

Community
Health Nurses'
Initiatives Group

CHNIG



The **VOICE** for Community Health Nurses in Ontario!

Annual Report 2019

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

Table of Contents

Annual General Meeting Agenda	Page 3
President's Report.....	Page 4
Board of Directors 2018-2019	Page 8
CHNIG Subcommittees Report	Page 9
Treasurer's Report	Page 14
Minutes of 2018 AGM	Page 17
CHNIG Moments.....	Page 25



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

Annual General Meeting

April 13th, 2019

8:00 - 11:00 a.m.

Agenda

8:00 am Breakfast, Registration and Interactive Activities

9:00 am

1.0 AGM Business

1.1. Welcome and Land Acknowledgement

1.2. Approval of Agenda

1.3. Approval of Minutes for 2018 AGM

1.4. President's Report and Member Questions

1.5. Treasurer's Report and Member Questions

1.6. Presentation of Awards

1.6.1. Presentation of CHNIG Research & Education Awards

1.6.2. Presentation of Professional Development Bursaries

1.7. CHNC Report

1.8. Recognition of departing Board members

1.9. Nominations for 2019-2021 Board

2.0 New Business

2.1 Member Voices

11:00 am

3.0 Adjournment

RNAO Plenary to follow



President's Report

Community Health Nurses' Initiatives Group (CHNIG) continues to be a strong and vibrant organization – an organization celebrating over 30 years of advocacy and leadership for community health nursing in Ontario. Thanks to the tireless and committed efforts from many volunteers.

This is a time of change within the community health sector: the launch of the new Ontario Public Health Standards focused on evidence-based practice and the reform of the primary care system for a better integrated health care system. Now more than ever CHNIG must ensure it is positioned to consult with members and be the strong VOICE for community health nursing in Ontario.

**"Great things...are never done by one person. They're done by a team of people."
~Steve Jobs~**

I am privileged to have had the honour to work with the CHNIG Board this past year to meet the goals and objectives of the Initiatives Group. The CHNIG Board represents a cross-section of dedicated, energetic and enthusiastic community health nurses from across Ontario, representing home health, public health, primary care, education, research, management and nursing leadership. Each Director's unique focus and expertise contributes to the strength of our organization. The goals and objectives of CHNIG are:

- Influence health and social policy;
- Build capacity and leadership in Community Health Nurses (CHNs);
- Strengthen the profile of CHNs and articulate the significance of their practice;
- Promote, engage and maximize membership in CHNIG; and
- Maximize student involvement in community health nursing and CHNIG.

Goal One: Influencing Health and Social Policy

[Aligns with **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.]

As an Initiatives Group, we advocate for issues that affect the work of CHNs and the public we serve. In December 2018, CHNIG submitted a sexual health education resolution, in collaboration with the Rainbow Nursing Interest Group, Maternal Child Nurses' Interest Group, Pediatric Nurses Interest Group, and the Sudbury & District Chapter. This resolution urged the RNAO to lobby the government to re-implement the revised 2015 sexual health education curriculum to reflect the diverse sexual health needs of children and youth.

CHNIG has actively participated in several advocacy initiatives with the Ontario Public Health Association (OPHA) this year. These issues included: Advocating to the province not to repeal the Toxic Reductions Act and its accompanying regulations; and not giving the power to municipalities to open up parts of the Greenbelt area.

As President, May Tao joined the Ontario Nurses' Association to advocate and stop RN replacement at the Women's College Hospital Family Practice Health Centre by participating in an information picket. As well, she chaired and participated in the National School-Based Network to advocate for full scope of practice in school health nursing across the country.

In February 2019, several board members attended RNAO's Queen's Park Day to engage in the discussion with politicians on factors influencing public policy that make a positive impact on the determinants of health and support our health care system. In addition, CHNIG advocated for several practice-related issues such as providing funds for supervised injection services, expanding the RN scope of practice on RN prescribing, and re-implementing of the 2015 sexual education curriculum, and ending hallway nursing.

Goal Two: Building Capacity and Leadership on CHNs

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

CHNIG provided several research and education awards and professional development bursaries to members and students. These awards support members to further their education and research at the academic level. The bursaries will assist membership to attend the RNAO Annual General Meeting and the National Community Health Nursing Conference.

CHNIG also provided members with several professional development opportunities. In May 2018, the Professional Practice Subcommittee held a meeting to seek members' feedback to help inform CHNIG's direction on professional development. In October 2018, Dr. Brian Hyndman presented the use of policy change theories to influence and predict policy decisions. In January 2019, CHNIG supported a discussion on several practice-related issues such as oral care, the collaboration between public health and primary care, and the challenges of providing care to medically complex clients.

The Community Health Nurses of Canada Leadership Institute has invited CHNIG President, as a panel presenter, to speak about leadership in system transformation at the National

Community Health Nursing Conference in May 2019. She will also speak about leadership and mentorship in a concurrent session during the conference.

Goal Three: Strengthen the Profile of CHNs and Articulate the Significance of their Practice

[Aligns with **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.]

CHNIG promoted the value and profile of CHNs at the National Patient Experience Conference in September 2018.

Several CHNIG Board of Directors (BODs) met with a Nursing Resident from Spain and talked about the roles and practice of community health nursing and primary care nursing in Canada.

Our Member Benefits Board of Director, Barbara Kennedy, was invited by the Canadian Association of School of Nursing (CASN) to participate in developing a national Canadian exit exam for undergraduate nursing students. The exam will be used on a voluntary bases by nursing schools to prepare students for the NCLEX exam; and to assess students' knowledge prior to graduating from their nursing program.

CHNIG has promoted and disseminated various educational opportunities and awards using Facebook, website and eblasts. A total of 73 communications were sent to increase the profile of CHNs through our websites, and social media platforms.

CHNIG also profiles the values and practice of CHNs internationally! May Tao supported four hospitals from China in the implementation of the RNAO Best Practice Guidelines and was interviewed for an article for the RN Journal which describes the training in China. Past President, Joanne Crawford, has participated in solidarity experiences abroad on a Nursing Mission 2018 to Guayaquil, Ecuador, supporting nursing students in the community health nursing role of addressing the social determinants of health and community health issues, as well as reinforcing the importance of community health nursing!

Goal Four: Promote, Engage and Maximize membership in CHNIG.

[Align with **RNAO END**: Engage with registered nurses, nurse practitioners, and nursing students to stimulate membership and promote the value of belonging in their organization.]

**Total Members (including students)
March 2018 - February 2019**

Members	March 2018	February 2019	% Decrease
RNs/NPs	838	801	5%
New Graduates (First year into practice)	24	No data	-
Students	71	55	23%
Total	933	856	8.3%

While still strong, the numbers of RN membership for CHNIG have continued to decline over the last numbers of years. Despite this decline, CHNIG continues to actively utilize the website, e-blasts, Facebook, Twitters and Instagram to disseminate news and events relevant to members and to promote membership.

We displayed a CHNIG booth at the Ontario Patient Experience Conference, the Indigenous Trauma-Informed Care Conference, and the RNAO AGM. As well, CHNIG decided to join RNAO for a special promotional campaign to give free membership to undergraduate nursing students during February 13-28, 2019. In addition, last year was the first time that CHNIG engaged all members through the 'one member, one vote' process for the vacant Board of Director positions.

Goal Five: To promote, engage, and maximize student involvement in community health nursing and CHNIG.

[Align with **RNAO END**: Engage with registered nurses, nurse practitioners, and nursing students to stimulate membership and promote the value of belonging in their organization.]

CHING has been fortunate to have four student members on the Board this year. All of them have been active in voicing the concerns and perspective of students and assisting CHNIG to align all activities to be relevant to students. They have been active in hosting events at their respective universities for membership drives. Furthermore, they hosted a membership drive at the Indigenous Perspectives on Trauma-informed care conference; and organized a membership event to target students in their final year of undergraduate nursing studies. CHNIG has also decided to continue to provide support for students to join RNAO in student sponsorships and has continued to make our conference bursaries and RNAO AGM bursaries available to students.

CHNIG is actively involved in dialogue and consultation with the RNAO and participated in Assembly Meetings, Queens Park Day and Queens Park on the Road.

The CHNIG Board continues to be committed to supporting its national organizations: The Canadian Nurses Association (CNA) and the Community Health Nurses of Canada (CHNC). Members are encouraged to maintain membership in both organizations to ensure a strong national voice for community health nurses. **Overall, the CHNIG Board has worked hard to meet all our goals and to maintain the VOICE of community health nurses in Ontario.**

In closing, I would like to sincerely thank each Director and all of the CHNIG volunteers whose determination, patience and persistence have influenced decisions affecting community health nursing.

I also want to thank Joanne Crawford, Past President for her support in the past year and wish her all the best in her next adventures.

I look forward, with excitement, to working with the new CHNIG Board in the 2019 to 2020 year, and I am confident that the new Directors will be up to the job of addressing the challenges and changes facing community health nurses.

I encourage all members to become involved by contacting our Board of Directors with comments, suggestions and/or ideas or through participating in a CHNIG committee/working group.

Respectfully submitted,

May Tao

Board of Directors 2018 - 2019

Past President	Joanne Crawford, RN, BScN, CON(C), MScN, PhD
President	May Tao, RN, BScN, MSN, CCHN(C)
Secretary	Krisel Abulencia RN, BScN
Treasurer	Susan Tam RN, BScN, MScN, CCHN(C)
Communications Website	Gabriela Ach RN, BScN
Communications Social Media	Harshdeep Hehar RN, BScN (Until November, 2018)
Research & Education and Professional Development	Emi Giddens RN, BScN, MN (Until December, 2018) and Angela Frisina, RN, BScN, MN
Member Benefits	Barbara Kennedy RN, BScN, MNEd, CCHN(C)
Professional Practice Home Health	Kay McGarvey RN, CCHN(C)
Professional Practice Public Health	Karen Parkinson RN, BScN, CCHN(C)
Political Action	Felicia Kontopidis RN, BScN (Hon)
Member-at-Large OPHA	Poonam Sharma RN, BScN, MN
Governance	Cindy Baker-Barill RN, BNSc
Student Affiliate Members	Mario Uy Cruz, University of Ontario Institute of Technology (Graduated in December 2018) Daniela Graziano, University of Toronto, 2 nd Year Lindsey Lenters, University of Toronto, 2 nd Year Tara Lundy, Brock University, 2 nd Year

CHNIG Subcommittees Report

There are several CHNIG sub-committees supporting the achievement of our goals: Professional Practice; Political Action; Research, Education and Professional Development; Member Benefits; Governance, Ontario Public Health Association Liaison; Communication, and Student Affiliates. The following is a detailed activity report from each subcommittee. CHNIG would be happy to provide further information about any of the items listed below.

Professional Practice Subcommittee

Kay McGarvey and Karen Parkinson

Three professional practice meetings were held. A summary of the meetings are included below:

May 29, 2019 - Professional Practice meeting. Ten members attended. During the meeting members discussed changes in the regulatory environment related to nurses completing ODSP forms, the opioid crisis, issues related to hiring home health nurses related to the MOH hiring directly, new Ontario Public Health Standards, RN prescribing. Future discussion to include how home health and public health can collaborate to better serve clients.

October 30, 2019 – Presentation for members from Dr. Brian Hyndman on using policy change theories to influence and predict policy decisions. 10-15 members attended the webinar. The presentation is available on the CHNIG website.

January 29, 2019 – Professional Practice meeting. Approximately 10-15 members attended. During professional practice meetings members discussed: The need for dental care for adults; the need for collaboration between primary care and community health nurses; and working with community partners to access clients who could benefit from the services of community health nurses.

Political Action Subcommittee

Felicia Kontopidis

- Attended the Annual Queen's Park day.
 - Shared with John Fraser, the Liberal MPP for Ottawa South about the need for improving palliative care services; and the work at Toronto's new hospice for the homeless and invited him to visit the hospice in the near future.
 - Listened to the debate around service changes to the Ontario Autism program., bill 175 the safer Ontario Act and bill 68 the Ontario polices services act, First Nations communities and the housing crises, and many other important issues.

- Engaged in discussions with our fellow nurses about the critical role of the RN, practice changes for Nurse Practitioners, Health System Transformation and need to relocate the LHINs into primary care, Long Term Care and keeping resident's safe, amongst many other crucial topics.
- Networked with other nurses who have prominent roles in the community.
- Submitted an abstract to the Social Justice Nursing Conference at York University on the topic of social justice, end of life care and the role of the nurse in supporting vulnerable and disenfranchised population.
- Joined the Street Nurses Network, and attend monthly meetings. Information learned will be compiled and shared within the CHNIG team and uploaded to the CHNIG website. My first meeting included attending a session about the Ontario Disability Support Program, including new scope for RNs. The information will give CHNs some tools to help support the more vulnerable and disadvantaged populations they may be seeing during their home visits, or in the community.
- Working with Professional Practice subcommittee to capture many different roles of CHNs in hope to encourage more nurses to pursue community nursing.
- Signed many of the Action alerts and have encouraged my colleagues to complete the Action Alerts for Supporting independent initiation of RN psychotherapy, RN prescribing, increasing access to Supervised Injection sites, Ontario's sex education curriculum.
- Met with a group of sociology students who were incarcerated at some point in their lives; these students advocate and strive to improve the system to offer more and better community supports for persons who have or are currently incarcerated.

Research, Education and Professional Development Subcommittee

Angela Frisina, Emi Giddens (Until December, 2018), Joanne Crawford and Barbara Kennedy

- Promoted scholarships and bursaries in 2019:
 - two education scholarships (\$1000 each) to two members to further education at the academic level and/or in practice
 - two research scholarships (\$1000 each) to two members to further research at the academic level and/or in practice
 - two professional development bursaries (up to \$250 each) to an RN member and a student member to attend the RAO and CHNIG AGM in April 2019.
- Met with Student Affiliate members to discuss ideas for planning of student and professional development webinars for 2019 - plans for 2 student webinars and 1 professional webinar; professional webinar on topic of high interest to nurses to take place in May 2019.

- Initiated discussions with Nursing Research Interest Group to develop a journal club focusing on a variety of topics within community health nursing in an e-based format.
- Recruiting members to be part of Research, Education and Professional Development sub-committee to identify emerging issues, through participants of previous workshop held in 2018.

Member Benefits Subcommittee

Barbara Kennedy

Membership numbers continue to decline over the months. As of Feb 2019, total membership numbers were 856 (RNs: 801, Students: 55), whereas total membership numbers in March 2018, were 933 (RNs: 838, New Grads: 24, Students: 71)

Member Benefits sub-committee continues to be part of the committee supporting RN and student membership's attendance at RNAO AGM and National conference with financial assistance as well as bursaries to further education and research at the academic level and /or in practice.

Member Benefits sub-committee participates in the Student Affiliate team to support professional development in CHN. Working with the Student Affiliate team to support their activities and development as voices for students within our interest group. Planning activities for membership drive and health promotion.

Member of CASN Community Health Nursing Educators Interest Group addressing national issues related to undergraduate community health nursing education. This group will be at the 2019 National Canadian Community Health Nurses Conference to present the co-creation of solutions to address the erosion of CHN content in undergraduate education.

Invited by CASN to participate in developing a national Canadian exit exam for undergraduate nursing students. Focus was on the development of CHN critical thinking questions using a case study method.

Governance Subcommittee

Cindy Baker-Barill, Gabriela Ach, Susan Tam, and May Tao

The following policies were reviewed by the Board:

Policy	Status
BRD-COM-025 Resource maintenance policy	Approved by Board on February 9, 2019
BRD-COM-030 Website Administration policy	Approved by Board on February 9, 2019
BRD-COM-035 Social Media Administration policy	Approved by Board on February 9, 2019
BRD-FIN-025 Sponsorship policy	Approved by Board on February 9, 2019
BRD-GOV-040 Conflict of Interest policy	Approved by Board on February 9, 2019
BRD-GOV-030 Conduct of meetings	Approved by Board on February 9, 2019

The goal is to have all remaining policies complete by the next meeting and ready for approval.

Ontario Public Health Association Liaison

Poonam Sharma

OPHA workgroups and staff team actively engaged in influencing public policy through: attending government consultations, meeting with elected and unelected officials, preparing letters and submissions (30 of them in 2018), testifying before legislative committees, hosting webinars and conferences on policy issues, being featured at professional events, in the media, journals and through social media; and providing training on policy topics (e.g. Public Health and Planning 101).

Achievements:

- Built Awareness and Support for Chronic Disease Prevention Strategy
- Influenced Government's First Cannabis Legislative Framework and Sought Out for Input on Second One
- Provided Thought Leadership on Climate Change
- Raised Awareness about Ways to Influence the Built Environment
- Championed Health Equity
- Maintained Pressure on Province to Launch Alcohol Strategy
- Created Advocacy Framework to Guide Positioning with New Government
- Increased Social Media followers

Priorities for 2019

- Health in All Policies
- Health Equity - Poverty Reduction
- Prevention Agenda (greater investment in health promotion, prevention and social determinants of health)
- Chronic Disease Prevention
- Climate Change
- Oral Health
- Built Environment
- Reproductive Health

Communication Subcommittee

Gabriela Ach & Kelly Huang

Activity throughout the year focused on engaging more members using a variety of avenues to communicate information such as utilizing various social media accounts (Facebook, Instagram, Twitter) and regularly updating them. Communication via eBlasts to members was made available through new myRNAO website therefore enabling faster, and more accurate, member-specific information. The social media accounts were then expanded to allow CHNIG Member Kelly Huang access to support the vacant Social Media Director role in

the interim. During this term, the CHNIG website was rearranged and broken links were updated or removed. In the past year, CHNIG sent a total of 34 items on website; 48 items on Facebook and Twitter; seven on Instagram; and 23 eblasts to the CHNIG members.

Student Affiliate Subcommittee

Mario Uy Cruz, Daniela Graziano, Lindsey Lenters, Tara Lundy, Joanne Crawford and Barbara Kennedy

The Student Affiliate subcommittee have been involved in many exciting plans over the course of this year. The subcommittee has plans to develop two student-focused webinars focused on professional development. These webinars will address past CHNIG student members requests to gain knowledge related to opportunities to become a CHN. In doing so, content will be focused on their needs. For example, volunteer opportunities in community health, preparing for an interview, and what employers recruiting for Public Health and Home Health Nursing require from potential candidates. The planning for the first and second webinars is currently under way and it is anticipated that the first webinar will be launched in Spring 2019 to coincide with nursing students graduating. The webinar will be promoted also to encourage students to join CHNIG. The Second webinar will be planned by the committee for Fall 2019, and will aim to profile the roles and responsibilities of community health nursing roles in the community (i.e. forensic nurses, primary care, nurses, public health nurses, home health nurses, etc.). As an effort to fulfill the plans outlined, interested students from each member's school will be invited to join the student sub-committee by attending a meeting at the end of February 2019, to help plan the webinars and assist in the membership drives.

Additionally, the Student Affiliate subcommittee has consistently engaged in membership drives in each members' respective school, such as promotion through undergraduate nursing e-mail blasts and social media. This spring, there are opportunities to promote CHNIG to graduating 4th year students. At Brock, there will brief presentations to the outgoing students at the CAT exam by Student representatives. Other membership efforts may be organized at universities where student affiliates are attending. Furthermore, student affiliates and other student sub-committee members (4 in total) will set up the CHNIG display to promote CHNIG membership at the nursing student-led conference on Indigenous Perspectives on Trauma-Informed Care hosted by Lawrence. S. Bloomberg Faculty of Nursing for March 9, 2019. This conference has reached a significant target audience of nursing students who may not be members already.

Treasurer's Report - April 13, 2019

I am pleased to report that the Community Health Nurses' Initiatives Group (CHNIG) continues to be in a stable financial position. The financial summary below provides a detailed breakdown of the revenue and operating expenses for the fiscal year from November 1st, 2017 to October 31st, 2018.

Financial Summary - November 1, 2017 to October 31, 2018	
Bank of Montreal (BMO) Chequing Account Balance (as of October 31, 2017)	= \$60,067.25
Tangerine Business Investment Savings Account Balance (as October 31, 2017)	= \$20,586.00
Total Revenue	
CHNIG Membership Funds (2017-2018)	\$40,185.00
CHNIG Workshop (March 2018)	\$1,960.00
CHNIG AGM Breakfast (April 2018)	<u>\$320.00</u>
	= \$42,465.00
Total Expenses	
5.0 Treasurer	\$37.18
6.2.1 Members Professional Development Fund	\$3,683.06
6.2.2 CHNIG Professional Development	\$4,526.80
6.3 OPHA Membership Fee (Apr 1 to Mar 31)	\$2,000.00
6.4 Student Sponsorship	\$498.80
9.1 Research Award	\$2,000.00
9.2 Education Bursary	\$2,000.00
10.1 Communications	\$948.00
10.2 Website	\$463.30
10.4 Marketing & Promotions	\$456.74
11.0 OPHA Liaison	\$33.30
12.0 Student Representative	\$355.50
12.1 Members AGM Fund	\$366.93
13.1 Board of Directors Meetings	\$1,529.80
13.2 CHNIG AGM	\$4,316.28
14.1 CHNIG Conference BOD Fund	\$5,480.34
15.0 Bookkeeping Fees	\$1,356.00
15.4 GST/HST	\$2,381.60
16.0 Legal Fees	\$715.19
17.0 Insurance	<u>\$594.00</u>
	= \$30,976.35

Here are some key points to better understand our financial position:

- With the strength of our financial position, the CHNIG Board has moved to increase our budget for the Research Awards by \$1000, the Education Bursaries by \$1000, the Member Professional Development Fund by \$500, and the CHNIG Conference BOD Fund by \$2,500.
- CHNIG has continued our partnership with web design company, Larche Communications Inc. (formerly TygerShark), and use GoToWebinar (includes GoToMeeting) online conferencing software to conduct business meetings, resulting in lower fees therefore we moved to reduce our budget for Website by \$500 and Communication by \$500.
- CHNIG is delighted to have provided two (2) \$1000 education bursaries and two (2) \$1000 research awards; supported one (1) CHNIG RN member and one (1) CHNIG student member to attend the 2018 RNAO/CHNIG AGM (\$366.93 combined total); supported three (3) CHNIG members and two (2) CHNIG BOD members to attend the 2018 Community Health Nurses of Canada Conference (\$3,683.06 and \$2,713.87 respectively) in Regina, Saskatchewan.
- CHNIG continues to contribute approximately \$500.00 in support of student-reduced RNAO memberships as we truly value offering opportunities for nursing students to become involved with their provincial professional nursing association.
- Seeing that the CHNIG AGM is one of our significant expenses, the CHNIG Board had made the decision to introduce a \$10.00 fee for all attendees at our 2018 CHNIG AGM to offset the costs associated with hosting the AGM at a convenient location and adjacent to the RNAO AGM date.
- The CHNIG Board met three times per year with 2 being in-person meetings and 1 via webinar conferencing. The Board has made efforts to reduce costs for meetings by opting for complimentary meeting facilities with free parking, purchasing and bringing own food and drinks to share, and carpooling to the meeting locations.
- The CHNIG Board in collaboration with our student affiliates and members hosted a CHNIG Workshop on March 3rd, 2018 in the Novotel Hotel in Toronto, Ontario. A new budget line “6.2.2 CHNIG Professional Development” was created with the amount of \$6,000.00 to support costs associated with offering such professional development initiatives. The CHNIG Board implemented a registration fee in order to aid with the costs and to encourage commitment to attend.
- CHNIG’s bookkeeper continues to review our budget, complete and file our GST/HST remittance and the corporation’s income tax returns. For 2017-2018, CHNIG was required to remit \$2,381.60 in GST/HST which is comparable to previous recent years.

It is important to note that CHNIG’s membership funds has continued to drop over the past four (4) years: **\$54,683.88** in 2014-2015 to **\$45,950.13** in 2015-2016 to **\$41,948.25** in 2016-2017, and **\$40,185.00** in 2017-2018. The CHNIG Board continues to have discussions on methods to increase and maintain membership.

CHNIG has continued to maintain our separate Tangerine (formerly ING Direct) Business Investment Savings Account as a reserve fund. It has been several years since the CHNIG Board has directed funds from our chequing account to our investment account. Seeing that our investment savings account earns fairly low interest (\$10 to 17 per month), CHNIG has begun to explore other investment strategies in a fiscally responsible manner to strengthen the organization's sustainability.

CHNIG has consistently spent well under our proposed budget and the CHNIG Finance Committee oversees routine financial processes throughout the year, including the development and monitoring of the annual budget.

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

Minutes of 2018 AGM

MINUTES of a General Meeting of the Members of **COMMUNITY HEALTH NURSES' INITIATIVES GROUP** (the "Corporation"), held in Toronto on April 21st, 2018 at the hour of 8:45 a.m. (local time).

PRESENT IN PERSON: 40 members

<u>Board Members</u>		
Joanne Crawford	Shelleza Hussan	Mario uy Cruz
May Tao	Michelle Simpson	Kim Serrano
Gabriela Ach	Kelly Huang	Amina Alizzi
Susan Tam	Poonam Sharma	Katie Dilworth
Emi Giddens	Jane Hess	Heather Epp
Barb Kennedy	Kim Babyn	Kimberly Serrano
Angela Frisina	Emily Belita	Mario Angelo
Harshdeep Hehar	Marian McEwan	Claudette Holloway
Kay McGarvey	Kathryn Allwright	Vijay Chopra
Karen Parkinson	Jean Thomson	
Gwendolyn French	Sasha Allen	
Ivy Tran	Burton Mohan	
	Randie Gregoire	
	Aaliyah Hoo Kim	
	Helen Tindale	
	Kathleen Pika	
	Joyce Fox	
	Colleen Scanlan	
	Suzana Tavares	

REGRETS: Board Members: Krisel Abulencia, Jessica Lok, Trudy Mulder-Hall, Pat Donnelly, and Petrina Barbas.

REPRESENTED BY PROXY: None.

In accordance with the CHNIG bylaws, and given that there is a **quorum – 2% (18 or over)** of Members of the Corporation present in person or represented by proxy.

1.0AGM Business

1.1 Welcome - Joanne Crawford welcomed all to the meeting.

CHAIR AND SECRETARY

With the consent of the meeting, [Joanne Crawford](#) acted as Chair of the Meeting and [Gabriela Ach](#) acted as the Secretary of the meeting.

Joanne 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.

1.2 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 Angela Frisina seconded by Helen Tindale and duly carried, the following resolution was passed:

BE IT RESOLVED that the agenda of the 2018 AGM of CHNIG is approved.

1.3 Approval of Minutes of 2017 AGM

Joanne gave a brief synopsis of the minutes of the 2017 AGM listed in the AGM report and called for any additions to the minutes.

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

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

1.4 President's Report and Member Questions

Joanne Crawford gave her 2018 president's report as presented in the Annual Report. Members were invited to ask questions.

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

BE IT RESOLVED that the President's Report at the 2018 CHNIG AGM is approved.

Joanne Crawford proceeded to introduce the Board of Directors including the student affiliates, and asked them to stand to be recognized. A special note was included to acknowledge Gwendolyn French, who received the RAO Student of Distinction Award at the Student Leadership luncheon at the RAO AGM on April 20, 2018.

Joanne Crawford provided updates on the RN and Student memberships referring to slides highlighting the pattern of membership from 2011 to 2018. There was a decline in RN memberships (n=841), as well as a significant decline of undergraduate student

memberships (n=54) due the new implementation of the fee of \$10.00. The decline in membership will be a source of discussion at the June Board meeting.

1.5 Treasurer's Report

Susan Tam presented the 2018 Treasurer's Report and members were welcomed to ask questions. A slide was also presented to members to highlight the decline in funds from 2011 to 2018 that was directly associated with the decline in RN membership.

Why does CHNIG pay HST?

- Discussion and clarification provided by May Tao and Joyce Fox: CHNIG is Incorporated and a not-for-profit Interest Group, therefore, HST needs to be paid.

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

BE IT RESOLVED the Treasurer's Report for the 2018 CHNIG AGM is approved.

Joanne Crawford presented the open Board of Director positions and current **nominations**.

- Policy and Political Action – Cheryl LaRonde-Ogilvie, Felicia Kontopidis, & Emily Belita
- OPHA Liaison - Poonam K. Sharma
- Governance – Cindy Baker-Barill

Joanne Crawford called for any additional nominations from the floor today, and encouraged members to step forward to complete a nomination form.

Gabriela Ach was called forward to provide the **Communications** update to members. She presented on the different modes of communications to our members including keeping them informed of events, and activities relevant to community health nursing. Gabriela Ach also presented an activity report on our website through google analytics, and social media activity. She encouraged questions from the floor on increasing the social media activity and discussion ensued about different strategies to use.

May Tao was asked to present on the **CHNIG Workshop - Exploring the World of the Community Health Nursing**. CHNIG held the first workshop for community health nurses and students on March 3, 2018. The objectives were: (1) Participants will have a better understanding of system changes in Ontario that impact on community health nursing; and (2) Nursing students and CHNs will network and share knowledge about their roles opportunities for community health nursing. A total of 109 people attended the workshop: 66 is RNAO RN members; 6 is non-RNAO RN members; and 37 is RNAO student members.

Evaluation of the workshop - 58 surveys (53.2%) were completed.

Quantitative feedback from the survey on the program for the day: Positively received with the majority being satisfied or very satisfied with the workshop, keynote speakers, panel discussion, and CHN café – and participants believed that the workshop was beneficial to their work or school.

Qualitative feedback from the survey focused on: Themes for future professional development; learning from the webinars, and suggestions for improvement (Appendix B):

Top three valuable learnings from the workshop (N=56): (1) Community Health Nursing Café; (2) panel discussion; (3) networking with nurse leaders, CHNs and students. May Tao indicated that we would be discussing workshop findings in more detail at our next Board of Directors meeting.

1.6 Business Arising

1.6.1 Presentation of CHNIG Education and Research Awards

Barb Kennedy presented the CHNIG Education and Research Awards to successful recipients.

CHNIG Education 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. Two recipients were awarded this year:

Meagen Ingram	CHNIG Research Award - \$1000
Robin Coatsworth- Puspoky	CHNIG Research Award - \$1000

CHNIG Educational Bursary 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. Two recipients were awarded this year:

Kathryn Allwright	CHNIG Educational Scholarship - \$1000
Emily Belita	CHNIG Educational Scholarship - \$1000

1.6.1 CHNIG Bursary to attend the 2018 RNAO and CHNIG AGM

Barb Kennedy presented the **Community Health Nurses' Initiative Group (CHNIG) 2018 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. Two recipients were awarded this year:

Sasha Allen

Cindy Baker-Barill

1.6.2 CHNIG Bursary to Attend CHNC 2018 National Conference

Barb Kennedy provided an update to members about the application process for the bursaries to attend the CHNC conference. The date was extended to allow members more time to apply, and thus, the review of applicants was delayed. The review will take place in the coming weeks, and successful recipients will be notified.

1.7 Report from CHNC Ontario Representative – Audrey Danaher

Joyce Fox, Executive Director of CHNC, was invited to present the report from CHNC. She expressed thanks for having the opportunity to provide an update on the work of CHNC. Highlights included:

- The annual CHNC conference is a wonderful opportunity to bring community health nurses together from across the country. This year's conference *Caring, Connecting and Leading for a Healthy Canada* will take place in Regina from June 26-28 in Regina. It promises to be an excellent conference and I encourage as many of you as possible to attend.
- The CHNC Conference qualifies for continuous learning hours for renewal of your CNA certification in Community Health Nursing. The early bird deadline for the conference is fast approaching (before April 23).
- This year CHNC is partnering with the Canadian Indigenous Nurses of Canada (CINA) in holding a pre-conference workshop on June 26: *Towards Reconciliation: Partnering for Health Equity*. Indigenous health issues are a priority for CHNC and this is reflected in our partnership with CINA.
- Standards Review: CHNC is undertaking a review of the Community Health Nursing Standards. The Standards are widely used in practice and nursing education and they inform the Certification exam. An Advisory Committee with the support of a work group is overseeing the review of the Standards - work we anticipate will be completed this fall.
- There are many opportunities to participate in CHNC including on Standing Committees and work groups. There is also a call for nominations to the CHNC Board and nominations are open for CHNC awards, specifically the Award of Merit, Honorary Lifetime Award and Barbara Mildon Certification Bursary. The deadline for submission is May 12, 2018.
- This year through the work of the Leadership subcommittee and sponsorship of CNA, we hosted two webinars which were very well received: The webinars were: *Leadership Competencies for Public Health Practice and LEADS Capabilities* and *Applying a Growth Mindset to Public Health Leadership Competencies*. Close to 250 community health nurses across Canada participated in both webinars. The recordings are on the CNA web site and the links are posted on the CHNC website.

- A third webinar given by CNA President Elect Claire Betker, will take place May 17. It is titled: *Public health leadership to advance health equity: A scoping review of the research literature*.
- CHNC is the national voice for community health nursing. I urge you to be a member if you are not already and become involved. Together we can bring make a difference.

1.8 Recognition of Departing Board members

Joanne Crawford thanked departing board members for their dedicated service to enable CHNIG to meet its goals and objectives. A certificate of service to CHNIG and a crystal paper weight with the CHNIG logo, the recipient's name, and the year they left CHNIG was awarded to departing Board members. A summary of contributions was provided for each departing Board member:

Jessica Lok – Has served in several positions on the board, for instance, the Professional Practice position for home health, and most recently as the governance board member. Jessica was active as the home health representative and provided valuable input during professional practice meetings. More recently, Jessica led the way in devising an excellent work plan of the governance documents needed to be completed. We thank her for all her time and work with CHNIG. Today, Jessica is unable to join us as she has much better plans, such as preparing to get married, working on her new house, planning for her future amongst other things such as her job!

Pat Donnelly - Our OPHA Liaison has been instrumental in working with the modernization of the PH standards and responding to advocacy requests related to collaborating on student initiatives with OPHA, Patient First, and Basic Income Guarantee, to name a few things she has been involved in. Pat is also unable to be with us today. We thank her for her amazing contributions sitting at the OPHA board as a constituent OPHA member speaking on behalf of CHNs and advocating on important policy issues that impact the health and wellness of populations.

Trudy Mulder Hall - Has been our advocacy voice with CHNIG for many years in the Policy and Political Action role. Fortunately for us, Trudy has been an inspiration and brings a wealth of knowledge of systems/structures and the nurse's role in community. She has represented CHNIG well and been our voice at several leadership tables reinforcing the contributions of CHNs to home health, the clients and families, and to the broader system.

1.9 Nominations and Voting Process for 2018 – 2019

Joanne Crawford presented the slate of nominations for the open positions on the CHNIG Board of Directors. Given the new RNAO voting process, it was negotiated that we would accept nominations up until the CHNIG AGM, and then close nominations for voting. Voting would be electronic with a cut off date of May 14, 2018. Therefore, nominations would be open from May 1, 2018 – May 14, 2018. An E-blast would be sent to the membership to vote.

Given that no further nominations from the floor were received, the slate of nominations were presented:

- Policy and Political Action – Cheryl LaRonde-Ogilvie, Felicia Kontopidis, & Emily Belita (Will be open for voting)

- OPHA Liaison - Poonam K. Sharma (Acclaimed May 14, 2018)
- Governance – Cindy Baker-Barill (Acclaimed May 14, 2018)

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

BE IT RESOLVED that the voting process would take place from May 1, 2018- May 14, 2018 for the position of Policy and Political Action and that the OPHA Liaison and Governance Board positions would be acclaimed on May 14, 2018.

Introduction of President and 2018-2019 Board Members

BE IT RESOLVED that the following persons were elected to the CHNIG Board of Directors to hold office or until their successors are duly elected or appointed: Joanne Crawford presented the remaining Board members:

- President – May Tao
- Past President – Joanne Crawford
- Secretary – Krisel Abulencia
- Treasurer – Susan Tam
- Communications Website – Gabriela Ach
- Communications Social Media – Harshdeep Hehar
- Professional Practice Home Health – Kay McGarvey
- Professional Practice Public Health – Karen Parkinson
- Team co-leaders Research, Education and Professional development– Angela Frisina and Emilia Gibbens
- Member Benefits – Barbara Kennedy
- **OPHA Liaison –**
- **Policy and Political Action –**
- **Governance –**
- **Student Affiliate Members –**

2.0 New Business

2.1 Member Voices

- Katie Dilworth (CHNC President) announced an exciting partnership with the Canadian Indigenous Nurses’ Association, as well as consultations on MAID, Cannabis and Addiction Issues. There is a plan to revise and update the CHN Standards.
- Colleen Scamlan (North Bay Nursing Agency), Community Social Entrepreneur Initiative – assisting Ministry of Health and Long-Term Care to develop the strategy to enable nurses to be paid directly instead of through agency. Will start June 1st, 2018. Currently fee-for-service, extended healthcare plans (Sun life, VA), 10 Entrepreneur nurses are fully employed. Goals: Nurses in private enterprise, LHINs get on board, (same model developed and processed in Holland for past 5 years).
- Burton Mohan (York Nursing Student), speaks about Public Health and Community Health. Speaks to York nursing program and placements that are not community orientated, which can be frustrating. Concerned York is struggling with nursing student placements in community settings. University was not able to find small

number of student's consolidation placement. Wants to emphasize to CHNIG members to consider taking nursing students for nursing placements and consolidations. Concerned not having community placements will not provide incentive to come back to community health and thus develop negative view. Large stigma surrounding loss of skills, being "on your own" in community. Brought up that students are lobbying to end Community Class and replace with, for instance, Paediatrics. Ryerson University does have mandatory requirement of community placement and full year focuses on community health nursing. Students are having to approach school's CPO with potential placements, which may or may not be approved; however, this is not a consistent means across all universities.

- NCLEX exam is heavily acute-care focused and lacks community health nursing content, which is affecting how nursing schools develop their programs. Students are not considering community health nursing a "specialty." Suggestion – need to advocate internally within organizations for Preceptorship and opportunities to take on nursing students – promote benefits i.e. staff retention.
- New Graduate Guarantee (formerly NGI) – advocacy needed to promote uptake in organizations/workplaces. NGI changed from 6month salary FT position, now NGG is 3month and if not FT permanent, the government will claw back the cost. Another issue is that 3months is not long enough for public health new staff orientation.
- Public Health positions have increased minimally over last 20 years.
- Participation in local Chapters and networking can be way into community placement opportunities.
- Public Health Units having decreased base funding, which is cutting PHN positions and hiring Health Promoters.
- New Dental Health bus on wheels (with wheelchair lift) at Peel Public Health.

Action: For CHNIG Board

- Develop advocacy letter for NGG
- Obtained emails of members present at AGM, and will put out a call for stories from members to "sell" community nursing experiences (include these emails and membership).

3.0 Adjournment of AGM

Joanne Crawford asked for someone to move to have the 40th CHNIG AGM to be terminated. There being no further business to come before the meeting, on motion duly made Emi Giddens seconded by May Tao and duly carried, the meeting then adjourned.

On motion made by Susan Tam, seconded by May Tao, and duly carried, the 2018 AGM was adjourned.

BE IT RESOLVED THAT the 2018 AGM of CHNIG is now closed.



Joanne Crawford
Chair of the Meeting



Gabriela Ach
Secretary of the Meeting

CHNIG Moments



September Membership Assembly

President supported BPSO Implementation in China



Meeting with Nursing Resident from Spain



Queen's Park Day and February Assembly



Indigenous Trauma-Informed Care Conference

