



Annual General Meeting

May 3, 2014
8:00-11:00 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
May 3, 2014
8:00 am - 11:00 am**

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**Community Health Nurses Initiatives Group
Annual General Meeting
May 3, 2014
8:00 am - 11:00 am
Agenda**

- 8:00 1.0** Breakfast and Registration
 - 8:30 2.0** AGM Business
 - 2.1** Welcome
 - 2.2** Approval of Agenda
 - 2.3** Approval of Minutes of 2013 AGM
 - 2.4** President's Report and Member Questions
 - 2.5** Treasurer's Report
 - 2.6** Business Arising:
 - 2.6.1 Presentation of Awards
 - 2.6.1.1 CHNIG Research Awards
 - 2.6.1.2 CHNIG Educational Bursary Awards
 - 2.6.2 CHNC report
 - 2.6.3 Presentation of Professional Development awards
 - 2.6.4 Presentation of Seed award
 - 2.6.5 CHNIG incorporation
 - 2.7** Presentation and thank you to departing Board members
 - 2.8** Nominations and elections
 - 2.9** Introduction of President and 2014-2015 Board
 - 3.0** Member voices
- 11:00 4.0** Adjournment

RNAO Plenary to follow

President's Report

The Community Health Nurses' Initiatives Group (CHNIG) continues to be a strong and vibrant organization – an organization celebrating 35 years of advocacy and leadership for community health nursing in Ontario. We have completed our first full year as an Incorporated Not-For-Profit Organization, giving us security of ongoing accountability and Director's Insurance intended to protect the assets of the corporation which belong to the members. As I end my term as President of CHNIG, I look back in awe at what we have accomplished and how we have grown. We continue to surpass our membership numbers year after year, and our student membership has increased substantially. As of February 2014 we have 2281 members and have officially surpassed our 6% target increase. This President role has also allowed me to learn and develop both as a nurse and a person. I have been incredibly fortunate to have incredible mentors and a tremendous Board of Directors who are dedicated and committed to meeting our goals and objectives, but have also supported me in my journey.

CHNIG's Board of Directors continues to inspire its members and works hard to reach our Goals and Objectives. The Board represents a cross-section of community health nurses from across Ontario, representing home health, public health, primary care, education, research, management and nursing leadership. Each Director's unique focus and expertise contributes to the strength of our organization. CHNIG has several teams of nurses working to help meet our goals. These teams, with their broad range of expertise, are critical to the functioning of CHNIG. They include the professional practice team, the political action team, the communications team, and the professional development team. CHNIG also supports an ad-hoc School Health Team who continues to work hard advocating for the Public Health Nurse in Schools across the province. 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 faced some difficult challenges addressing issues of concern for our members over the last year. Each new challenge brought new learning; a strengthened commitment to CHNIG's Goals, and reinforced our strong relationship with our members. The Board continues to be actively involved in dialogue and consultation with the RNAO related to the Enhancing Community Care for Ontarians Report (ECCO). We have closely followed the RNAO promotion of the ECCO Report, challenged issues of concern, and continue to provide consultation to the RNAO on the development of the second edition. The changes in membership fee collection for the CNA were also an issue of great concern to our members. CHNIG Board members actively participated in all discussions at the RNAO and the CNA, promptly responded to all member concerns, and attended the special meeting about this issue at the RNAO Assembly meeting in the fall. CHNIG maintains its commitment to CNA and highly values the importance of the National Nursing Voice. As such, we commit to promoting CNA Membership in an active and ongoing way both organizationally and in partnership with the RNAO.

The CHNIG Board is made up of highly motivated and incredibly intelligent volunteers. The amount of personal time that they have dedicated to the successful operation of this organization is an incredible testament to their passion for community health nursing and for the health of Ontarians. I feel proud and fortunate to work with such an incredible group of nurses. My genuine thanks go out to each Director and all of the CHNIG volunteers whose patience and persistence have made the last two years 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.

Incorporation, The ECCO Report, CNA Membership Fees, advocacy, and conference planning are a few of the activities that have kept your volunteer Board of Directors extremely busy this year. We continue to remain in a strong financial position, as you will see from our budget, and are actively engaged in key community health nurse and population health initiatives. Our newly formed Governance Committee has worked hard to develop new policies and procedures which will be posted to the Member's Only section of the website as they become available. We are striving to reach out to members and ensure that we are representing community health nurses from across the province.

As I transition to the role of Immediate Past President, I would like to guarantee my commitment and support to Cindy Baker-Barill as our new President. Cindy is a highly skilled nurse and a dedicated CHNIG member. I am confident that she will lead CHNIG with vibrancy and dedication as we continue to address emerging and evolving Community Health Nursing Issues and a transitioning health care system. My role as President has been exciting and challenging, and it would not have been possible without the hard working and dedicated CHNIG Board. I would very much like to thank the current CHNIG Board:

President-Elect: Cindy Baker-Barill
Treasurer: May Tao
Secretary: Krisel Abulencia
Professional Practice – Public Health: Nicky Slovitt
Professional Practice – Home Health: Karen Thompson
Communications – Website: Susan Tam
Communications – Newsletter: Randie Gregoire
Research & Education and Professional Development: Joanne Crawford and
Sofie Pauwels
Members Benefit: Barbara Kennedy
Political Action: Andrea Baumann
Member-at-Large OPHA: Karen Ellis-Scharfenberg

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

Respectfully submitted,

Jennifer Bouwmeester

Treasurer's Report- CHNIG AGM: May 3, 2014

Respectfully submitted by *May Tao*

Financial Year (November 1, 2012 to October 31, 2013)	
1. Deposit- CHNIG Fees	\$61,415.11
2. Refund from CHNC	\$634.67
3. HST Refund	\$3,230.84
Total Income	\$65,280.62
Total Expenses (From Nov. 1, 2012-October 31, 2013)	
	\$77,451.48
BMO bank balance (as of October 31, 2013)	\$ 27,029.75
Note: Includes carryover of \$38,268.08 from previous year	
ING Business Investment Saving Account Balance (as October 31, 2013)	29,760.01

CHNIG is pleased to inform our members that we remain in an excellent financial position even running with an aggressive budget last year. Because of the strength of our financial position, we provided our four \$1,500 RNFOO awards, and ten \$1,000 awards to assist the CHNIG members to attend the Kelowna CHNC conference.

Since February 2012 CHNIG became officially incorporated, our expenses included the board insurance, the legal fees and our bookkeeper's fees. Our bookkeeper is essential and crucial to CHNIG operation as he continues to handle our budget, complete and file our HST remittance and corporation income tax return.

This year, the major expenses continue to be the CHNC membership fees, CHNC conference, website maintenance and the legal fees related to the governance structure.

We continued to have our separate ING account. With the expenses from being incorporated, the CHNIG board decided to keep this account this year and will reassess the need of this account in October 2014.

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.

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

- Participated on CNO/CNE advisory group
- CHNC Board membership and participation on Conference Standing Committee and Membership fees Working Group
- Public Health Professional Advisory Development Group
- 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 RNAO Resolution group.
- Public Health Knowledge Translation Network
- Affiliate member of NCCMT
- 2014 National Community Health Nursing Conference Planning, representation on all planning committees and CHNIG President is Program Chair and Conference co-Master of Ceremonies
- Mental Health Nurses in Schools Reference Group
- CNA School Health Resolution Advisory

Activities Included:

- Participated in teleconference consultation with RNAO home office on optimizing the nursing workforce, with a focus on home health care.
- Continued follow up on Flouride resolution
- Responded to member concerns related to the RNAO decision to change membership fee collection for CNA. Personally responded to all members concerns received by Board. Attended meeting with CHNIG Board and RNAO CEO, and president to address issues, attended CNA and RNAO teleconference on the issues
- Attended September IG Chairs meeting and Assembly meeting
- Following up with RNAO on the opportunity for further consultation prior to the release of the second edition of the ECCO report

- Provided consultation and feedback on Bill 135 Ryan’s Law advocacy letter sent by RNAO listing us as a partner. RNAO’s response to this legislation included reference to the important role of the public health nurse in schools and cited CHNIG’s School Health Paper.
- Consulted with an RNAO chapter and interest groups on the possibility of a safe childcare resolution for the AGM...new legislation brought forward has put a hold on this for the time being
- Provided feedback on the impact of the 2012 influenza season on PH staff to the RNAO to inform a ministry response.
- Several Board Members participated in Queens Park on the Road, visiting MPPs in their riding offices. Discussions with MPPs focused on RNAO’s platform “Why your health matters”. Issues addressed include poverty, affordable housing, and the government’s commitment to hiring additional nurses
- Met with Lorraine Telford to discuss CHNIG support for Obesity BPG Review panel support and consultation. Shared opportunity to participate in stakeholder review with Board and membership. CHNIG Board member is participating
- Telephone call and office visit to MPP Jim Wilson to advocate for bill 131
- Actively Participated in teleconferences with RNAO Nursing and Health Policy department
- Held regular teleconference meetings of the Policy and Political Action Committee. Discussed opportunities for nurses to engage in political advocacy, including “Queen’s Park on the Road”. Discussed issues including poverty, environmental determinants of health, access to safe and affordable child care and other policy issues affecting community nurses
- Participated in teleconference consultation with RNAO home office on optimizing the nursing workforce, with a focus on home health care.
- Promoted RNAO Action Alert on Supervised Injection Services, online survey about Ontario’s Poverty Reduction Strategy, RNAO Action Alert on immediate action to release John Greyson and Tarek Loubani, RNAO’s response to fall in RN to population ratios, CNA/CHSRF series of reports to inform the CNA National Expert Commission focusing on the determinants of health, and NCCDH’s online conversation on advancing health equity through public health on CHNIG website and social media platforms (Facebook and Twitter).
- The School Health committee regularly meets via teleconference
 - The goal of this working committee is to support the role of the public health nurse in the school system so that they might work toward the full scope of practice in order to promote the health and wellbeing of children and youth in Ontario. They work in partnership with school staff, school boards, agencies and communities.
 - Posted on the CHNIG website is the School Health paper. This paper is in the process of being disseminated to a number of key contacts including CHNIG members, CNOs, ANDSOOHA, Ontario School Health management in Public Health Network, SDOH Nursing network, RNAO Interest Groups, CHNC, CNA etc. Recently, the School Health work was a featured CNA Webinar (January 2014).
- Member of the Public Health Knowledge Translation Network (PHKTN)
- CHNIG Constituent Membership within OPHA ensures that public health partners and colleagues are informed of CHN issues. Board members attended OPHA Fall Forum and Annual General Meeting

- The CHNIG OPHA Liaison is a member of the OPHA Executive Committee commencing January 2014 as well as continued member of the OPHA Advocacy Committee. CHNIG Liaison is working with the Advocacy Committee re: new Smoke Free Ontario regulations. Provided a letter of support to the Ontario Smoke-Free Movies Coalition.
- Chronic Disease Prevention Work Group (OPHA) member. Attend monthly meetings.
- Shared CHNC Call to Action on BillC-400, on Homelessness and Inadequate housing with Board and had added to CHNIG website
- Participated in Policy consultations with RNAO Policy department on Flouride in Community drinking water, Childhood Obesity, and healthy Babies Healthy Children Programs.
- Attended the "Stop Cuts to Refugee Health Care" protest in Toronto. Spoke with community members about the how determinants of health of refugees indicate a greater need for healthcare accessibility.
- Participated in seminar re the NCLEX exam which is taking the place of the present CRNE. Pat Bradley from York provided strategies and an approach to preparing students.
- Have participated in many discussions and have advocated against this but the use of this exam will go ahead
- There has been a great deal of concern re the format of this exam as it does not fully represent Canadian curriculum, especially with the absence of health promotion and CHN practice.
- Participated in National Community Health Nurse Educators group at the national conference to discuss NCLEX and how other Canadian schools will deal with this situation.
- Attended a provincial "Day of Action" at Kitchener City Hall protesting cuts to refugee health care. Sara Clemens from RNAO was also in attendance and gave an address highlighting nurses' concerns about the cuts to the Interim Federal Health Program have adversely affected the health of refugees in Canada

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).
- Assist CHNs to meet competency and certification requirements and standards.

Actions

- Sitting on CHNC Membership working group to represent Ontario members.
- Regularly engage with nursing students to articulate the importance of membership in RNAO and CHNIG. Responded to many emails from students requesting membership details and information about CHNIG.

- Provided support to ONEIG in the development of Goals and Objectives, provided copy of CHNIG Goals and Objectives as an example. Working with CHNIG board to update PHN Practice Profile for posting on the RNAO website.
- Member of CHNC National Conference Steering committee and Chair of the Program Planning Committee.
- Attended in person planning meeting to create program for 2014 conference.
- Participate on Health Promotion Seminar Series working group, supported the creation of a new Memorandum of Understanding, facilitate relationships between the three partners, and provide suggestions for speakers.
- Member of large network, CASTLE, a project funded by Public Health Agency of Canada (until June 2014) to promote cancer screening to low income populations in Hamilton, Niagara, Brant, Haldimand Norfolk. Attended monthly Evaluation Group Team meetings: September, October, November, and December 2013, and January 2014. Participating on small subgroup to evaluate journals of LHIN wide Community Health Brokers, who are community members facilitating outreach and promoting cancer screening in low income neighborhoods. Attended two half day meetings (December 4, and 10) for data analysis.
- Continued with the yearly financial collaboration with RNFOO. CHNIG supports a research and educational scholarships for community health nurses.
- Promoted RNAO Addictions Champions Workshops, Call for Smoking Cessation Implementation Sites, Public Health Agency of Canada Skills Online Courses, deSouza fall courses, complimentary new graduate memberships, new Canadian Community Health Nursing Professional Practice model graphic, Diabetes Foot Canada online journal, comprehensive school health paper, call for abstracts for 9th National Community Health Nurses of Canada Conference, RNAO webinar series for primary health care professionals, NCCDH's online conversation on advancing health equity through public health, Health Promotion Seminar Series on pain management, and Health Promotion Seminar Series on Toronto's Bed Bug Initiative on CHNIG website and social media platforms (Facebook and Twitter).
- Promoting learning opportunities through newsletter articles and recurring article regarding professional development webcasts.
- Signed a Smoke-Free Movies Endorsement which was send to YATI and the Ministry
- Supported Social Determinants of Health Nurses in partnership with NCCDH to attend a preconference session at TOPHC and attend a networking dinner. Attended dinner with the SDOH nurses and NCCDH.
- Member of the national committee which created the new model of CHN practice.
- Participated in network café to launch of the new model at national conference in June.
- Assumed lead role for updating and maintaining Facebook Page for the conference.

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:

- Promoted the new Canadian Community Health Nursing Professional Practice model graphic, comprehensive school health paper, study on nursing care of chronic cardiac dysfunctions, and qualitative research study regarding the art of nursing within public health nursing practice on CHNIG website and social media platforms (Facebook and Twitter).
- Dissemination of CHNIG Newsletter via social media and our website.
- Continue to participate in moving forward Incorporation, finalized the temporary bylaws, met with lawyer, ensured understanding of incorporation at AGM in April, held meetings of the executive committee of the new Board to move new bylaws forward, ensured all appropriate documentation was signed and stored for the new minute book. Secured Directors Liability Insurance for the Board.
- Attended the RNFOO Gala to represent CHNIG and provide support and congratulations to the CHNIG award winners.
- Supported the School Health Committee with the finalization of the School Health White Paper on PHN Nursing Roles in Schools. Shared final paper with CNA for consideration with PHN in Schools resolution. Provided feedback on dissemination plan. Reviewed and provided feedback on presentation delivered at the CHNC Conference.
- CHNC conference presentation of School Health paper at Network Cafe by Yvette Laforet-Fliesser and Carol Yandreski. Provided opportunities for other PHNs with school health roles to discuss the challenges, opportunities, similarities and differences in their work.

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:

- Actively recruited members of the new CHNIG Board of Directors.
- Nominated Nancy Watters for Award of Merit from RNAO, which she was selected for and received at the AGM in April.
- Regularly respond to member questions and requests received through the CHNIG website and directly to email.
- Provided Orientation and website review to new CHNIG Board members.
- Wrote and submitted a CHNIG profile for the Simcoe Muskoka District Health Units Nursing News and Views Newsletter.
- Regularly posting on the CHNIG Facebook and Twitter page, responding to emails from members, and disseminated summer and winter newsletters to members.
- Setup and staffed CHNIG booth at RNAO AGM.
- CHNIG / de Souza / CHNC monthly Health Promotion seminars planning for 2013-2014.

September seminar

- September 19, 2013: Professionalism in Nursing...What Does it Look Like, with Karen Ellis-Scharfenberg

October seminar

- October 18, 2013: Addressing Health Inequities through Community Health Nursing Practice with Dr. Josephine Etowa

November Session

- November 21, 2013: Patient and Nurse Partnering to Optimize Pain Management by Martha Karn

January Session

- January 17, 2014: The Toronto Bed Bug Initiative, with Alicia Lowe-Downes

February Session

- Evidenced-Based Approaches to Preventing Falls in Older Adults, with Carol Holmes

April Session

- Canadian Community Health Nursing Professional Practice Model: Using it in Practice, by Ruth Schofield

- Financial support given to members to attend the annual RNAO and CHNIG AGMs.
- Financial support given to 9 members to attend CHNC 7th National Conference.
- Seed money provided to group of rural nurses who developed a workshop to attract nurses in many roles to increase awareness of local resources which support professional development.
- Improved the application process for bursaries, professional development, and awards for RNs and student members.
- Major updates to “Resources” and “Members Only” sections of website to improve relevance and currency of materials, and the navigation of the website.
- Promoted the following news items on website: job opportunities with NCCMT, call to action to support Bill C-400, registration for 7th Annual National Community Health Nursing Conference, PHAC Skills Enhancement Courses, funding opportunities to attend 2013 CHNIG AGM and annual CHN conference, call for participants for a pilot study on PHN core competencies, RNAO action alert for supervised injection services, opportunity to apply to be a host site for RNAO addiction champion and smoking cessation workshops, school health policy paper, and registration for de Souza Institute courses.
- Promoting CHNIG to fellow nurses and nursing students through networking opportunities.

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:

- Engaged students in Queen's Park on the Road.
- Regularly respond to student email requests for information on community health nursing and CHNIG.
- Integrate the role of community health nursing within undergraduate curriculum for 2nd year students. Coordinating community health placements for undergraduate students in settings such as schools and early year's centers.
- Financial support available for nursing students to attend annual RNAO and CHNIG AGMs.
- Encouraging students, through networking opportunities to become involved in CHNIG and RNAO, highlighting benefits of membership.
- Continued to recruit students from Ryerson University, Centennial College and George Brown College to join RNAO and CHNIG through various events.
- Provide funding to support student Participation in the 2013 CHNC conference in Kelowna.

CHNC Report

As historically indicated, the current President of the CHNIG Board of Directors sits as the Ontario Board representative to the CHNC Board of Directors for a term of two years. As such, Jennifer Bouwmeester became the Board representative for Ontario in June of 2013. Attendance at board meetings, as well as active participation on Standing Committees is the responsibility of CHNC Board members. Jennifer is currently sitting as a member National Conference Standing Committee, and will transition to Chair of the Conference Standing Committee in June. CHNC activities are briefly summarized below. Information of significant interest to CHNIG members will include the financial sustainability of CHNC and the potential for a fee increase, the development of a Centre of Excellence for Community Health Nursing, and the updating of the CHNC website.

Enhance and Sustain an Effective Organization

- Membership Fees working group – Working to create recommendations to the Board around CHNC Membership. An increase or change in fee structure is necessary for the financial sustainability of the organization. Aim is to have recommendation for AGM in June. Discussions include group vs. individual memberships, fee increases, and benefits of membership in CHNC.
- Current total membership is 1,681 with the following breakdown (BC – 55, AB – 69, SK – 31, MB – 36, ON – 1,409, QC – 8, NB – 7, NS – 16, PEI – 6, NL – 29, YK – 8, NT – 5, NV – 2).
- The Governance Standing Committee continues to revise bylaws and policies at a demanding pace in order to meet the requirements of the Canada Not for Profit Act.
- The Standards and Competence committee in partnership with the Canadian Institute of Public Health Inspectors (CIPHI) and the Manitoba Public Health Managers Network (MPHMN) received funding from the Public Health Agency of Canada to develop Canadian inter-professional public health leadership competencies. An environmental scan of the literature regarding leadership and leadership competences in public health nursing has been completed. An online survey was also distributed to all the 7 practice disciplines within public health and their organizations. The third phase of the project is a series of focus group discussions with public health leaders. 32 to 35 individuals will be selected across Canada to participate in 4 webinars. The primary focus of the webinars is organizational readiness for the adoption of leadership competencies for public health in Canada.

Building our Capacity

- CHNC supported both CPHA and CNA in their responses to the renewal of the Health Accord, and concerns raised by this process.
- An official Centre of Excellence(CoE) Standing Committee has been developed. Activities of the Centre of Excellence are intended to support and enable leadership development within each domain of CHN practice. The newly established CoE standing committee has been meeting monthly since Sept. 2013 to develop the committee's work plan. A pre-conference session is being planned for June 1, 2014 to build on the 2013 consultation in Kelowna and further development of the CoE business plan.

- Learning outcomes are to:
 - Increase understanding of Business Plan elements;
 - Apply skills and insights to the CHN CoE Business Plan;
 - Identify and link with partners (organizations and people) who have a vested interest in a successful CHN CoE;
 - Gain confidence to use Business Plan skills and resources in your domain of practice

Strengthen the Profile of CHNC and CHN

- Fluid survey being planned by standing committees to engage membership in strengthening profile, membership, etc.
- National Conference
- Participation on Canadian Network of Nursing Specialities
- Certification Guidebook 2014 now available on the website.
- Blueprint for Action updated with CHNC colors and now available on the website.
- Conferences: 2015 in Winnipeg & 2016 in St. John's.

COMMUNITY HEALTH NURSES' INITIATIVES GROUP

MINUTES of a General Meeting of the Members of **COMMUNITY HEALTH NURSES' INITIATIVES GROUP** (the "Corporation"), held at **Toronto** on April 13th 2013, at the hour of **8:30** a.m/p.m. (local time).

PRESENT IN PERSON:

Katie Dilworth (Chair), Annette Sonneveld, Audrey Danaher, Leanne Siracusa, Barb Chuzzy, Susan Tam, Randie Gregoire, Karen Thompson, Joanne Crawford, Barbara Kennedy, Cindy Baker-Barill, Krisel Abulencia, May Tao, Nicolette Slovitt, Andrea Bauman, Sofie Pauwels, Melinda Wall, Karen Ellis-Scharfenberg, Ruth Schofield, Helen Tindale, Joyce Fox, Karen Hilliard, Bianca Carter, Angela de Guzman, Jane Underwood, Megan Laan, Winnie Sun, Karen Campbell, Pamela Stuckless, Claudette Holloway, Anita Singson, Jennifer McCloud, Claudine Bennett, Susan Blue, Rebecca Harbridge, Lisa Richter, So-Yan Seto, Katherine St Amand, Cheryl Yost.

REPRESENTED BY PROXY: none

2.1 Katie welcomed all to the meeting and introduced the CHNIG Board of Directors.

1. CHAIR AND SECRETARY

With the consent of the meeting, **Katie Dilworth** acted as Chair of the Meeting and, **Krisel Abulencia** acted as Secretary of the meeting.

CONSTITUTION OF THE MEETING

Katie noted that quorum is present. Our current bylaw defines this as

"A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than a majority of the number of members of the Board"

A **quorum** of the Corporation being present in person or represented by proxy, and notice calling the meeting being properly given in the manner required by law, Katie declared the meeting to be duly constituted for the transaction of business. The Chair directed that a copy of the notice calling the meeting (**Appendix A**) which was on the CHNIG website and sent to members in our newsletter be attached to the minutes of the meeting.

The Katie called for a motion to dispense with the reading of the notice. On motion made by Karen Thompson, seconded by Ruth Schofield and duly carried, the following resolution was passed:

RESOLVED THAT the reading of the notice of the meeting be and is hereby dispensed with.

Katie declared that as notice of the meeting had been given in accordance with the by-laws of the Corporation, and as **a quorum** of the Members are present in person or represented by proxy, the meeting was duly constituted for the transaction of business.

2.2 Approval of Agenda

Katie gave a brief synopsis of the agenda for today listed in the AGM report and called for additions to the agenda.

On motion made by Leanne Siracusa, seconded by Ruth Schofeld and duly carried, the following resolution was passed:

Be it resolved that the agenda of the 2013 AGM of CHNIG is approved.

2.3 Approval of Minutes of 2012 AGM

Katie gave a brief synopsis of the minutes of the 2012 AGM listed in the AGM report and called for additions to the agenda.

On motion made by Karen Thompson, seconded by Sophie Pauwels and duly carried, the following resolution was passed:

Be it resolved that the minutes of the 2012 AGM of CHNIG is approved.

2.4 President's Report and Member Questions

Jennifer Tonn gave her 2013 presidents report via video link. Members were invited to ask questions about the report.

- "24" years should be changed to "34" years as highlighted by Ruth Schofeld

On motion made by Karen Hilliard, seconded by Bianca Carter and duly carried, the following resolution was passed:

Be it resolved that the president's report of the 2013 AGM of CHNIG is approved.

1.5 Treasurer's Report

Annette Soneveld gave her treasurer's report and members were welcomed to ask questions.

- Discussion about bursaries: amount/size of awards is small and sometimes inadequate for course fees and perhaps broaden out to international conference bursaries. Annette comments that going forward, the Board of Directors will certainly take it into consideration.

- Discussion of ING Account and changing partnership with CHNC for the national conference. Going forward these funds will return to CHNIG members and ideas are welcomed by the board. Ruth Schofeld: highlights that CHNC will return to Ontario bi-yearly.

- Claudine Bennett: questions why change in arrangement between CHNIG and CHNC for National Conference. Ruth Schofeld responded and highlights that CHNC funds are very limited and profits from the conference are one of the sources of revenue for the organization. Katie Dilworth also comments that this is a national conference as opposed to provincial conference. As CHNIG moves forward we may consider an Ontario conference.

- Kathy Walker: questions what will happen with ING account and CHNIG welcomes suggestions.

After some discussion, and on motion duly made by Helen Tindale, seconded by Angela de Guzman and duly carried, the following resolution was passed.

Be it resolved the treasurer's report for the 2013 CHNIG AGM is approved.

CONSENT TO EXEMPTION FROM AUDIT REQUIREMENTS

Katie stated that the next item was to pass a resolution exempting the Corporation from Audit requirements for the ensuing year. The Chair informed the meeting of the following:

1. the Corporations Act (Ontario) (the “Act”) provides, in Section 96.1, that a Corporation may be exempt from the requirements of the Act respecting the appointment and duties of an auditor if certain tests are met;

the Corporation, by virtue of its annual income being less than \$100,000, qualifies for such exemption;
and

the Act requires that all members consent to such exemption.

After some discussion, and on motion duly made by Leanne Siracusa, seconded by Jane Underwood and duly carried, the following resolution was passed.

Be it resolved that the Corporation’s exemption from the requirements of the Act regarding the appointment and duties of an auditor for the financial period ended October 31, 2013, is hereby approved, ratified and confirmed.

2.6 Business Arising:

2.6.1 Presentation of CHNIG Awards

Barbara Kennedy presented the CHNIG research awards and Educational scholarships administered by RNFOO.

CHNIG Research Awards

The Community Health Nurses’ Initiative Group (CHNIG) Research Award is given to a Registered Nurse who has been a member of the Community Health Nurses’ Initiative Group for at least one year, and is pursuing research in community health nursing at the masters or doctoral level in an academic setting. The award can also be given to any community health nurse who is a member of CHNIG for at least a year, who wishes to undertake research in a clinical setting.

Megan Laan	CHNIG Research Award - \$1500
Winnie Sun	CHNIG Research Award - \$1500

CHNIG Educational Scholarships

The Community Health Nurses’ Initiative Group (CHNIG) Educational Scholarship is awarded to a Registered Nurse currently working in, or intending to work in, community health nursing, who is pursuing advanced education at the masters or doctoral level in a full-time or part-time capacity. The individual must have a strong academic record and be a member of CHNIG for a year or more.

Name	Name of Award
Karen Campbell	CHNIG Educational Scholarship - \$1500
Sarah Pirani	CHNIG Educational Scholarship - \$1500

Recipients thanked CHNIG for this support.

CHNIG Award of Excellence

Barb invited Audrey Danaher to present the award the 2013 CHNIG Award of Excellence.

The CHNIG Award for Clinical Excellence in Community Health Nursing recognizes a community health nurse who practices at an exemplary level in her/his practice.

2013 Recipient: Yvette Laforêt-Fliesser, RN, BScN, MHSc

- Community and Public Health Consultant
- Vice President, Edellys Training Corporation, London, Ont

Yvette was unable to attend however Audrey read her letter to CHNIG thanking the organization for this recognition

2.6.2 CHNC report

Katie presented the CHNC report as the Ontario Board Representative and responded to Questions from Members

On motion made by Joyce Fox, seconded by Karen Ellis-Scharfenberg and duly carried, the following resolution was passed:

Be it resolved that the CHNC report of the 2013 AGM of CHNIG is approved.

2.6.3 Presentation of Professional Development Bursaries

Barb Kennedy presented the The Community Health Nurses' Initiative Group (CHNIG) 2013 Professional Development Bursary for attendance at RNAO/ CHNIG AGM: *This funding was established by the CHNIG in recognition of the need to support CHNIG RN and student members participate in the RNAO AGM.*

2013 Recipients: 1) Pamela Stuckless

- VHA Home Health Care as a Professional Practice Specialist.
- VHA was awarded the RNAO Best Practice Spotlight Organization (BPSO) candidacy in April 2012.

2) Andrea Bauman

- Community health nurse working at North Dumfries Community Health Centre in Ayr, Ont.

Recipients thanked CHNIG for this support.

B) The Community Health Nurses' Initiative Group (CHNIG) Professional Development awards for attendance at the CHNC conference: The Professional Development Bursary was established by CHNIG in recognition of the need to support CHNIG members in their interest and participation in the National Community Health Nurses Conference.

Recipients will be announced in the upcoming CHNIG e-newsletter

2.6.4 Presentation of Seed Grant

Barbara Kennedy presented the The Community Health Nurses' Initiative Group (CHNIG) Seed Grant Initiative A seed grant of five hundred dollars (\$500) to individuals / groups interested in creating and/ or 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.

Recipients: Leeds Grenville Lanark District Health Unit Nursing Practice Council and Country Roads Community Health Center.

The goal of this project is to increase the professional development opportunities among rural community health nurses from a variety of practice settings in Leeds Grenville and Lanark Counties by increasing awareness, knowledge and skills in relation to local resources that will support professional development, as well as empowering nurses to practice from an evidence-informed perspective.

2.6.5 CHNIG incorporation

Katie presented the work done by the CHNIG board this year to incorporate. With support of CHNIG members at the last AGM, CHNIG contracted with Kate Lazier from Miller Thompson law firm and CHNIG is now a provincial not for profit corporation. CHNIG has filled all the appropriate incorporation documents, updated our banking arrangements and arranged insurance for the organization.

Temporary incorporation bylaws have been adopted which will need review along with development of associated policies over the next year. CHNIG will need to establish a governance chair and governance committee in order to enable CHNIG to ensure our bylaws comply with legislative requirements related to incorporation and to create a policy manual for the organization.

After some discussion, on motion made by Susan Tam, seconded by Leanne Siracusa and duly carried, the following resolution was passed:

Be it resolved that the report from Katie about CHNIG incorporation is approved.

After some discussion on motion duly made by Helen Tindale, seconded Claudette Holloway, and duly carried, the following resolution was passed:

Be it resolved that the Governance Chair position be added in the Board of Directors.

2.7 Presentation to departing Board members

Katie thanked departing board members for their dedicated service to enable CHNIG to meet its goals.

Past President – Katie Dilworth

Secretary – Debra Williams-Conliffe

Treasurer Annette Sonneveld

Professional Practice PH - Audrey Danaher

Policy and Political Action – Leanne Siracusa

Co - lead Research, Education and

Professional Development – Barb Chuzzy

2.8 Nominations ELECTION OF DIRECTORS

The Chair stated that it was now in order elect the Directors of the Corporation. At incorporation our current bylaws outline that terms for directors start and end at the AGM. Thus Katie acknowledged she has just received resignation forms from all directors.

A vote occurred in order to confirm the following board of directors who are staying on the board.

- President – Jennifer Tonn –acclaimed
- Communications Website – Susan Tam –acclaimed
- Communications Newsletter – Randie Gregoire –acclaimed
- Professional Practice Home Health – Karen Thompson –acclaimed
- Team co leader Research, Education and Professional development–Joanne Crawford–acclaimed
- Member Benefits – Barbara Kennedy–acclaimed

A vote occurred to elect the following board of directors:

President Elect – Cindy Baker-Barill –acclaimed

Secretary – Krisel Abulencia –acclaimed

Treasurer – May Tao–acclaimed

Professional Practice PH - Nicolette Slovitt–acclaimed

Policy and Political Action – Andrea Bauman –acclaimed

Research, Education and Professional Development – Sofie Pauwels –acclaimed

Governance Chair – Melinda Wall–acclaimed

OPHA Liaison – Karen Ellis-Scharfenberg –acclaimed

Student Associate member -Robin Krishnan

After some discussion, and on motion duly made Joyce Fox, seconded Ruth Schofeld and duly carried, the following resolution was passed:

RESOLVED THAT the following persons are hereby elected as Directors of the Corporation, to hold office or until their successors are duly elected or appointed, namely:

- **President – Jennifer Tonn**
- **President Elect – Cindy Baker-Barill**

- **Secretary – Krisel Abulencia**
- **Treasurer – May Tao**
- **Communications Website – Susan Tam**
- **Communications Newsletter – Randie Gregoire**
- **Professional Practice Home Health – Karen Thompson**
- **Professional Practice PH - Nicolette Slovitt**
- **Team co-leader Research, Education and Professional development–Joanne Crawford**
- **Research, Education and Professional Development – Sofie Pauwels**
- **Member Benefits – Barbara Kennedy**
- **Policy and Political Action – Andrea Baumann**
- **Governance Chair – Melinda Wall**
- **OPHA Liaison – Karen Ellis-Scharfenberg**

TERMINATION OF MEETING

There being no further business to come before the meeting, on motion duly made Randie Gregoire, seconded Sofie Pauwels and duly carried, the meeting then terminated.

RESOLVED THAT the 2013 AGM of CHNIG is now closed

3.0 Member voices:

- Leanne Siracusa & Ruth Schofeld: interviewed about affordable housing and encouraged CHNIG members to use their voice to advocate and share stories and about this major determinant of health
- Anita Singson: brought up ECCO report. Letter released to ANSSOOHA and Public Health Units
 - Addressed concerns about recommendations by stakeholders consulted in the process to RNAO Home Office
 - Doris & Tim from RNAO Home Office responded and invited Peel Chapter to a webinar to discuss ECCO Report on April 24th
 - New revision of ECCO report to be released in the spring. Katie encouraged CHNIG members to get involved and provide their input to shape these changes.
- Karen Hilliard: past president of Peel Chapter; asked how CHNIG responded to integrated PHU within LHINs.
 - Katie stated that RNAO offered CHNIG with webinar regarding a DRAFT copy of the initial release of the ECCO report and welcomed feedback. At the time CHNIG was unclear if the report suggested inclusion of PH in the LHINs, however the visual depiction of the model suggested integration. CHNIG responded that if this was the

intent that significant consultation should occur with PH stakeholders. CHNIG also shared pivotal reports on PH structure with RNAO. Subsequent communication from RNAO in December made the recommendation for integration clear.

- Jennifer McCloud: president of Timmins Chapter – commended CHNIG for their involvement with ECCO report. Request Board to consider a position on the board of Professional Practice in Primary Care. Highlighted nurses’ roles in rural environments to provide Primary Care.
- May Tao: developed YouTube video as requested by RNAO to discuss the 4 platforms of ECCO in collaboration with Claudette Halloway.
- Helen Tindale: invited CHNIG members to discuss any school health/mental health issues with her as she is in constant discussion with the new Ministry of Education.
- Claudine Bennett: encouraged CHNIG to collaborate with NPAO and other interest groups in regards to Primary Care

Motion to adjourn : Helen Tindale, seconded by Leanne Siracusa and duly carried

- The meeting adjourned at 11:05 am.



QuickTime™ and a decompressor are needed to see this picture.

Katie Dilworth
Chair of the Meeting

Krisel Abulencia
Secretary of the Meeting

Appendix A Notification and Call for Nominations

Website

CHNIG Annual General Meeting Notification and Call for Nominations

Posted on Jan 16, 2013

CHNIG would like to invite all of its members to join us at our 2013 Annual General Meeting on Saturday April 13th from 8:30am to 12:00pm at the Hilton Toronto, just after the RNAO AGM. Please register [here](#).

Elections are held each year at the AGM as required. This year we have openings for: Secretary; Treasurer; Team Co-Leader: Professional Practice: Public Health; Team Co-Leader: Research, Education and Professional Development; Team Leader: Policy and Political Action and Member at Large OPHA, and Governance Chair.

Candidates for office shall be nominated in writing, and delivered to the President or Past President up until one week prior to the CHNIG Annual General Meeting. Candidates for office may be nominated from the floor, provided they are present or have submitted a candidate’s statement in writing. Nominations must be accompanied by the signatures of at least two CHNIG members who support the nomination. Nominees will submit a letter outlining their interest in the position. Candidates nominated from the floor may present their statements verbally.

[Click here](#) for position descriptions.

[Click here](#) for the nomination form.

Please contact Katie Dilworth, Past President at kdilworth@gmail.com or Jennifer Tonn, President, jennifer.tonn@smdhu.org with questions.

Newsletter: Feb 6, 2013

H - Annual General Meeting Notification and Call for Nominations

CHNIG would like to invite all of its members to join us at our 2013 Annual General Meeting on Saturday April 13th 8:30-11:30 am at the Hilton Toronto. Please register [here](#).

Elections are held each year at the AGM. This year we have openings for: Secretary; Treasurer; Team Co-Leader: Professional Practice: Public Health; Team Co-Leader: Research, Education and Professional Development; Team Leader: Policy and Political Action and Member at Large OPHA. See the CHNIG position descriptions on the website for further details. www.CHNIG.org

Contact: Katie Dilworth, Past President, at kdilworth@gmail.com or Jennifer Tonn, President, jennifer.tonn@smdhu.org

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