

MINUTES of a General Meeting of the Members of **COMMUNITY HEALTH NURSES' INITIATIVES GROUP** (the "Corporation"), held in Toronto on April 18, 2015, at the hour of 8:20 a.m. (local time).

PRESENT IN PERSON: Cindy Baker-Barill (Chair), Sofie Pauwels, Karen Thompson, Krisel Abulencia (secretary), Barbara Kennedy, Joanne Crawford, Susan Tam, Harshdeep Hehar, Nicky Slovitt, Lorraine Telford, Ruth Schofeld, Joyce Fox, Helen Tindale, Helen Tindale, Claudette Holloway, Elizabeth Walker, Karen Ellis-Scharfenberg, Carol Timmings, Katie Dilworth, Pam Stuckless, Gabriela Ach, Erika Haney, Jil Courtemanche, Josalyn Radcliffe, Kaiyu Tam, Leighanne Swance, Kristin Chambers, Christine Schofield, Elizabeth Walker, Kim Babyn, Kadeen Briscoe, Erin Rajhathy, Brendan Bailey, Mary-Anne Davis, Sue Bookey-Bassett, Yessica Rivera Belsham, Samantha Petkou, Katrina Owen, Yvette Laforet-Fliesser

REGRETS: Trudy Mulder-Hall, Jennifer Bouwmeester

REPRESENTED BY PROXY: none being a quorum of the Members of the Corporation.

2.1 Cindy welcomed all to the meeting.

1. CHAIR AND SECRETARY

With the consent of the meeting, Cindy Baker-Barill acted as Chair of the Meeting and, Krisel Abulencia acted as the Secretary of the meeting.

Cindy 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

Cindy 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 Loraine Telford seconded by Ruth Schofeld and duly carried, the following resolution was passed:

Be it resolved that the agenda of the 2015 AGM of CHNIG is approved.

Cindy called for last-minute nominations. Nominees have been presented to the members and nominations have been closed. On motion made by Lorraine Telford seconded by Yvette-Laforet Fliesser and duly carried, the following resolution was passed:

Be it resolved that the nominations for the 2015 CHNIG BOD is now closed.

2.3 Approval of Minutes of 2014 AGM

Cindy gave a brief synopsis of the minutes of the 2014 AGM listed in the AGM report and called for additions to the agenda.

On motion made by Lorraine Telford, seconded by Yvette Laforet-Fliesser and duly carried, the following resolution was passed:

Be it resolved that the minutes of the 2014 AGM of CHNIG is approved.

2.4 President's Report and Member Questions

Cindy Baker-Barill gave her 2015 president's report as presented in the Annual Report. Members were invited to ask questions.

- CHNIG being consulted by RNAO on a regular basis regarding key topics (ex. RN Prescribing, palliative care).
- School health resolution was passed at yesterday's AGM. Congratulations to Yvette, Nicky and the School Health Work Group.
- Community health position to be appointed into the RNAO BOD in the near future.
- Healthy Schools, Healthy Children: Maximizing the Contribution of PHN and School Health Evidence Paper posted on our CHNIG website.
- We have been trying to recruit more PHN nurses to share practice issues and join our regularly scheduled teleconference calls.
- Professional practice – home health and public health: briefly discussed by Karen Thompson
 - Role clarity between RN and RPNs in both home health and public health.
 - End of life care: We will need to look at how this will be managed in daily practice for home health. CHNIG will continue to be involved with any development regarding this conversation.
- Health Promotion Seminar Series are archived on the CHNIG.org website and members are invited to review them. Members are invited to fill out a survey to give feedback on possible professional development activities.
- Youtube video presented produced to promote CHNIG.

On motion made by Joyce Fox seconded by Helen Tindale and duly carried, the following resolution was passed:

Be it resolved that the president's report of the 2015 AGM of CHNIG is approved.

2.5 Treasurer's Report

May Tao presented her treasurer's report and members were welcomed to ask questions.

- We remain in excellent financial position and continue to support members for professional development.
- We will no longer pay a group membership fee to CHNC. However, CHNIG will keep the same membership fee of \$45.00 and re-assess for the upcoming year.

- Member raised question regarding the purpose of CHNIG’s reserve fund and the possibility of creating a policy/guideline on how it should be utilized. This can be reviewed by the Governance committee.

After some discussion, and on motion duly made by Lorraine Telford seconded by Yvette Laforet-Fliesser and duly carried, the following resolution was passed.

Be it resolved the treasurer's report for the 2014 CHNIG AGM is approved.

2.6 Business Arising:

2.6.1 Presentation of CHNIG Awards

Barb 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.

Kadeen Briscoe	CHNIG Research Award - \$1500
Ping Zou	CHNIG Research Award - \$1500

CHNIG Educational Bursary Awards

The Community Health Nurses’ Initiative Group (CHNIG) Educational Bursary Awards 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.

Annie Lam	CHNIG Educational Scholarship - \$1500
Ellen Buck-McFadyen	CHNIG Educational Scholarship - \$1500

CHNIG Bursary to attend the 2015 RNAO and CHNIG AGM

Yvette Laforet-Fliesser

Erin Rajhathy

Yessica Rivera Belsham

2.6.2 CHNC report

Cindy presented the CHNC report (on behalf of Jennifer B.) as the Ontario Board Representative and responded to questions from members.

- Concerns raised on the elimination of the group membership fee structure and an incremental fee increase over the next two years.
- Ruth Schofeld briefly discussed the background behind this decision on behalf of CHNC.
- Changes in CHNC membership structure will be communicated to members via e-blast or the newsletter.
- Work continues to be developed on the Public Health Leadership Competencies (PHAC) and members are encouraged to check up to date information on the CHNC website.
- BOD asked by a member if CHNIG would consider a CHNC liaison on board; to be discussed by CHNIG BOD.

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

Be it resolved that the CHNC report of the 2015 AGM of CHNIG is approved.

2.6.3 Presentation of Professional Development Bursaries

Barb Kennedy presented The Community Health Nurses' Initiative Group (CHNIG) 2015 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.*

2015 Recipients to attend CHNC conference

- Extended the deadline to support members to attend CHNC up to April 21st.

2.6.4 Presentation of Seed Grant

1. Barb Kennedy presented 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: No applicants this year.

- CHNIG BOD to review application process to relieve some barriers/complexities of the bursary/award applicants.

2.7 Presentation to departing Board members

Cindy thanks departing board members for their dedicated service to enable CHNIG to meet it's goals. Each was given a small gift and award in appreciation.

Professional Practice (Home Care) - Karen Thompson
Past-President – Jennifer Bouwmeester
Communications (Newsletter) - Randie Gregoire

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.

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

Be it resolved that the nominations to the CHNIG board is now closed.

On motion made by Lorraine Telford, seconded by Ruth Schofeld and duly carried, the following resolutions were passed:

Be it resolved that Joanne Crawford is voted into the President-Elect position

Be it resolved that Barb Kennedy is voted into the Members Benefits position.

Be it resolved that May Tao is voted into the Treasurer position.

Be it resolved that Krisel Abulencia is voted into the Secretary position.

Be it resolved that Sofie Wilcox is voted into the Research, Education and Professional Development Position.

Be it resolved that Susan Tam is voted into the Research, Education and Professional Development Position.

Be it resolved that Gabriela Ach is voted into the Communications Position.

2.9 Introduction of President and 2015-2016 Board Members

After some discussion, and on motion duly made Lorraine Telford seconded by 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 – Cindy Baker-Barill
- President Elect – Joanne
- Secretary – Krisel Abulencia
- Treasurer – May Tao
- Communications Website – Gabriela Ach
- Communications Newsletter – Kelly Farrugia
- Professional Practice Home Health – Jessica Lok
- Professional Practice Public Health – Nicky Slovitt

- Team co-leader Research, Education and Professional development–Sofie Wilcox
- Team co-leader Research, Education and Professional development–Susan Tam
- Member Benefits – Barb Kennedy
- OPHA Liaison –Karen Ellis-Scharfenberg
- Policy and Political Action – Trudy Mulder-Hall
- Governance – Pam Stuckless

3.0 Member voices:

- Karen Ellis Scharfenberg raised issue regarding Chief Nursing Officer/RNs positions in public health; transition team developed to review mission, goals and values. Draft commission in progress and due for consultation in the near future. Active conversation and consultation should be had with CHNIG during this consultation.
- Yvette Laforet-Fliesser discussed updates with school health re: re-introducing public health nurses in schools nationally.
- Karen Huillard raised job responsibilities of Health Promoter roles in communities. An overlap in roles causing PHNs to be pulled out of direct service/replaced by HPs.
 - RNAO RN replacement taskforce should look at replacements not only in acute care but also in community.
- Discrepancies within home care best practice guidelines; Erin Rajhathy raised that there are currently no nursing guidelines in home care regarding palliative care and nursing practice in her organization.
 - According to Karen Thompson, home care RNs are expected to have palliative education (ex. pain assessment and management). Every region/city will have different models of care.
 - CHNIG's professional development could support member to facilitate the meeting between her employer to develop guidelines (ex. medication management at home).
- No nurses in schools to assist staff with students with disabilities, emergency preparedness, hand hygiene, infections, special needs. Members applaud School Health team regarding passed school health resolution.
- Community health nursing education – CASN developing of entry to practice competencies for PHN as more new grads are entering PH right after graduation.

TERMINATION OF MEETING

There being no further business to come before the meeting, on motion duly made Karen Ellis Scharfenberg seconded by Krisel Abulencia and duly carried, the meeting then terminated.

RESOLVED THAT the 2015 AGM of CHNIG is now closed.

Cindy Baker-Barill
Chair of the Meeting

Krisel Abulencia
Secretary of the Meeting