

Community  
Health Nurses'  
Initiatives Group

CHNIG

*The VOICE for community health nurses in Ontario!*

# Annual Report 2017

Annual General  
Meeting

April 29, 2017  
8:00-11:00 am

Hilton Toronto Hotel

## 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.*

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April 29, 2017

8:00-11:00 am

Hilton Toronto Hotel

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# Annual General Meeting 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 2016 AGM
  - 2.4** President's Report and Member Questions
  - 2.5** Treasurer's Report and Member Questions
  - 2.6** Business Arising:
    - 2.6.1** Presentation of CHNIG Research & Education Awards
    - 2.6.2** Presentation of Professional Development Bursaries
  - 2.7** Presentation and thank you to departing Board members
  - 2.8** Nominations and elections
  - 2.9** Introduction of 2017-2018 Board
- 3.0** Member Voices
- 1100 4.0** Adjournment

# President's Report

For 39 years, the Community Health Nurses' Initiatives Group (CHNIG) has been a strong presence and voice in consulting and advocating on issues that impact health of populations, and community health nurses. We collaborate on issues related to health care systems, and health and social policy relevant to community health nurses' work and the communities they serve. I am proud to have served as the President over the past year; a year that has been packed with consultation meetings, committee, sub-workgroup and Board meetings, updating and finalizing documents, CHNIG as well as RNAO Assemblies including Queen's Park. Our collective activities this year could not have been made possible without the incredible teamwork of the CHNIG Board of Directors. The spirit of collaboration has been truly inspiring! I am so fortunate to have been part of this great team as they embody great mutual understanding and respect for one another, which is at the heart of collaboration. Directors have expertise in public health, home health, education, research, management, and leadership. I look forward to working with them in 2017-2018 as I serve my second year as President.

"Imaginations shared create collaboration, and collaboration creates community, and community inspires social change."

~Terry Tempest Williams~

Framed within collaboration, the Board of Directors has been successful in meeting the CHNIG goals and objectives, contributing their expertise and time to important planning for impending health care transformation. There have been numerous consultations for *Patients' First*, the Ministry of Health and Long Term Care (MOHLTC) Levels of Care Framework, the new and Modernized Public Health Standards, the Ontario Public Health Association (OPHA) and workgroups, the Basic Income Guarantee, and the RNAO Future of Care Coordination webinar series. Additionally, we have been working on Governance documents for approval, updating CHNIG's goals and objectives for 2017-2020, creating structures for efficient work planning, and establishing a Student sub-committee.

While still strong, the rates of RN membership for CHNIG have continued to decline over the last number of years. The Board has been active in promoting membership through our social media communication vehicles (i.e. website, Facebook, e-Blasts); however, this has not improved the numbers. During this year's AGM, we would like to engage members in discussion about membership rates including the revenue generated for the past 5 years.

Over the last year, there also has been growing interest in community health nursing from undergraduate nursing students in a number of regions, which is positive and encouraging for not only the future of community health nursing but also for CHNIG. A call out for applications to sit on the CHNIG Board as Student Affiliate members resulted in a total of 22 student applications, which were quite impressive and the highest number received compared to prior years. Two students were selected, and the remaining students were invited to participate in the Student sub-committee. The newly developed Student sub-committee had two meetings with approximately 15 students in attendance at each meeting. Several other CHNIG sub-committees/workgroups continue to collaborate in the

true spirit of community health nursing to meet the goals of the Board and these include: the professional practice committee, the communications team, the professional development (Health Promotion Seminar Series) workgroup, and the Awards and Bursaries team.

The CHNIG Board is committed to supporting its national organizations, the Canadian Nurses Association (CNA), and the Community Health Nurses of Canada (CHNC). Members are encouraged to continue to maintain membership in both organizations to ensure a strong national voice for community health nurses. To support membership to the CHNC, the CHNIG disseminates news about the organization including the annual National Conference. This year, the CHNC National conference is in Niagara Falls, Ontario, and CHNIG Board members have been actively involved on numerous sub-committees including Co-chair of the conference, Hospitality, Marketing and Sponsorship, and Abstract and Conference planning.

We will continue to work hard to support the mission, vision and values of CHNIG, especially given the evolving health care transformation that will result in changes in community health including home health, public health, primary care, and education. The Board will continue to consult with membership, political leaders, and other health care organizations to ensure that the voices of community health nurses are heard during important decisions that impact their work and the public.

I would like to take this opportunity to give a heartfelt thanks to each and every Director and CHNIG volunteer for their passion, expertise, and time to make this past year successful. I appreciate the tremendous support and collegiality that inspires and strengthens our team, and reinforces our collective commitment to community health nursing.

I would like to especially acknowledge and thank Cindy Baker-Barill for her outstanding contributions to the CHNIG Board over the last 4 years as our leader. Cindy's dedication has been demonstrated through the achievement of important goals, for example, carrying through with the School Health Nurse Resolution and the publication in the *RN Journal*. More personally, Cindy has supported me in navigating the President role through her mentorship with countless telephone meetings and emails, and I could not have done it without her. Cindy exemplifies the role of a community health nurse by underpinning all her work within foundational community health principles and by sharing this knowledge with all of us.

To the Board members who are remaining on the Board for 2017-2018, I appreciate you continuing to work with me as you have been instrumental in achieving the important work of CHNIG. I also am looking forward to working with new Board members, and thank you for expressing an interest in the work of CHNIG.

"The strength of the team is each individual member.  
The strength of each member is the team."  
~Phil Jackson~

# CHNIG 2016-2017 Board of Directors

President - Joanne Crawford, RN, BScN, MScN, PhD, CON(C)

Past President - Cindy Baker-Barill, RN, BNSc

Treasurer - May Tao, RN, BScN, MSN, CCHN(C)

Secretary - Krisel Abulencia RN, BScN

Communications Electronic - Gabriela Ach, RN BScN

Communications Newsletter - Kelly Farrugia, RN, BScN, MA (Leadership)

Research & Education and Professional Development Co-leads - Susan Tam, RN, BScN, MScN, CCHN(C), Angela Gallant, RN, BScN, CRE

Members Benefit - Barbara Kennedy, RN, BScN, MEd, CCHN(C)

Professional Practice Home Health - Jessica Lok, RN, BSc, BScN, MN

Professional Practice Public Health - Nicolette Slovitt, RN, BA, BScN, MScN, CCHN(C)

Political Action -Trudy Mulder-Hall, RN, BNSc CHPCNc

Member-at-Large OPHA - Pat Donnelly, RN BScN, MSc

Student Affiliate Members - Harshdeep Hehar, BN student; Petrina Barbas, BN student

# Treasurer's Report - April 29, 2017

## Respectfully submitted by May Tao

<b>Community Health Nurses' Initiatives Group Financial Statement</b>	
<b>Financial Year (November 1, 2015 to October 31, 2106)</b>	
Carryover October 31, 2015	\$4,524.77
<b>Revenues</b>	
Membership Fees	\$45,950.13
<b>Reserve Fund</b>	
Tangerine Business Investment	<u>\$20,392.69</u>
<b>Expenses</b>	
Professional Development	\$5,334.95
Educational Bursary	\$1,100.00
Student Sponsorship	\$498.80
OPHA Membership	\$2,000.00
Communication (Teleconference and Website)	\$9,779.28
CHNIG Annual General Meeting (AGM)	\$4,971.54
Executive meetings	\$1,647.28
Bookkeeping	\$1,017.00
Insurance	\$594.00
Miscellaneous	<u>\$136.73</u>
<b>Total Expenses</b>	<b><u>\$27,079.58</u></b>

The Community Health Nurses' Initiatives Group (CHNIG) remains in a stable condition in 2015-2016. This is the result of keeping a reserve fund to ensure financial stability and security of the organization. The financial statement provides a detailed explanation on the revenues and the operating expenses for the period from November 1, 2015 to October 31, 2016. The revenue for the year was \$45,950.13, which solely came from the membership fund. The operating expenditure for the year was \$27,079.58. The majority of this expenditure was the cost for communication. This cost came to a total of \$9,779.28 for the year, which mainly includes the start-up cost of the website with a new web design company (\$9,031.53) and the monthly teleconference fee (a total of \$747.75). After this initial start-up cost of the website, CHNIG will pay \$406.00 annually to maintain the site. This will save us over \$5,000 yearly. Other significant costs include professional development and the CHNIG AGM. CHNIG has provided one \$1,000 RNFOO award; assisted seven members to attend the National CHNC (\$5234.95) in St. Johns, Newfoundland; and supported two members to attend the CHNIG Annual General Meeting. The bookkeeper continues to handle our budget, and complete and file our HST remittance and corporation income tax return. The CHNIG membership fund has continued to drop from \$54,683.88 in 2014-2015 to \$45,950.13 in 2015-2016. With the potential legal expense of being incorporated, a continuous drop of the membership fund, and the amount of operating expenses, the CHNIG board decided to stay with the same membership fee of \$45; and will reassess on a yearly basis. In summary, I would like to thank the CHING Financial Committee and the Board of Directors for their support and guidance throughout the year.

# Detailed Activities of the Organization

The following is our detailed activity report. The CHNIG would be happy to provide further information about any of the following items listed below.

**RNAO END:** Engage with registered nurses and nursing students to stimulate membership and promote the value of belonging to their professional organization.

## First Reporting Period: May - August 2016

- Actively updated social media accounts (Facebook and CHNIG website) with events and important news related to healthcare. Provided editing and uploading privileges to CHNIG Student Affiliate members for Twitter and Instagram accounts. Captured active photos at the CHNIG AGM (2016) with members' permission and shared them on Facebook page.
- Promoted CHNIG's Professional Practice Committee meeting held via live teleconference amongst members on Facebook and through website. Also highlighted photos from CHNC's National Conference (2016), which several of our Board members attended.
- Edited and circulated the summer 2016 Newsletter through an e-Blast, on Facebook Page, and on website. Also, responded to various inquiries received via email through the CHNIG website from the public as well as members.
- The summer 2016 newsletter had a section where sponsored students and nurses could write about their experiences and learnings from the 11<sup>th</sup> National Canadian Community Health Conference (2016).
- Two teleconference meetings held over the summer for Professional Practice; June 1, and July 6, 2016. There was a significant increase in participation at the July 2016 teleconference meeting (27 participants) compared to the previously held one held in June (five participants). This was a result of improved recruitment initiatives from the Professional Practice leads and improved communication with RNAO and CHNC.
- Financial support provided to 3 undergraduate nursing students to attend the 11th National CHNC conference in St. John's, NFLD as they had an oral presentation.
- Financial support provided to 3 RNs to attend the 11<sup>th</sup> National CHNC conference
- Financial support for 1 RN and 1 student to attend the RNAO AGM, 2016.

## Second Reporting Period: September - December 2016

- Led small working group (of 4 Board members) in selection of two Student Affiliate positions on board. e-Blast notification posted with application form. All applicants assessed using criteria to rank candidates for final two positions. A total of 22 student applications were received - selection of 2 Student Affiliates made. The remaining 20 students were emailed to invite them to participate on the CHNIG Student sub-committee.
- Worked with Student Affiliates to plan a student event and the first meeting of the student sub-committee. Assisted with selection of new student board affiliate.
- Planning with Member benefits board member for CHNC education and research awards, and excellence award - revising documents, and planning for announcements.
- Supporting RN membership and student attendance at RNAO AGM and CHNC National Conference with financial assistance.
- Offering RN membership awards to further education and research at the academic level and/or in practice.
- Continued involvement with CHNIG and promotion of ideas to increase members; engagement with RN's to encourage membership.
- Continued involvement with Health Promotion Seminar Series.

- Continued collaboration on ways to promote CHNIG to nursing students and RNs - exploring promotional videos, student working group, using social media.
- Collaboration to discuss workshop to promote community health nursing to students.
- Provided input to Members Benefits Officer regarding CHNIG's awards and bursaries; will continue to provide ongoing support as needed.
- Reached out to members via Facebook, website and e-Blasts to notify members of applications for incoming Student Affiliate positions and also to become involved with the newly forming Student sub-committee.
- Responded to numerous emails from students especially interested in joining CHNIG.
- Captured photos of CHNIG Board meetings and posted these to social media accounts, encouraged participation in NCCMT Survey with chance to win gift card, offered MAID resources to support nurses involved in the new process.
- Promoted new Health Promotion Seminar Series webinar created by CHNIG Board and community partners.
- CHNC was seeking volunteers to be committee members and Jann Houston was the contact.

### Third Reporting Period: January - April 2017

- Support Awards and Bursaries workgroup to develop and prepare documents for applicants including fillable pdf documents for awards.
- Meetings held with workgroup for Awards and AGM support.
- Led Award and Bursaries workgroup in planning and revising documents for applicants.
- Financial support: One \$1000 Educational Award (previously through RNFOO) to one RN dedication to the pursuit of professional development or advanced education that contributes to community health nursing; one \$1000 Research Award (previously through RNFOO) to one RN who demonstrates excellence and dedication to the pursuit of Research as part of their education (MSc and PhD), or research in community health nursing practice.
- Reviewed and revised applications for AGM and CHNC National Conference - Financial support up to \$250 to attend RNAO & CHNIG AGMs: 2 RNs, 2 students; \$500 to attend CHNC National Conference: Total of 10 (RNs & students).
- CHNIG was highly engaged with RNs and students during the past few months. In January, we reached out to our members to submit abstracts for the annual CHNC Conference via e-Blast and our social media mediums. We are also seeking nominees for our Board of Directors and have been sending frequent e-Blast reminders for members to apply. Our three annual awards (valued over \$2000) and bursaries to attend the RNAO/CHNIG AGM and CHNC Conference have also been frequently promoted via e-Blasts and social media.
- Two meetings have been held with the new nursing Student sub-committee of CHNIG. All students that applied to become affiliates of the board have been invited to participate and receive an invitation to each meeting. The group is planning for a *"Meet Community Health Nurses Event"* for nursing students for September 2017. Two student subcommittees have been set up to plan and promote this event.
- The Professional Practice group met on February 3<sup>rd</sup>, 2017 via teleconference. We updated the group on CHNIG board's plan to revise the CHNIG goals and objectives; the stability of the finances; the upcoming AGM and breakfast; the work of the student committee; the completion of the School Health resolutions work and held a discussion on the work of the Political Action group and their actions related to the *Patient's First* proposal. We shared the link to the Ontario Law Commission report and discussed the impact for all nurses and the need to increase our awareness of this as it applies to all nursing practice.

**RNAO END:** RNAO advances the role and image of nurses as members of a vital, knowledge-driven, caring profession, and as significant contributors to health.

First Reporting Period: May - August 2016

- RN Journal article (RNAO) entitled "Healthy Habits Start at School", depicted the influence of school health nurses within schools was released August 16, 2016. Contributed to the creation of the article in collaboration with the School Health workgroup.
- Promoted a CIHR Research funding opportunity on our website and Facebook page, as well as the CHNET - Works webinar regarding *Income-related health inequities*. Also, encouraged participation in the Nurses' Research Interest Group AGM via Facebook.
- Discussed the RNAO *Mind the Gap* report. RN replacement in the community/public health. The numbers of RNs are decreasing in Ontario. We have the lowest ratio of RNs per capita. More RN positions are being replaced by RPNs and this is being driven by efficiencies and meeting budget targets rather than best practice. In public health, some RN positions are being replaced by health promoters.
- Those supported financially to attend the CHNC National Conference did presentations on nursing leadership, nursing education and practice.
- Offered Health Promotion Seminar Series on "Health Care Consent and Advance Care Planning in Ontario," presented by Trudy Mulder-Hall and Jehanara Chagani from Central West CCAC. Disseminated to respective website/social media communication channels.
- Meetings with work-group for Health Promotion Seminar Series (HPSS) regarding potential collaboration with Nurses' Research Interest Group, professional development workshop, and future Health Promotion Seminar Series topics/speakers.
- Encouraged the promotion of a the Nursing Research Interest Group's AGM on panel discussion entitled "Current Topics in Aging Research" taking place on September 29th from 5-9PM at the Old Mill Inn in Toronto on CHNIG communication channels.

Second Reporting Period: September - December 2016

- Collaborator with Dr. Nancy Purdy, Dr. Cristina Catallo from Ryerson University, and Maureen Cava from Ontario Association of Public Health Nursing Leaders' (OPHNL) on Public Health Nursing Research. Research project entitled: Describing the Contribution and Value of Public Health Nurses to Health System Outcomes. This research will help understanding the value and contributions of public health nurses to the health of communities and the population, and lead to the identification of nurse-sensitive outcomes. The research aligns with CHNIG objectives.
- Workgroup for Health Promotion Seminar Series active in planning promoting professional development for CHNs and members of RNAO. Dissemination of two more Health Promotion seminars: A Brief Introductory Guide to Community Health Nursing and Healthy Sexuality and our aging Population. Continued communication/engagement/planning with speakers for future recordings. Continued dissemination/promotion of webinars on social media/website. Collaboration to explore other interest groups/partnerships i.e. Nurses' Research Interest Group.
- Active in CHNC conference: Program co-chair for the CHNC Conference in June 2017 and also participating on CHNC Standing committee related to the conference. Marketing and Sponsorship co-chair and a member of the Hospitality committee for the CHNC Conference June 2017.
- Encouraged members to submit abstracts to NCCMT as well as for the CHNC National Conference, and attend the Health Promotion Ontario Conference to share their expertise and knowledge.
- Promoted CDC's webinar on "Safe Healthcare - Empowering Nurses for Early Sepsis Recognition", as well as encouraged members to attend the Health Promotion Ontario forum in Ottawa on "Pushing Boundaries."

- School Health Nurse Article published in the RNAO *RN* journal.
- OPHA events of interest to CHNIG and Public Health Nurses disseminated: (1) OPHA Webinar, Feb 22, 2017, entitled “Housing affordability: How will new policy directions impact Health?” (2) The Ontario Public Health Convention (TOPHC 2017), “Global Challenges. Local Solutions” to be held March 29-31, 2017 (<http://www.tophc.ca/>); and (3) OPHA Lean Sigma White & Yellow Belt Workshop 2017, April 26 & 27.
- OPHNL, in consultation with CHNIG and with funding from Merck, is seeking opportunity of developing a video promoting the value of public health nurses.

### Third Reporting Period: January - April 2017

- Continue to support Research project entitled: Describing the Contribution and Value of Public Health Nurses to Health System Outcomes. Facilitated support for Research Ethics approval and recruitment, as well as research assistant (student) training.
- Circulated research studies focused on enhancing Public Health Leadership (from the Public Health Leadership Competencies Network), and describing value of PHNs and formal leaders. Promoted RNAO “Evaluation before Implementation” Workshop on Facebook page and CHNIG website as well as the NCCMT and Health Evidence platforms that were seeking feedback from users to better improve their resources and products. Our members were also sought via e-Blast to provide feedback on the “Standards for Public Health Programs and Services Consultation Document” for OPHA/RNAO to submit to the MOHLTC.
- Professional development planning is underway with two webinars complete and planned promotion through the website shortly: (1) Implantable cardiac devices: Overview by Betsy Berry, clinical lead for cardiac surgery, arrhythmia and TAVI at the Cardiac Care Network of Ontario; (2) Community management of heart failure - optimizing self-care by Karen Harkness, clinical lead for heart failure and cardiovascular rehab at the Cardiac Care Network of Ontario.
- CHNC National Conference (to be held June 20-22 in Niagara Falls) activities by various Board members: (1) Program co-chair and CHNC Standing committee related to the conference; (2) Participate in monthly meetings and activities as Marketing and Sponsorship co-chair and Hospitality committee; (2) Planning committee with 136 submitted abstracts that were reviewed. Theme of conference is “Celebrating the Past; Building the Future”.
- Preparing pre-conference workshop (CHNC) with nursing student to highlight the importance of student engagement in practice and increase knowledge related to use of social media.
- Promotion of CHNC conference; David Butler-Jones is one of the key note speakers. There will be a “tech bar” featuring new tech ideas.
- Those receiving financial support to attend CHNC Conference to provide summaries of their learning to then be posted on the website and reported in the newsletter.
- Participated in consultation session with MOHLTC on Levels of Care in relation to services offered through Home Care.

**RNAO END:** RNAO speaks out on emerging issues that impact on nurses and the nursing profession, health and health care.

### First Reporting Period: May - August 2016

- Consultation on public health video clip to raise the profile of public health nurses.
- Two meetings held in July and August to discuss collaboration with the OPHL on a promotional video to profile the role of public health nurses in various settings. Consultation required with the Board of Directors to be held.
- Posted petition for supervised injection services in Toronto via Facebook, as well as encouraged members to sign the action alert related to the *Mind the Gap* paper and replacement of RNs.
- Promoted OPHNL Conference on professional practice teleconference call.

- Participated in Health Promotion Seminar Series planning.
- Member of the Canadian Association of Schools of Nursing (CASN) Educator group, discussing nursing curriculum development refocus on community health nursing and concerns about theory and practice courses being cut or scaled back reflecting the focus on success in NCLEX.
- Attended the National nurse educators group meeting at the CHNC National conference. Concerns relate to limited, appropriate practice experiences in community as well as limited availability of a CHN being the facilitator within the area.

#### Second Reporting Period: September - December 2016

- Presented an overview of CHNIG and related activities at September Interest Group Chairs meeting (during RAO September Assembly).
- Member of CASN Community Health Nursing Educators Interest Group. Discuss pertinent CHN education issues, especially impact of NCLEX exams on CHN education on a national basis. Committee is drafting national curriculum guidelines. Planning network café at the CHNC National Conference in Niagara Falls.
- Continued meetings with Health Promotion Seminar Series working group to discuss emerging issues and possible seminar topics. Continued involvement with working groups and CHNIG around emerging issues.
- Sent call out to members to submit feedback and provide input into the RAO Discussion Paper by Senator Segal -Basic Income Guarantee.
- CNA/Toronto Public Health - CNA made a request to interview nurses about the marijuana legislation and Jann Houston volunteered to participate for the CNA journal. Toronto Public Health recently completed a report on this subject.
- An article on the importance of oral health is being published in the *Journal of Public Health*. Healthy Smiles Program (a provincial program) provides free dental/oral care to eligible participants. There are still limitations and it's not a universal program for all. Challenges remain in the field for front line Public Health Nurses to find dental services for all clients in need. RAO has a portfolio on oral health. CHNIG members are asking for Professional Practice to continue to highlight the needs to RAO.

#### Third Reporting Period: January - April 2017

- Participated in Queen's Park Day and February assembly including special interest group meeting.
- Circulated research study focused on enhancing Public Health Leadership (from the Public Health Leadership Competencies Network), and describing value of PHNs, practitioners and formal leaders.
- Promoted RAO "Evaluation before Implementation" Workshop on Facebook page and CHNIG website as well as the NCCMT and Health Evidence platforms that were seeking feedback from users to better improve their resources and products.
- Our members were also sought via e-Blast to provide feedback on the "Standards for Public Health Programs and Services Consultation Document" for OPHA/RAO to submit to the MOHLTC.
- Drug overdosing is unfortunately on the rise. Safe injections sites are receiving funding and organizations are working on developing advanced nursing practice policies/procedures. Toronto Public Health may be hiring Nurse Practitioners in the future to run these sites.
- Health Force Ontario has cut the 6-month new graduate initiative to 3 months. This may impact organizations hiring new graduates.
- The College of Nurses is expecting NPs to take a narcotics course. If they do not complete this in time, they will have a restriction added to their license. The timelines are rather quick making this a potential issue for some NPs.

- Student nurses in the community at CCAC are only allowed to observe their preceptor RNs and are not allowed to practice any “hands on skills”. The potential issue related to this is that new graduates may not be fully prepared to practice.
- College of Nurses professional practice consultations are only being accepted via email. This is not ideal as many nurses prefer to have a dialogue with the practice consultants when issues arise.
- Health Promotion Seminar Series planning with workgroup.
- Member of the CASN Educator group. Developing CASN standard curriculum outcomes for all community health nursing programs in universities.

**RNAO END:** RNAO influences healthy public policy to positively impact the determinants of health, supporting Medicare and strengthening a publicly funded, not-for-profit health-care system.

#### First Reporting Period: May - August 2016

- Represented CHNIG on 2 RNAO webinars held, “The Future of Care Co-ordination: Health System Transformation: Welcoming and Supporting Care Co-coordinators”. Participated as a panelist for three webinars: August 2, 1200-1300 (>200 participants) and August 18, 1200-1330 (>100 participants). Invited panelist to represent community health nurses, and present an overview of our interest group’s mission, goals and objectives.
- MOHLTC sponsored workshop, Levels of Care proposed by the ministry based on the *Patients’ First* discussion paper. Nancy Naylor, Association Deputy Minister, MOHLTC led workshop with expert panel members and several speakers.
- Participated in meeting with Doris and Mr. Hugh Segal, Special Advisor on the Basic Income Guarantee pilot to consult on the Basic Income Guarantee, August 19, 2016. Requested a one-page summary of issues into the development of the discussion paper regarding Basic Income Guarantee. Three Board members completed and sent to Tim at RNAO, August 23.
- Promoted OPHA 2016 Fall Forum via Facebook and on our website.
- OPHA, Health and Wellness Chronic Disease Prevention Workgroup. Representing community health nurses on an interdisciplinary team of public health professionals across Ontario. Monthly and bi-monthly meetings. Consultation on provincial initiatives, such as *Patients’ First*, modernization of standards, as well as other advocacy issues (i.e. plain packaging). Shared Levels of Care workshop documents for committee review and input.
- Central West Cancer Prevention and Early Detection Network. Collaborative membership working on local initiatives to promote cancer risk reduction, and population based cancer screening programs to diverse underserved populations to improve access in Ontario. The network includes public health practitioner members from Hamilton, Niagara, Brant, Haldimand-Norfolk and Halton. Participate as member in monthly meetings.
- Attended OPHA BOD meeting in Toronto as a CHNIG representative.
- Consulted on the Basic Income Guarantee project and provided input.
- Linked RNAO request to speak to a CHNIG Public Health Nurse in regards to home visiting programs for new mothers (currently in progress).
- RNAO President, Carol Timmings has joined the Expert Panel on Public Health for the Ministry of Health and Long-Term Care.

#### Second Reporting Period: September - December 2016

- Represented CHNIG on 3<sup>rd</sup> webinar held for “Health System Transformation: Welcoming and Supporting Care Co-coordinators” - September 19, 2016. Provided information about CHNIG, mission, goals, and objectives.
- Health and Wellness Chronic Disease Prevention Workgroup: CHNIG representative at this interdisciplinary workgroup hosted by OPHA.
- Participated in smaller working group providing input on *Patients’ First* discussion and role of public health (Sept 16 2016).

- Provide input on issues brought forth by RNAO.
- As part of the OPHA Advocacy Committee, the CHNIG OPHA Liaison provided feedback on a joint alPha/OPHA submission on Ontario's Basic Income Pilot to the government. This submission included a draft letter to Ministers Jaczek and Ballard, as well as detailed responses to the questions for which the ministries are seeking advice (e.g. on eligibility, location, selection process, models for providing income, outcomes to be measured).
- OPHA developed a joint letter in the fall to Minister Hoskins with the Association of Ontario Health Centres advocating for key changes related to health equity, health promotion and the social determinants of health. These changes were included in the *Patients' First Act* passed Dec 7, 2016.

#### Third Reporting Period: January - April 2017

- Reviewed new standards for Public Health. Looking at discussing the issue of tobacco free college and university campuses as an advocacy issue for student committee. New toolkit developed by nursing student is available to support this action.
- Promoted accessible dental care services on Facebook Page and CHNIG website - Healthy Smiles Ontario Program.
- Consulted with the Professional Practice group on the revised OPHA standards and shared their input.
- Working with OPHA, facilitated meeting to discuss potential areas of collaboration with CHNIG (and with President involved). Teleconference meeting held January 30.
- Drafted questions to receive input from CHNIG membership in public health regarding the new Public Health Standards. Compiled feedback and worked with Professional Practice - Public Health board member to develop response letter for RNAO and OPHA. Team worked with OPHA Liaison reviewing and revising letter of responses on new PH Standards for RNAO and OPHA.
- Continued involvement as Past Chair on CHNC Communications Committee.

# Minutes of 2016 AGM

**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, Gabriella 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.

### 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 notice of the meeting had been given in accordance with the by-laws of the Corporation, and a quorum of the Members were 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.

A motion was made by Katrina Owen and 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 or revisions to the minutes.

A motion was made by Joanne Crawford and 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.

A 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 the 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.
  - 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, members asked the Board of Directors to review annual membership fees yearly. As an action, the Board will proceed with an annual review of membership fees.
- CHNIG Member asked if members can have copy of operational budget for review ahead of the AGM. As an action item, the Board is to review this process.
- CHNIG Member asked about the reserve fund and its purpose. May and Cindy reinforced that the reserve fund is held for security to protect CHNIG during times of fluctuations in finances, especially with membership decreases over the last few years. The Board's Accountant has also been consulted and made the recommendation to maintain the \$20,000 reserve fund.

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

**BE IT RESOLVED THAT** 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 Education award administered by RNFOO and Professional Development Bursaries.

#### CHNIG Educational Award

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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### CHNIG Research Award

The Community Health Nurses' Initiative Group (CHNIG) Research Award is given to a Registered Nurse who has been a member of the CHNIG 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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Barbara Kennedy (member's benefits) mentioned that RNFOO criteria for selection of candidates do not match CHNIG's award criteria. The Board 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.*

#### Recipients

- 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.

Recipients	
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 their experience of 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 and the use of current CHNC Standards to develop Family Practice Nurse Certification process.
- Member asked if CHNIG could promote CHNC activities (from Jan) through different methods, newsletter, and media.

## 2.7 Presentation to departing Board members

Joanne thanked departing board members for their dedicated service to enable CHNIG to meet its goals. Each departing member was given a crystal award with the CHNIG logo, and a framed certificate of appreciation.

### Departing Board Members

OPHA Liaison - Karen Ellis-Scharfenberg

Co-lead Research, Professional Development - Sofie Wilcox

## 2.8 Nominations: ELECTION OF DIRECTORS

The Chair stated it was time to elect the Directors of the Corporation. At incorporation, our current bylaws outline that terms for directors start and end at the AGM.

A motion was made by Maureen Cava and 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.

A motion was made by Helen Tindale and seconded by Leanne Siracusa, and duly carried. The following individuals were voted into the following positions:

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

## 2.9 Introduction of President and 2016-2017 Board Members

After some discussion, a motion was duly made by Lorraine Telford and 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:

- President - Joanne Crawford
- Past President - Cindy Baker-Barill
- Secretary - Krisel Abulencia
- Treasurer - May Tao
- Communications Website - Gabriella 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, Petrina Barbas
  - New student affiliate members will be recruited in the Fall. The Board's goal is 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. Discussion ensued that this decision was made by CHNC due to financial reasons.
- Maureen Cava reported on behalf of OPHNL
  - New members on professional practice.
  - OPHNL AGM Oct 20-21<sup>st</sup> - members invited. Dr. Bell and Kaiyan Fu to present.
  - Discussion was held around *Patients' First* document.
  - New website is 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* document.
  - 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 concerns 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).
- The Board is to consider how we can have webinar discussion to keep up with issues.

### TERMINATION OF MEETING

There being no further business at this point in the meeting, a motion was duly made by Leanne Siracusa and seconded by Ruth Schofield, and duly carried. The meeting was terminated.

**BE IT RESOLVED THAT** the 2016 AGM of CHNIG is now closed.



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Cindy Baker-Barill  
Chair of the Meeting

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Krisel Abulencia  
Secretary of the Meeting

# CHNIG Moments...

## Last year's AGM...



## Meetings...



Visit the website @ <http://www.chnig.org/>

A screenshot of the CHNIG website homepage. The header includes social media icons (Facebook, Twitter, YouTube, LinkedIn, Instagram) and a 'CONTACT US | GET INVOLVED' link. The main navigation menu lists: ABOUT US, NEWS &amp; EVENTS, BECOME A MEMBER, NURSING STUDENTS, PROFESSIONAL DEVELOPMENT, and RESOLUTIONS, POLICIES &amp; PAPERS. The main content area features a large image of a microphone with the text: 'CHNIG Board Positions Now Open'. Below this, it says: 'We are now taking applications for select Board of Directors positions until our AGM on April 29th, 2017. Click below for more details!' and a 'HOW TO APPLY' button. The URL 'http://www.chnig.org/about-us/' is visible at the bottom left.