

Community
Health Nurses'
Initiatives Group

CHNIG



The VOICE for community health nurses in Ontario!

Annual Report 2018

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.



RNAO

Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

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**Annual General Meeting
April 21, 2018
8:00-11:00 am
Hilton Toronto Hotel**

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Annual General Meeting Agenda

8:00 Breakfast and Registration

8:45 - 0900

1.0 AGM Business

1.1. Welcome

1.2. Approval of Agenda

1.3. Approval of Minutes of 2017 AGM

1.4. President's Report and Member Questions

1.5. Treasurer's Report and Member Questions

1.6. Business Arising:

1.6.1. Presentation of CHNIG Research & Education Awards

1.6.2. Presentation of Professional Development Bursaries Awards

1.7. Recognition of departing Board members

1.8. Nominations and voting process for 2018-2019 Board

2.0 New Business

2.1 Member Voices

1100

3.0 Adjournment



Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
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President's Report

This year, the Community Health Nurses' Initiatives Group (CHNIG) celebrates 40 years as an organization. We have been actively collaborating, advocating, and consulting on health and social issues that impact the health and well-being of the public, and continue to speak out on behalf of community health nurses across Ontario. During these past two years as President, I have been so fortunate to work alongside some very caring, enthusiastic and dedicated Board members. What I have enjoyed most about this time with CHNIG, is the strong connections that have been forged and strengthened through our working well together. I believe that the strength of CHNIG can be wholeheartedly attributed to the teamwork of our Board. As always, there is a sense of knowing each other, understanding the real world context and community health nursing, and working together to complete our tasks. Each and every board member has been committed to the work of CHNIG, and this is evident through all of our collective accomplishments this past year.

"Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved."

-Matte Stephanek-

As health care transformation moves forward, we do not know how changes will affect the work of community health nurses, but we are prepared to consult and advocate for community health nurses and the communities we serve. The CHNIG Board of Directors has been successful in meeting the CHNIG goals and objectives through numerous activities this year including the planning and delivering of our first CHNIG workshop. The teamwork demonstrated was at the core of making this workshop successful. Other Board activities included participating in a number of consultations and advocacy campaigns in collaboration with Ontario Public Health Association (OPHA), and partnering with the *Patient Experience* conference. Of course, these are only a few activities of our work this past year; for more detail, please see the Activities of the Board section below. The Board has also been actively engaged in ongoing consultations with RNAO and participated in Assembly meetings and Queens Park Day this year.

Membership numbers in CHNIG have continued to decline this year including student memberships. While we cannot know why RN memberships have declined, the Student membership decline may be due to the membership fee of \$10.00 implemented this past October 2017. This decision was based on recommendations proposed and voted on during the 2017 CHNIG AGM. The Board plans to engage in strategic planning at our June meeting to identify priorities for the year. Given that it is our 40th year, a social media campaign to boost membership numbers will be an item for consideration, along with completing and finalizing the CHNIG Governance documents for the future, and continuing on with meeting CHNIG members professional development needs.

The involvement of undergraduate nursing students as Student Affiliate members has been an extremely positive experience for us given their contributions to the Board, and in particular, the planning of the CHNIG workshop. We have had an amazing, dedicated group of Student Affiliates and student volunteers. We hope to have new Student Affiliates on the CHNIG Board shortly after the AGM. Several other CHNIG sub-committees/workgroups have been active in meeting the goals and objectives of the Board and these include: the professional practice committee, the CHNIG Workshop committee, and the Awards and Bursaries committee.

The CHNIG Board strongly supports its national nursing organizations, the Canadian Nurses Association (CNA), and the Community Health Nurses of Canada (CHNC). CHNIG members are encouraged to continue to support both organizations to ensure a strong national voice for community health nurses through continued membership in these important organizations. To support our national voice, CHNC, the CHNIG disseminates news about the organization including the annual National Conference; this year, the conference is in Regina, Saskatchewan.

Our Board of Directors continues to work hard to support the mission, vision and values of CHNIG. Board members have expertise in public health, home health, education, research, and leadership. A first for CHNIG was the Workshop held on March 3 2018 this year. The workshop committee (including a Student sub-committee) worked very hard to put on the event, which received positive feedback from participants. My gratitude and thanks to all Board members, CHNIG volunteers, and attendees who participated in making this a great day. What amazing teamwork and engagement!

I would like to convey my appreciation and a heartfelt thanks to all Board members for making these last two years so positive, supportive, engaging, and inspiring, and especially for all your time, feedback, and contributions to community health nursing.

To CHNIG Board members remaining on the Board or joining as new Board members for 2018-2019, I look forward to continuing to work with you as Past President. I know that our Board will work as a team to address the challenges of sustaining our membership, and will step forward to address the changes coming in relation to health care transformation.

I would like to sincerely thank the 2017-2018 CHNIG Board of Directors:



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

President Elect - May Tao, RN, BScN, MSN, CCHN(C)

Treasurer - Susan Tam, RN, BScN, MScN, CCHN(C)

Secretary - Krisel Abulencia RN, BScN

Communications Website- Gabriela Ach, RN BScN

Communications Social Media - Harshdeep Hehar, RN, BScN

Research & Education and Professional Development Co-leads - Angela Frisina, RN, BScN, MHSc;

Emilia Giddens, RN, BScN, MN

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

Professional Practice Home Health - Karen Parkinson, RN, BScN, CCHN(C)

Professional Practice Public Health - Kay McGarvey, RN, CCHN (C)

Political Action -Trudy Mulder-Hall, RN, BNSc CHPCN(C)

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

Governance - Jessica Lok, RN, BSc, BScN, MN

Student Affiliate Members - Petrina Barbas, Nursing Student; Gwendolyn French, Nursing

Student; Ivy Tran, Nursing Student

All CHNIG members are encouraged to get involved and contribute your expertise to any of the CHNIG sub-committees. We also welcome any questions, comments or ideas, so please feel free to contact any one of the Board members.

Respectfully submitted,

Joanne Crawford, CHNIG President



Treasurer's Report - April 21, 2018

Respectfully submitted by Susan Tam

FINANCIAL SUMMARY November 1, 2016 to October 31, 2017	
Year-End BMO Bank Balance (as of October 31, 2017, includes carryover from previous years)	= \$47,450.83
Tangerine Business Investment Savings Account Balance (as October 31, 2017)	= \$20,465.63
Total Deposits (CHNIG Membership Revenue)	\$41,363.25 <u> \$585.00</u> = \$41,948.25
Total Expenses	
5.0 Treasurer	\$57.64
6.2.1 Member Professional Development Fund	\$4,130.76
6.3 OPHA Fee (Apr 1 to Mar 31)	\$2,000.00
6.4 Student Sponsorship	\$580.01
8.1 Research and Education Team	\$50.00
9.1 Research Award	\$1,000.00
9.2 Education Bursary	\$1,000.00
10.1 Communication/Teleconference	\$1,081.88
10.2 Website	\$604.80
10.4 Marketing/Promotions	\$536.75
13.1 Board of Directors Meetings	\$2,001.74
13.2 CHNIG AGM	\$5,522.72
14.1 CHNIG Conference BOD Fund	\$5,480.34
15.0 Bookkeeping Fees	\$678.00
15.3 Miscellaneous	\$75.94
15.4 GST/HST	\$2,522.72
17.0 Insurance	<u> \$594.00</u>
	= \$27,917.30

I am pleased to report that the Community Health Nurses' Initiatives Group (CHNIG) continues to be in a stable financial position. The financial summary above provides a detailed breakdown of the revenue and operating expenses for the fiscal year from November 1st, 2016 to October 31st, 2017.

KEY POINTS

- CHNIG continues to contribute approximately \$500.00 in support of student-reduced RNAO memberships. This year, we introduced a new CHNIG membership rate of \$10.00 for undergraduate nursing students to motivate and engage students with our interest group, and augment membership funds. We also added a \$25.00 fee for new graduate RNs; the RN fee remains unchanged.
- Because of the strength of our financial position, we increased our budget lines for the Education Bursary by \$400, the Member Professional Development Fund by \$1,000, and the CHNIG Conference BOD Fund by \$1,000. We are delighted to have provided one (1) \$1000 education bursary and one (1) \$1000 research award; supported two (2) CHNIG members to attend the 2017 RNAO/CHNIG AGM (\$600 combined total) and thirteen (13) CHNIG members to attend the 2017 Community Health Nurses of Canada Conference (\$7,750 combined total) in Niagara Falls, Ontario.
- Following a trial use of GoToWebinar (includes GoToMeeting) online conferencing software, we decided it would be more cost-effective to renew with GoToWebinar at an annual rate of \$948.00 to conduct our business, and thus we cancelled our teleconference line. The CHNIG website is supported by TygerShark at a fee of \$406.00 annually to maintain the site. With this cost-cutting endeavor, CHNIG was comfortable in decreasing our budget lines for Communication/Teleconference by \$1,500 and Website by \$4,000.
- The CHNIG AGM is one of our significant expenses; therefore, we introduced a \$10.00 fee for the 2018 CHNIG AGM to offset costs associated with hosting the AGM at the Toronto Hilton location.
- Our CHNIG bookkeeper continues to handle our budget, complete and file our HST remittance and corporation's income tax returns. For 2016-2017, CHNIG was required to remit \$2,522.72 in HST.
- We have continued to maintain our separate Tangerine (formerly ING Direct) Business Investment Savings Account as a reserve fund.

It is also important to note that CHNIG's membership funds has continued to drop over the past three (3) years: **\$54,683.88** in 2014-2015 to **\$45,950.13** in 2015-2016 to **\$41,948.25** in 2016-2017. The CHNIG BOD continues to have discussions on factors affecting the membership numbers and plan to employ strategies to promote the value of becoming a CHNIG member.

We have consistently spent just under our proposed budget and monitor our budget closely throughout the year. In closing, I would like to thank the CHNIG Board of Directors for their support and guidance throughout the year.

Respectfully submitted,

Susan Tam, CHNIG Treasurer



Activities of the Organization

The following is our detailed activity report. The Board of Directors would be glad to provide any further information about any of the activities listed below.

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

- Actively updated social media accounts (i.e. Facebook and CHNIG website) with various events and important news related to healthcare.
- We responded to various inquiries received via email through our website from the public as well as members.
- Along with Facebook messages posted in celebration of Nurses' Week, CHNIG thanked all community health nurses for their commitment.
- CHNIG partnered with an external organization, Strategy Institute, to promote the 5th *Annual Forum on Patient Experience* in September 2017. CHNIG members were provided with a 20% off discount to attend the event. CHNIG was also listed as one of the sponsors to boost membership.
- We provided financial support to CHNIG members and executive to attend National CHNC Conference. Sponsored a CHNIG display to recruit members at the CHNC Conference in Niagara Falls, Ontario in June 2017.
- Student Sub-group committee assembled with a large group of students interested in community health nursing; meetings held to discuss plan for a workshop. Connected with nursing students to create a student sub-committee including those from different Universities; thus, creating a strong network of students from all across Ontario.
- Reviewed and revised RN membership awards applications, and dissemination planned for November, 2017, December 2017, and January 2018. Awards provided to CHNIG membership as a means to support further education and research at the academic level and/or in practice. Awards and Bursaries team reviewed, selected, and emailed all applicants. The Board voted to increase amount of award dollars for 2018.
- Communications - website Board member provided training to new incoming Communications - social media Board member to: use and update CHNIG's website, as well as Instagram and Twitter accounts to increase number of postings and member engagement.
- Invited members to attend CHNIG's Professional Practice Committee meeting as well as RNAO's Oral Health Focus Group Teleconferences to share their concerns and provide input. During the month of January, an E-blast was sent to members reminding them of Professional Practice Committee meeting. On January 30, 2018, the Professional Practice meeting attendance included 5 members with several members sending regrets.
- CHNIG membership brochures placed in local public health unit lunch room.
- A CHNIG workshop committee was formed, and worked with registered nurses and nursing students to plan and promote the first CHNIG workshop.
- Social media platforms such as Facebook, Instagram and Twitter, and CHNIG website were used to promote and raise awareness about CHNIG or related events.
- Promoted and disseminated educational opportunities via Facebook, website and E-blasts.
- Promoted CHNIG Bursaries and 3 CHNIG Board positions for 2018-2020.

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.

- Promoted and disseminated events and education from RNAO, Ontario Public Health Leaders (OPHNL), and OPHA on website and Facebook.
- Member of CASN National Community Health Nursing Educators Interest Group addressing concerns from PHN leaders regarding the preparation of undergraduate nurses for PHN. Group identified gaps in the *CASN National Nursing Education Framework* (2015), which did not fully cover the knowledge, skills and attitudes needed by Registered Nurses for practice in community health. Curriculum Guidelines for Baccalaureate Community Health Nursing Education created as supplemental to the guiding principles and essential components in the National framework, and currently being reviewed.
- Supported “Bell Let’s Talk” Day by posting mental health video, Suicide Prevention Modules, and Be Safe applications. Shared CHNC’s Call for Abstracts.
- Supported and obtained knowledgeable presenters for the CHNIG workshop focusing on community care and *Patients First* document.
- Facilitate the dissemination of key education resources/publications: Public Health Nursing Discipline Specific Competencies; Home Health Nursing Competencies; Community Health Nurses of Canada Standards of Practice & Professional Practice Model; Blueprint for Action for Community Health Nursing in Canada; Entry-to-Practice Public Health Nursing Competencies for Undergraduate Nursing Education; Core Competencies for Public Health in Canada; and Leadership Competencies for Public Health Practice in Canada
- Developed/provided resources for undergraduate nursing students/new graduates/RNs looking to pursue a career in the area of community health.
- Communicated information to nurses pursuing CNA Certification in Community Health Nursing. Provided support/resources for continuing education/learning to assist nurses in meeting competency, standards, and certification requirements.
- Collected and disseminated information on professional development opportunities in community health nursing: Courses, webinars, conferences, online forums, mailing lists/e-Bulletins.
- A CHNIG workshop committee was formed to plan, organize, and deliver the first CHNIG workshop for community health nurses and students on March 3, 2018, “Exploring the World of the Community Health Nursing”. Promotional dissemination of the event occurred through multiple media forms as well as facilitating a student video contest by connecting with various nursing schools across Ontario. The workshop engaged community health nursing leaders to share perspectives and experiences related to the implementation of *Patients First: Action Plan for Health Care* document, and its impact on community health nursing. During the workshop, the Communications - website Board member connected with attendants, captured photos of the day and assisted the Workshop Planning Committee throughout the day. A total of 109 people attended the workshop: 66, RNAO RN members; 6, non-RNAO RN members; and 37, RNAO student members. The feedback from evaluations was positive with great value placed on the Community Health Nurse Café and networking. In planning activities for next year, the Board will consider avenues for future professional development including feedback from this first workshop.

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

- Several Board Members served on the National CHNC Educators group. Meeting at the national conference involved discussion of various issues related to nursing education and the impact of the NCLEX on CHN within nursing programs, as well as student attitudes towards CHN courses.
- One Board Member belongs to the CASN CHN educators group. This group has developed CASN criteria for CHN theory courses within university programs.
- A number of Board members participated on planning committees for the 12th National CHNC Conference with a focus on *Building the Future* in Niagara Falls, Ontario in June 2017 including: Marketing and Sponsorship, Hospitality, and abstract reviewing. CHNIG members and students supported dissemination of the CHNC conference details through key networks. One member connected with community contacts and invited an Indigenous elder to open and close the CHNC conference. Eight Board Members including Student Affiliates attended the CHNC conference. Members attended presentations focused on nursing education practices, integrating Indigenous health into nursing curriculum, school health nurses, and community health research collaboration.
- Recent college strikes across Ontario involved nurse educators lobbying for quality education and putting a stop to precarious employment, which impacts the quality of education and ultimately patient health care and outcomes. This action was supported by RNAO and letters were sent to provincial government on behalf of nursing faculty in colleges.
- Participated in a workshop for nursing students focused on political action to increase politicians knowledge about the negative consequences of legalization of cannabis, especially related to adolescents and suggestions were made to support positive action to inform and educate the public about these issues.
- Workshop disseminated to increase nursing student knowledge about Indigenous health, including population health concerns, cultural safety and competence, and how to prepare to work with an Indigenous group.
- OPHA Liaison reporting on events that included: (1) Fall Forum; (2) The PUBLIC in Public Health. Nov 8, 2017; (3) Cultural Humility Workshop: Advancing Health Equity in Ontario, Oct. 12, 2017; and (4) The Walrus Talks Health: Exploring innovation in health and medicine, Nov. 28, 2017.
- Connected with other RNAO Interest Groups or visited their websites to learn about initiatives being implemented with regards to research, education, and/or professional development (possibility for collaboration) including: (1) Campus Health Interest Group; (2) Nursing Research Interest Group; (3) Ontario Family Practice Nurses Interest Group; (4) Occupational Health Nurses Interest group; (5) Palliative Care Nurses Interest Group; and (6) Provincial Nurse Educators Interest Group.
- Worked together with the CHING Communications team (website and social media) to post relevant articles or events on the CHNIG website, which speak about emerging issues and the impact on nursing and healthcare overall.

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.

- There were a number of CHNIG Board members in attendance at the annual CHNC AGM in June 2017 (Niagara Falls, Ontario). Resolution for the year was put forward to focus on action related to health equity for Indigenous people. The CHNC educators group discussed ways to incorporate recommendations of the Truth and Reconciliation Commission into nursing education.
- Call out to CHNIG members was made to recruit community health nurse participants for a RNAO led project that was conducting focus groups on the topic of oral health.
- OPHA Liaison was active on the Board bringing advocacy pieces to CHNIG Board members. She disseminated a new report, “Public Health within an Integrated Health System”. OPHA Policy Events were also disseminated: (1) Improving Ontario’s EcoHealth; and (2) The Public Health Implications of the Legalization of Recreational Cannabis in Canada. OPHA Liaison engaged in advocacy through activities led by OPHA that included advocacy letters & submissions on topics such as: (1) Health System Transformation/Public Health Modernization; (2) Response to new standards, protocols, guidance documents, Accountability Agreement, regulatory changes to HPPA and Expert Panel recommendations; (3) Health Equity: poverty reduction, food security, basic income, income security; Cannabis; Alcohol; (4) Chronic Disease Prevention; (5) Built Environment; (6) Environmental Health; and (7) Reproductive Health and Child Development.
- Multiple board members registered to attend Queen’s Park Day in February 2018, representing CHNIG, where discussions included: factors influencing healthy public policy, how to make a positive impact, and supporting our healthcare system.

OTHER ACTIVITIES

- The rapid change in primary health care delivery models and the impact that information and monitoring technology will have on our area of practice and health care in general were important issues for consideration in Board discussions.
- The *Patients First* document is an opportunity for all nurses who practice in the home care sector to influence practice and introduce new areas of nursing research. We posted the website link to the document to raise awareness and facilitate access to this document at: http://www.health.gov.on.ca/en/ms/ecfa/healthy_change/
- With any change there will always be ethical considerations, and even more so as more care is delivered in the home setting. How will it impact your patients? We posted a useful site that addresses these issues specific to Ontario patients in the home setting: <http://communityethicsnetwork.ca/wordpress/>
- Community health nurses were represented and informed the development of Health Link model.
- Board members continued to spread awareness and promote community health nursing through the use of social media platforms and networking.

May - August 2017

Facebook (F), Website (W) and E-blast

FB - May 11th Message posted in celebration of Nurses' Week

E-blast - May 12th New Health Promotion Webinar: Introduction to Community Nursing

FB&W - May 23rd Promotion of OPHNL AGM in November

FB&W - June 20th Promotion of OPHA Nominations for Public Health Awards urging members to nominate others.

FB&W - June 29th RAO Evaluation Before Implementation Workshop

FB&W - August 1st RAO Tobacco Free Webinar

FB&W - August 22nd Strategy Institute, promotion of the 5th Annual National Forum on Patient Experience

September 2017 - January 2018

E-blasts to members

October 11, 2017 Let's Get Social Three-Part Webinar Series starting Oct 13th

October 17, 2017 Let's Get Social - Part I of the webinar series now available

October 20, 2017 CHNIG Professional Practice Committee Meeting Invite

November 17, 2017 Student CHNIG Video Contest & CHNIG's First Workshop

November 20, 2017 Applications for CHNIG Awards Now Open!

December 13, 2017 Reminder Student CHNIG Video Contest & CHNIG Workshop

January 10, 2018 CHNIG Workshop: Exploring the World of the Community Health Nurses

January 11, 2018 Applications for CHNIG Awards Now Open!

January 18, 2018 Reminder Student CHNIG Video Contest

January 19, 2018 Reminder Applications for CHNIG Awards Now Open!

January 22, 2018 CHNIG Workshop: Exploring the World of Community Health Nursing

January 26, 2018 Applications for CHNIG Awards Now Open!

January 28, 2018 Reminder Student CHNIG Video Contest

Facebook (FB) and Website (W) Posts

FB&W - September 5th RAO Oral Health Focus Group Teleconferences

FB&W - September 11th NCCMT's new Rapid Review Guidebook

FB&W - September 18th Patient Experience Annual Forum Promotion (*banner/website*)

FB&W - October 6th OPHNL AGM and Workshop Promotion

FB&W - October 11th CHNIG Let's Get Social Three-Part Webinar Series (*event created on Facebook with all three dates*)

FB&W - October 16th INIG and DNIG Diabetes Symposium Promotion

FB&W - October 16th Leadership Perspective (*article about importance of Homecare nurses*)

W - October 23rd CHNIG Workshop Save the Date

FB&W - November 1st NCCMT's Evidence Informed Decision Making Skills Ax Tool

FB - November 2nd CHNIG Let's Get Social Webinar

FB&W - November 4th Be Safe App from Mind your mind and Suicide Prevention Modules for HCP

FB - November 15th CHNIG Workshop (*event created*)

FB&W - November 15th CHNIG Video Contest

FB&W - November 22nd CHNIG Awards Now Open

FB&W - November 25th CHNC Call for Abstracts

FB&W - December 4th Reminder if not receiving CHNIG E-blasts contact RNAO (*banner on website*)
FB&W - January 5th OTN one hour learning on Marijuana Use During Pregnancy and Lactation
FB&W - January 7th CHNIG Workshop Promotion
FB&W - January 8th CHNIG Awards
FB - January 13th CHNIG Workshop Promotion (*video*)
FB - January 17th - CHNIG Professional Practice Committee Promotion (*event created*)
FB - January 23rd CHNIG Awards
FB - January 30th CHNIG Workshop and Student Video Contest
FB - January 31st Bell Let's Talk

February - April 2018

E-blasts to members

February 6th - CHNIG Workshop Promotion
February 13th - CHNIG Workshop Promotion
February 21st - CHNIG Workshop Promotion
February 26th - CHNIG Workshop Promotion
March 2nd - CHNC Conference and AGM Bursary
March 19th - Call for CHNIG Board Nominations
March 20th - Call for Student Affiliates to sit on CHNIG Board

Facebook and Website Posts

FB&W - February 2nd - EatRight Ontario - Connect with Dietician
FB - February 5th - CHNIG Workshop Promotion
FB&W - February 11th - OPHA Quality Improvement Lean Sigma Certification Workshops
FB - February 13th - OPHA Webinar Promotion - Alcohol-related risk and harm reduction policies and practices across Canada
FB - February 21st - CHNIG Workshop Promotion Video
FB&W - February 26th - CHNIG Bursaries Now Open
FB - March 5th - photo of CHNIG Workshop Committee
FB&W - March 19th - Call for CHNIG Board Position Nominations
FB - March 19th - Event created for CHNIG AGM
W - March 19th - Primary Care Nurses of Ontario (PCNO) Biennial Conference Promotion
FB - March 20th - CHNIG Bursary Deadline Reminder
W - March 20th - NCCMT's McMaster University-certified Online Learning Modules
FB - March 28th - CHNIG Bursary Deadline Reminder

Board of Directors Meetings

In-person meetings	GoToMeetings (computer/telephone)
<ul style="list-style-type: none"> • April, 23, 2017: 0830-1300. Mississauga Valley Community Center, 1275 Mississauga Valley Blvd. Total in attendance; 9 Board members, 2 joined via webinar. • April 29, 2017: 0800-1100. CHNIG AGM in Toronto, Ontario. Total in attendance: 42 CHNIG members. • June 3, 2017: 0830-1300. 199 County Court Blvd, Brampton, Ontario. Total in attendance, 12 Board members. • November 4, 2017: 0830-1300. 199 County Court Blvd, Brampton, Ontario. Total in attendance, 12 Board members. 	<ul style="list-style-type: none"> • November 2, 2017: 1900-2100. Total in attendance, 14 Board members. • February 8, 2018: 1900-2100. Total in attendance, 10 Board members. • February 13: 1900-2100. Total in attendance, 12 Board members.

Minutes of 2017 AGM

MINUTES of a General Meeting of the Members of **COMMUNITY HEALTH NURSES' INITIATIVES GROUP** (the "Corporation"), held in **Toronto, Ontario** on April 29, at the hour of **8:30** a.m. (local time).

PRESENT IN PERSON: Joanne Crawford (Chair), Cindy Baker-Barill, Krisel Abulencia (secretary), Trudy Mulder-Hall, Barbara Kennedy, Susan Tam, Nicky Slovitt, Gabriella Ach, Jessica Lok, Kelly Farrugia, Petrina Barbas, Gwen French, Emilia Giddens, Hilary Hall, Melina Liu, Maeden Saadatford, Daniel Doak, Leeann Whitney, Daniel Law, Vanessa Mesaglib, Katie Huynh, Suzanne Rowland, Meghan Unick, Shirly Tran, Ivy Tran, Erica Zarins, Jean Thomson, Joyce Fox, Claudette Holloway, Kelly Huang, Josalyn Radcliffe, Richard Rirao, Jody Smith, Eve Clancy-Brown, Maria Elisa Maltese, Amina Alizzi, Kay McGarvey, Heather McConnell, Katrina Gabric, Rebecca Harbridge, Maedeh Saadatford, Daniel Doak

REGRETS: May Tao, Angela Gallant, Pat Donnelly

REPRESENTED BY PROXY: none

Being **a quorum** of the Members of the Corporation.

2.1 Joanne welcomed all to the meeting.

1. CHAIR AND SECRETARY

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

Joanne declared that a 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

Joanne 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 Kelly Farrugia seconded by Cindy Baker-Barill and duly carried, the following resolution was passed:

BE IT RESOLVED that the agenda of the 2017 AGM of CHNIG is approved.

2.3 Approval of Minutes of 2016 AGM

Joanne gave a brief synopsis of the minutes of the 2016 AGM listed in the AGM report and called for additions to the agenda.

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

BE IT RESOLVED that the minutes of the 2016 AGM of CHNIG is approved.

2.4 President's Report and Member Questions

Joanne Crawford gave her 2017 president's report as presented in the Annual Report. Members were invited to ask questions.

On motion made by Susan Tam seconded by Josalyn Radcliffe and duly carried, the following resolution was passed:

BE IT RESOLVED that the president's report at the 2017 CHNIG AGM is approved.

2.5 Treasurer's Report

Joanne Crawford presented the 2017 treasurer's report and members were welcomed to ask questions.

- CHNIG Board of Directors (BOD) to consider having a reduced membership fee for new grads and introduce a small membership fee for RNAO student members to generate funding.
- Received input from members on potential professional development initiatives to make CHNIG membership more valuable to all (ex. Webinars on interviewing for community health/public health positions, online mentorship, career preparations for students, and collaborating with Primary Healthcare Interest Group)

After some discussion, and on motion duly made by Cindy Baker-Barill seconded by Trudy Mulder-Hall and duly carried, the following resolution was passed.

BE IT RESOLVED that the CHNIG BOD will discuss and explore the possibility of introducing student membership fees and reducing new grad membership fees for the 2017-2018 fiscal year.

On motion made by Nicky Slovitt seconded by Eve Clancy-Brown and duly carried, the following resolution was passed:

BE IT RESOLVED the treasurer's report for the 2017 CHNIG AGM is approved.

2.6 Business Arising:

2.6.1 Professional Development

Susan Tam discussed previous Health Promotion seminar series topics and promoted upcoming webinars. She invited members to explore archived videos.

2.6.2. Student Sub-committee

Petrina Barbas updated members on the activities of the student sub-committee. To date, there are 20 student members actively contributing to the sub-committee. They are currently planning for a "Meet the Community Health Nurses" event for September 23, 2017 at Ryerson University. CHNIG members were invited to volunteer as speakers and facilitators for the event. Future events include a skills workshop, which will be expanded online for remote members.

1.6.2. Presentation of CHNIG Awards

Barb Kennedy presented the CHNIG Education and Research awards, and scholarships.

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.

Yvonne Wigboldus	CHNIG Educational Scholarship - \$1000
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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.

Rebecca Harbridge	CHNIG Research Award - \$1000
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CHNIG Bursary to attend the 2017 RNAO and CHNIG AGM

Barb Kennedy presented The Community Health Nurses' Initiative Group (CHNIG) 2017 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.

Ivy Tran
Leanne Whitney

CHNIG Bursary to Attend CHNC 2017 National CHNC conference

Hillary Hall
Lucia Taggart
Lisa De Panfills
Twyla Berube
Andrea Baumann
Nancy McGee
Logan Tullet

2.7 Presentation to departing Board members

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

Angela Gallant
Kelly Farrugia
Pam Stuckless

Jessica Lok
Nicky Slovitt
Cindy Baker-Barill

2.8 Nominations ELECTION OF DIRECTORS

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

Last-minute nominations were called. Nominees have been presented to the members and nominations have been closed.

Nominations of Open positions on the CHNIG Board of Directors

President Elect - May Tao
Secretary - Krisel Abulencia
Treasurer - Susan Tam
Professional Practice Home Health - Kay McGarvey
Professional Practice Public Health - Karen Parkinson
Research Education and Professional Development Co-Leads: Angela Frisina, Emilia Giddens
Member Benefits - Barbara Kennedy
Governance - Jessica Lok
Communications - Gabi Ach (website), Harshdeep Hehar (newsletter/Social media)

On motion made by Cindy Baker-Barill, seconded by Krisel Abulencia and duly carried, the following resolution was passed:

BE IT RESOLVED that the nominations to the CHNIG board is now closed.

2.9 Introduction of President and 2017-2019 Board Members

After some discussion, and on motion duly made Rebecca Harbridge, seconded by Kelly Farrugia 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
- President Elect - May Tao
- Secretary - Krisel Abulencia
- Treasurer - Susan Tam
- Communications Website - Gabriela Ach
- Communications Newsletter - Harshdeep Hehar
- Professional Practice Home Health - Kay McGarvey
- Professional Practice Public Health - Karen Parkinson
- Team co-leader Research, Education and Professional development- Angela Frisina
- Team co-leader Research, Education and Professional development- Emilia Giddens
- Member Benefits - Barb Kennedy
- OPHA Liaison - Pat Donnelly
- Policy and Political Action - Trudy Mulder-Hall
- Governance - Jessica Lok
- Student Affiliate Members: Gwen French, Ivy Tran

3.0 Member Voices

- Joanne Crawford presented the CHNC report on behalf of Jan Houston, Ontario Board Representative and responded to questions from members. Jan is finishing her term as the Ontario Rep. on the CHNC board and is encouraging CHNIG members to run as nominees.
- Joyce Fox (CHNC Executive Director) updated members on CHNC activities. CHNC will soon publish a book about community health nursing stories. CHNIG members are invited to become CHNC members and participants of the CHNC conference coming in June 2017. Positions are open for elections (i.e. Ontario Representative, Communications Officer) and members are encouraged to run.
- Barbara Kennedy invited members to nominate colleagues for CHNIG's Beatrice McDonough Award of Excellence (previously known as CHNIG Award for Clinical Excellence). The recipient will receive an RAO and CHNIG membership. Details are on the website.
- Rebecca Harbridge recognized the BOD for their financial support to promote community health nursing research.
- Josalyn Radcliffe raised concerns about continuing challenges in her public health unit; new and increasing demands with fewer resources due to funding restructuring. With the release of the *Patients First* document and modernization of public health standards, most of the focus is on integrating CCACs into LHINs, thus putting public health units on hold.
- There is an increase of technology use (ex. mobile applications) being introduced into patients' homes, which may bring more inequities to surface (accessibility issues, financial implications). CHNIG will continue to follow this.
- CHNIG BOD will continue to follow discussions about RN replacements, including community health/public health nurses who may be impacted by the modernization of public health standards.

TERMINATION OF MEETING

There being no further business to come before the meeting, on motion duly made Rebecca Harbridge seconded by Jessica Lok and duly carried the meeting then adjourned.

BE IT RESOLVED THAT the 2017 AGM of CHNIG is now closed.



Joanne Crawford
Chair of the Meeting

Krisel Abulencia
Secretary of the Meeting

