



COMMUNITY HEALTH NURSES' INITIATIVES GROUP

MINUTES of a General Meeting of the Members of **COMMUNITY HEALTH NURSES' INITIATIVES GROUP** (the "Corporation"), held in Toronto on May 5, 2016, at the hour of 8:20 a.m. (local time).

PRESENT IN PERSON: Cindy Baker-Barill (Chair), Krisel Abulencia (secretary), Barbara Kennedy, Joanne Crawford, Susan Tam, Nicky Slovitt, Pamela Stuckless, Gabriela Ach, Karen Ellis-Scharfenberg, Jessica Lok, Petrina Barbas, May Tao, Maureen Cava, Samantha Thompson-Brown, Ruth Schofield, Joyce Fox, Helen Tindale, Samantha Cohen, Elizabeth McGroarty, Gowseca Muthiah, Erin Cowan, Judy Jih, Katrina Owen, Claire Joseph, Jane Hess, Aileen Knip, N. Jill Courtemanche, Gigi Van den Hoef, Rachel Mixer, Dawn Cole, Vijay Chopra, Josalyn Radcliffe, Margred Lebold, Monika Dalmacio, Angela Gallant, Isoline Cross, Lily Trieu, Sahir Bajaj, Leanne Siracusa, Maureen Cava, Katheryn Ross

REGRETS: Trudy Hall, Kelly Farrugia

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 Katrina Owen seconded by Joyce Fox and duly carried, the following resolution was passed:

Be it resolved that the agenda of the 2016 AGM of CHNIG is approved.

2.3 Approval of Minutes of 2015 AGM

Cindy gave a brief synopsis of the minutes of the 2015 AGM listed in the AGM report and called for additions to the agenda.

On motion made by Joanne Crawford seconded by Karen Ellis-Scarfenberg and duly carried, the following resolution was passed:

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

2.4 President's Report and Member Questions

Cindy Baker-Barill gave her 2016 president's report as presented in the Annual Report. Gabrielle Ach presented on the new CHNIG website and social media updates. Members were invited to ask questions.

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

Be it resolved that the president's report of the 2016 AGM of CHNIG is approved.

2.5 Treasurer's Report

May Tao presented her 2016 treasurer's report and members were welcomed to ask questions.

- Decreased membership since 2014 means decreased revenue.
- We remain in excellent financial position and continue to support members for professional development.
- Members raised questions regarding whether CHNIG membership fee will remain the same even with new CHNC membership fee structure. 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.
 - On a motion made by Joyce Fox and seconded by Josalyn Radcliffe the following resolution was passed:
Be it resolved that the \$13 originally allocated for CHNC fees be reallocated for CHNIG Annual Membership Fees, maintaining the \$45 CHNIG yearly membership fee.
 - On this note, membership asked BOD to review annual membership fees for the near future. As an action, BOD to complete comprehensive annual review of membership fees.
- CHNIG Member asked if members can have copy of operations budget for review ahead of time. As an action item, BOD to review this process.
- CHNIG Member asked about the reserve fund and its purpose. May and Cindy noted that reserve fund available to protect CHNIG from fluctuating financial changes, especially with membership decrease. Accountant has also been consulted and recommended to maintain the \$20,000 reserve fund.

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

Be it resolved the treasurer's report for the 2016 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.

No recipient	CHNIG Research Award - \$1000
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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.

Amanda Hermsen	CHNIG Educational Scholarship - \$1000
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- Barbara Kennedy (members benefits) mentioned that RNFOO criterions do not match CHNIG's award criterions. BOD will review this process moving forward.

Barb Kennedy presented The Community Health Nurses' Initiative Group (CHNIG) 2016 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.*

Dawn Cole
Lily Trieu

Barb Kennedy presented The Community Health Nurses' Initiative Group (CHNIG) 2016 Professional Development Bursary for attendance at CHNC 2016 National Conference in St. John's, Newfoundland.

RNs	Maureen Cava Angela Frisina Yvette Laforet – Fliesser Janet Nevala
Nursing Students	Elizabeth Shultis Emma Hutcheson Ania Pawlik

- Member asked whether presentations from CHNC will be posted. Recipients of the awards will write a reflection on what they've learned and experience on the conference. These can be found on the CHNIG website.

2.6.2 CHNC report

Joanne Crawford presented the CHNC report on behalf of Jan Houston, Ontario Board Representative and responded to questions from members.

- Ruth Schofield brought up CHNC partnership with Canadian Family Practice Nurses; to use current CHNC Standards to develop Family Practice Nurse Certification process.
- Member asked if CHNIG could promote CHNC activities (from Jan) through different methods, newsletter, media.

2.7 Presentation to departing Board members

Joanne 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.

OPHA Liaison – Karen Ellis-Scharfenberg
Co-lead Research, Professional Development – Sofie Wilcox

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 Maureen Cava seconded by Leanne Siracusa 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 Helen Tindale seconded by Leanne Siracusa and duly carried, the following individuals are voted into the following positions:

Policy and Political Action - Trudy Mulder-Hall
Angela Gallant - Research, Education and Professional Development Co-Lead
Nicky Slovitt - Professional Public Practice (Public Health)
Pat Donnelly – OPHA Liaison
Governance – Pam Stuckless

2.9 Introduction of President and 2016-2017 Board Members

After some discussion, and on motion duly made Lorraine Telford seconded by Ruth Schofeld and duly carried, the following resolution was passed:

BE IT 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 – Joanne Crawford
- Past President – Cindy Baker-Barill
- 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– Angela Gallant
- Team co-leader Research, Education and Professional development–Susan Tam
- Member Benefits – Barb Kennedy
- OPHA Liaison – Pat Donnelly
- Policy and Political Action – Trudy Mulder-Hall
- Governance – Pam Stuckless
- Student Affiliate Members: Harshdeep Hehar, Anthony Agam, Quinn Fenton, Petrina Barbas
 - New student affiliate members will be recruited in the Fall. BOD goal to have an active students group

3.0 Member voices:

- Leanne Siracusa inquired about CHNIG’s partnership with CHNC conference, seeing that CHNIG generated some revenue when the conference was held in Ontario. This decision to was made by CHNC due to financial reasons.
- Maureen Cava reported on behalf of OPHNL
 - New members on professional practice.
 - OPHNL AGM Oct 20-21st - members invited. Dr. Bell and Kaiyan Fu to present
 - Discussion around Patients’ First document
 - New website ready OPHNL.org; 4 working groups available re: strategic directions
 - Chief nursing officers meeting in near future to discuss RN prescribing and other topics

- Karen Ellis-Scharfenberg
 - Advocated for Patient's First Report – its impact in transformation in healthcare and the community.
 - Some concerns about those who developed the report still do not grasp the community nurse role (ex. health promotion, upstream).
 - Appendix in ECCO 2.0 available for reference to respond to Patients First
 - 2 resolutions passed (re: health equity/SDOH). CHNIG will see how we can support this resolution.
- Helen Tindale raised concerns about RN replacements in public health and home health.
 - Members raised concern about lack of community content in curriculum, and lack of support for RNs in homecare.
 - OPHNL looking at how they can work with academic sectors to increase community content within curriculum
- Jocelyn from Waterloo Public Health – Baby Friendly Initiative
 - Vaccine program – Immunization 2020 report available which looks at expanding immunization accessibility.
- Member raised concern about retirement homes; the possibility of having no nurse available due to lack of resources and other constraints.
- Access Alliance has a new program called Health with Dignity, which works with priority populations (immigrants and refugees with chronic diseases, inadequate insurance, and income)
- BOD to consider how we can have webinar discussion to keep up with issues.

TERMINATION OF MEETING

There being no further business to come before the meeting, on motion duly made by Leanne Siracusa seconded by Ruth Schofield and duly carried, the meeting then terminated.

RESOLVED THAT the 2016 AGM of CHNIG is now closed.

Cindy Baker-Barill
Chair of the Meeting

Krisel Abulencia
Secretary of the Meeting