars about the concerns re: the content in the RN exam, the Enhancing Community Care for Ontarians (ECCO) report, a Canada-wide initiative on using information and communication technology in healthcare www.knowingisbetter.ca, Public Health Nursing Summits, CHNC's call to action on the lack of community health nursing content in the new registration exam, Skills Enhancement for Public Health Winter 2013 registration, opportunity to volunteer for the NCLEX development program, RNFOO awards, a policy brief on supporting double duty caregivers, and the CHNIG AGM and call for nominations.
- Responded to membership inquiries submitted via website and resolved member log in issues in a prompt manner.
- Marketing CHNIG through the Facebook page to both members and non-members.
- Marketed bursaries through the CHNIG newsletter
- Recruited 2 new members to the Professional Practice at the CHNC conference.
- Several new members joined the PP team and were oriented to CHNIG
- Handed out information on CHNIG to all guests at Community health nursing event for students, answered questions about CHNIG's initiatives and goals.
- Informed students of the benefits of being involved in CHNIG if interested in Community Health Nursing.
- Invited nursing students at York to participate in the CHNC conference, presented about CHNIG and my role as a student member, encouraging other nursing students to experience the opportunity in learning from community health nursing professionals
- CHNIG provided membership information for executive members and our student members to circulate at conferences. Our student executive members have been active in hosting events at schools about RNAO and CHNIG membership.
- CHNIG utilizes our website, Facebook and Twitter to disseminate news and events relevant to members.
- CHNIG distributed information to executive and teams about social media survey for CNO who is creating a tool to help nurses in decision making about using social media with clients.

Goal Five: To promote, engage, and maximize student involvement in community health nursing and CHNIG.

Objectives:

- Engage nursing students in CHNIG and CHN (undergraduate/ student members).
- Collaborate with key stakeholders (e.g., CASN, ANDSOOHA).
- Support student involvement within the CHNIG executive.
- Actively engage with CHN educators to promote CHN inclusion in curriculum.

Actions:

CHNIG participated in several initiatives this year to promote, engage, and maximize student involvement in community health nursing and CHNIG.

Activities

- Promoted CHNIG membership to students and shared bursary opportunities with student members.
- Engaged student members to join executive at Spring assembly meeting
- Supported reduction in Student fee for year 2 and beyond
- Supported student executive recruitment events
- Supported student awards for professional development and attendance at RNAO AGM.
- Supported student awards for education
- Supported CNSA conference by posting on our website and connecting them with NSO.
- Arranged for CHN presentations at Connestoga College
- Engaged with students at AGM re CHNIG membership
- Advertised the Health Promotion monthly Seminar Series to nursing students at the University of Toronto and Humber College to inform them about the upcoming events. Seminar poster created and given to students
- Fall RNAO event at Brock University to promote community health nursing and CHNIG
- Student representative from RNAO attended in class session with over 60 students in early October, and signed some students up for membership. Promoted the CHNIG interest group at this time and encouraged them to join.
- Discuss the role of RNAO and CHNIG with students to increase their understanding of our professional organization and link students with political action resources from the RNAO which could be applied to the community nursing practicum.
- Collaborated with CHNIG Student Representatives to improve student section of website.
- Responded to email communications from nursing students supporting and encouraging their involvement with CHNIG
- Inviting nursing students and professionals to participate in the RNAO AGM and CHNC conference

Community Health Nurses of Canada Report

All CHNIG members are members of Community Health Nurses of Canada (CHNC). CHNC recognized its 26th anniversary this year providing exemplary leadership in Community Health Nursing and CHNIG is proud to be associated with this organization. The past President of CHNIG is currently the Ontario representative on the CHNC board and participated this year in a number of CHNC initiatives including the governance committee, visual model committee, CHNC representative on CPH21, and standing chair executive committee meetings. Katie also chaired the National Conference standing committee, CIHR proposal committee, Centre of Excellence ad-hoc committee and National conference management ad hoc committee.

The Strategic directions of CHNC are: Enhancing and Sustaining an Effective Organization, Building our Capacity and Marketing CHNC and CHN. CHNC released its new Vision, Mission, Values and Strategic Plan on the members' only section of the website this year. The following examples demonstrate how CHNC is meeting its strategic directions:

Strategic Direction 1: Enhance and Sustain an Effective Organization

- The founding CHNC Executive Director Evelyn Butler retired this year. The new CHNC Executive Director - Ann Manning was welcomed by the Board of Directors and is guiding the organization in its efforts to represent CHNs in an excellent manner.
- CHNC is developing a Board of Directors Policy and procedure Manual. CHNC has approved several organizational policies and is working to modify the organizations bylaws to conform to the Canada Not for Profit Act. Some of the changes required will be discussed at the CHNC conference this year.
- A Conference Planning Ad-hoc committee was formed to propose a new national conference planning structure. The CHNC Board had been identified need for a stronger integration of the CHNC strategic plan, standing committee work plans and CHNC accountability related to fiduciary responsibilities. The goal was to ensure CHNC has the most efficient and effective committee structure to support the national conference. The committee identified information gaps and conducted an environmental scan to glean information from similar organization's processes that host national conferences as well as from our conference planning company, Absolute Conferences and Events. This resulted in design priorities being identified and new terms of reference for the CHNC National Conference standing committee and its sub-committees were formed. A successful CIHR grant was received to support conference planning this year.

Strategic Direction 2: Build our Capacity

- CHNC has released the 5th edition of the Certification Guidebook, CHN's will find suggested formats for organizing and facilitating effective and successful study groups, recommended reading lists and updated links to both text-based and multimedia resources are listed.
- CHNC revised its criteria for Seed funding available to CHNC members to plan and deliver local and provincial/territorial education and capacity building activities that would not otherwise occur because of limited financial resources. Information is available on the member's only section of the website. Several applications were received this year highlighting the increased effectiveness of communications from CHNC.
- This year CHNC partnered with CHNIG to provide the Health Promotion Seminar Series Webinars free to all nurses across the country in partnership with de Souza Institute. All webinars are archived and available for all nurses to access at their convenience on the CHNIG website www.chnig.org

- CHNC Developed terms of reference for the Centre of Excellence (COE) for Community Health Nursing Standing Committee. CHNC assumed a leadership role in furthering the concept of a COE with an initial focus on public health nursing in collaboration with national public health nurse leaders. The committee has partnered with The NCCDH to contribute to public health nursing leadership development planning, strategies and activities, in part through a Centre of Excellence in Public Health Nursing. The committee has formed and will be consulting with members at the Conference in Kelowna at a preconference session.
- CHNC continued to support the National Community Health Nurses Conference which will be held in Kelowna this year. CHNIG has been actively involved in planning and will provide professional development bursaries to assist Ontario members to attend. The 2014 conference will be held in Ottawa.
- In partnership with CHN Alberta, CHNIG and CSC Standing Committee saw the development of a visual professional practice model. This model will be launched at the conference this year.
- CHNC, in partnership with the Canadian Institute of Public Health Inspectors (CIPHI) and the Manitoba Public Health Managers Network (MPHMN), has received funding from Public Health Agency of Canada to develop Canadian inter-professional public health leadership competencies.

Strategic Direction 3 Strengthen the profile of CHNC and CHN

- CHNC provides regular communication with members through Newsletters and e-blasts and has made the CHNC website more reader friendly to support member recruitment and engagement.
- CHNC has participated in several initiatives to promote CHN including one with CNA on work related to School health nursing with intent to develop a decision-support policy synthesis that includes recommendations to policy and decision makers for an evidence-based model for public health nursing in schools across Canada.
- CHNC has been involved in several policy initiatives this year including the Skills Enhancement Program, NCSBN NCLEX Examination development and Marijuana for Medical Purposes Regulation development.
- CHNC has promoted the CHNC seed grant, the Award of Merit and Barbara Mildon Bursary,
- CHNC has advanced use of the Blue Print for Action through several initiatives including the national conference.

CHNC accomplishes all this work with its six standing committees as well as many ad-hoc committees with membership from Board members and general membership. CHNIG members are welcome to become involved in any of these committees.

Governance Committee

- Ensure that the constitution, bylaws and Letters of Patent are respected.
- Assist the Board in ensuring that the constitution and bylaws are relevant to the mission and objectives of CHNC.
- Ensure an annual review of committee terms of reference.
- Identify and develop policies and procedures that facilitate the work of the organization.
- Organize and coordinate the functions of the Annual General Meeting.
- Ensure that Rules of Order are followed at all meetings of the association.
- Ensure that the Board Manual is reviewed and revised as needed.

Certification Committee

- Promote and support community health nursing as a specialty practice.
- Contribute to the advancement of certification in community health nursing practice in collaboration with CNA.
- Collaborate and review education materials applicable to community health practice.
- Ensure the development of structures, processes and resources for CHNC workshops and webinars.
- Collaborate with National Conference Planning Committee by offering workshops and other learning opportunities at the annual conference.
- Currently working on evaluation of the certification process and the impact of certification on practice.

Standards and Competencies Committee

- Contribute to the advancement of standards and competencies in community health nursing practice and education through regular review, revision and development of the National Community Health Nursing Standards of Practice and competencies related to community health nursing.
- Influence undergraduate nursing curricula and accreditation of nursing programs by establishing and maintaining formal liaison with key partners including but not limited to CASN.
- Advocate for Canadian Community Health Nursing Standards of Practice within the Canadian RN licensure exam and in the accreditation of Canadian baccalaureate nursing programs.
- Contribute to the development and advancement of team work and leadership competencies within community health.

Communications Committee

- Work with the Secretariat to manage publications including the newsletter and website
- Ensure that CHNC website is current, maintained and responsive to communication needs of CHNC membership.
- Ensure and facilitate the design, production and dissemination of promotional materials, including but not limited to, displays and brochures to reflect the mission, goals, and activities of the association
- Work with the Membership Coordinator to arrange membership promotional activities to increase the visibility and profile of CHNs.
- Develop, in collaboration with the administrative manager and other standing committees, external media releases re: CHNC and Community Health Nursing
- Monitor communication strategies and maintain, modify or discontinue as indicated
- Assist and support other committees in communicating about issues and events to the membership and the community at large

Membership Committee

- Develop, implement, and evaluate structures, processes, and resources to enhance and increase membership in the organization
- Work with the Executive Director to establish and manage a process to identify a body of knowledge regarding community health nursing expertise, including but not limited to a membership database and

website documents

- Administer the Award of Merit, the Barbara Mildon Certification Bursary and other awards/bursaries created
- Recognize the contributions of individual members (e.g., retiring Executive/Board members).
- Plan and co-ordinate member events, including Annual General Meeting activities.
- Work with the Communications Officer to arrange membership promotional activities to increase the visibility and profile of CHNs.

Political Action/Advocacy Committee

- Identify, research and propose plans of action in response to and/or to address issues affecting community health nurses in Canada and/or the health of Canadians.
- Identify significant and emerging issues in community health.
- Partner effectively across multiple sectors to address significant issues in community health.
- Influence healthy public policy and health policy in Canada.
- Prepare CHNC members and partners to engage in political action and advocacy in the interest of community health.
- Create awareness of CHNC and community health nurses as partners in political action and advocacy

National Conference Committee

- The purpose of the National Conference Standing committee is to support planning, implementation and evaluation of the CHNC annual national conference.
- Develop an annual work plan to further the Strategic Directions of CHNC, in particular: 'Strengthen the Profile of CHN and CHNC' and Build Capacity.

Centre of Excellence

- The purpose of the CoE Standing Committee is to plan for and initiate formation of a Centre of Excellence for Community Health Nursing with an initial focus on public health nursing; and
- Act in the capacity as a transitional structure to oversee the funding and planning for the Centre of Excellence until such time that a permanent structure is formed.

CHNC is a strong and credible organization representing Community Health Nursing Nationally. The collaboration with CHNG is essential to the success of both organizations and we are committed to maintaining and supporting our excellent relationship.

Respectfully Submitted

Katie Dilworth,

Ontario CHNC Board Representative

Community Health Nurses Initiatives' Group
Annual General Meeting
April 28, 2012
8:00-11:00pm hours
Minutes

1.0 Breakfast

2.0 AGM Business Meeting began at 8:15 am

2.1 Welcome

2.2 Agenda Approval

Lorraine Telford moved to approve agenda. Seconded by Helen Tindale, carried.

2.3 Minutes Approval

Kim Miller-Dalla Bona moved to approve minutes. Seconded by Susan Tam, carried

2.4 President's Report and Member Questions

President went over highlights that are in the report in detail. (i.e. - Health promotion seminars are a significant accomplishment this past year, several response letters to emerging issues, students held several events to promote community health nursing). Katie thanked everyone for their contributions and encouraged all to review.

Several CHNIG members posed questions to President about report of activities

Katie spoke in detail about the need for CHNIG to move forward with incorporation to protect the executive as well as the members from any liability or financial loss. Katie explained that the executive committee will be exploring incorporation and potentially moving forward quickly. General discussion from the group and no concerns rose. All in favour of incorporation. Please review detailed activity report in AGM booklet for more details.

Helen Tindale moved to accept executive report Joyce Fox seconded. Motion carried

2.5 Treasurer Report

Annette Sonneveld described the treasurer's report as indicated in AGM report. Annette reported on financial activities in Fiscal year from Nov.1/2010-Oct.31-2011.

Lorraine Telford moved to accept the Treasure's report. Marlene Slepko seconded. Motion carried. Please review detailed activity report in AGM booklet for more details

2.6 Business Arising

2.6.1 Presentation of Awards

2.6.1.1 CHNIG Research Award (administered through RNFOO) awarded to Winnie Sun by Barb Kennedy.

2.6.1.2 CHNIG Educational Bursary Awards (administered through RNFOO) awarded to Melinda Wall from Barb Kennedy.

2.6.1.3 CHNIG award of excellence awarded to Angela Frisina. Nomination by Joanne Crawford described Angela as a PHN in Hamilton-CDP. Angela has a passion for evidence based-practice, has participated in numerous research proposals and frequently mentors students. Congratulations Angela!

2.6.2 CHNC Report

Katie highlighted activities of CHNC as reported in AGM report. Highlights included the 25th anniversary Celebration this year and will have a gala at the conference this year. Summarized activities of the organization to meet CHNC strategic directions. A new professional practice model is currently in the process of being developed. Please review detailed activity report in AGM booklet for more details

2.7 Presentation and Thank You to Departing Team Members

CHNIG thanked our departing member Christine Joy Quizion, student representative.

2.8 Nominations and Elections

Two nominations from the floor for student representatives. Both acclaimed

2.9 Introduction of President and 2012-2013

Executive:

President: Jennifer Tonn

Past President: Katie Dilworth

Treasurer: Annette Sonneveld

Secretary: Debra Williams-Conliffe

Professional Practice – Public Health: Audrey Danaher

Professional Practice – Home Health: Karen Thompson

Communications – Website: Susan Tam

Communications – Newsletter: Randie Gregoire

Research & Education: Barbara Kennedy

Members Benefit: Samantha Thomson

Political Action: Leanne Siracusa

Member-at-Large (OPHA): Cindy Barill -Baker

Student Representative(s): Krisel Abulencia

2.10 Member Voices

Cindy stated that opportunities for OPHA representatives on a healthy AGING framework and Communicable disease working group. Please contact Cindy if interested.

Lisa Richter discussed Mental Health in the schools on funding given to CCAC to hire nurses.

2.0 Guest Speakers

Presentation by Sheila Riddel, Legal issues in Community Health Nursing presentation Labour lawyer with Ryder, Wright and Holmes. Sheila assists many nurses who have complaints from College of Nurses of Ontario.

Discussion on RNAO legal programs and support, Lee Minty from RNAO home office.

Distinguish between CNPS (Law suites and criminal issues) and LAP (complaints from College of Nurses, employment law and inquests), explained.

3.0 Adjournment

Motion to adjourn Helen Tindale. Ann McLeod seconded. Carried.

Meeting adjourned at 11:24.

Next AGM April 2013