



Western Region – Canadian Association of Schools of Nursing
Le region de l'ouest - Association canadienne des écoles de sciences infirmières

WRCASN Executive and MAL Meeting

May 3, 2010

1500 – 1800 Hours (Dinner at 1700)

Fort Garry Hotel – Winnipeg, MB

Executive and Members-at-Large in attendance:

Carol McFayden, University of British Columbia Okanagan, President
Wilda Watts, University of British Columbia Okanagan, Secretary-Treasurer and MAL
Donna Petri, Thompson Rivers University, President Elect
Linda Ferguson, University of Saskatchewan, Past President
Linda Binding, Mount Royal University
Rose Doyle, Kwantlen Polytechnic University
Jane Karpa, University of Brandon
Sandy Kluka, University of Manitoba (proxy for Lorna Guse)
Bill Knight, University College of the North (proxy for Cindy Nordick)
Sherri Melrose, University of Athabasca
Kristine Metcalfe, Red River College
Jane Milliken, University of Victoria
Kathy O'Flynn-Magee, University of British Columbia
Reny Loewen, Saskatchewan Institute of Applied Arts and Technology (proxy for Chris Barlow)
Monique Sedgwick, University of Lethbridge
Linda vonTettenborn, British Columbia Institute of Technology
Veryl Tipliske, Langara College
Bev Williams, University of Alberta

Regrets

Linda Shorting, University of Calgary (proxy for Annette Lane)
Don Flaming, Medicine Hat College
Elizabeth Hulbert, Camosun College
Landa Terblanche, Trinity Western University
Lois Berry, University of Saskatchewan
Lynne Oberik, North Island College
Maureen Hornak, BC Institute of Technology
Pertice Moffitt, Aurora College
Randy Jenzen, Selkirk College
Susan Johnson, University of Northern BC

Absent

France Bouthillette, Vancouver Island University
Wendy McMillan, Grande Prairie Regional College

The meeting was called to order at 1510.

1.0 Roll Call of Institutional MALs and Representatives in Attendance

Those in attendance stated their name and institution.

2.0 Approval of Agenda

The agenda was approved with the addition of the following items:

Item 5.4 – Request for WRCASN member to volunteer for judging posters

Item 5.5 – Proposed Changes to Bylaw #1 of the Constitution

Item 5.6 – Registration fees for 2011 WRCASN Conference

Item 5.7 – Advance on seed money for 2013 WRCASN Conference

Motion: To approve the agenda with the additional items. B. Williams/ C. Metcalfe.
Carried.

3.0 Minutes of February 19, 2009

The minutes of February 19, 2009 were approved as circulated. Moved by: D. Petri/ J. Milliken. Carried.

4.0 Business Arising 2009 MAL Meeting

4.1 Conference Hosting beyond 2011 (attached)

C. McFadyen presented the WRCASN Conference rotation schedule approved at the 2009 AGM. MALs were asked to speak to their deans/directors and confirm their institutions' willingness to host the conference on the specified date. MALs present at the meeting confirmed the following dates:

- 2011 - University of British Columbia (Vancouver)
- 2012 – University of Lethbridge (Lethbridge)
- 2013 - University of Alberta (Edmonton)
- 2014 – UBC Okanagan (Kelowna)
- 2015 - Thompson Rivers University (Kamloops)
- 2016 – Conference to be held in Saskatoon. R. Loewen (SIAST) and L. Berry (University of Saskatchewan) to confirm this date with their deans. *Note: Subsequent to the meeting, Reny emailed confirmation from both SIAST and UofS.*
- 2017 - University of Manitoba, Red River College, University of Brandon and College of North (Winnipeg)
- 2018 – University of Victoria (Victoria)
- 2019 – CASN (Calgary) L. Binding (Mount Royal University) and A. Lane (University of Calgary) to confirm this date with their deans. *Note: Subsequent to*

the meeting, Linda emailed confirmation from both Mount Royal University and the U of C.

C. McFadyen thanked M. Sedgwick for arranging with the University of Lethbridge to host the WRCASN conference in 2012 and give UBC Okanagan the 2014 slot as UBCO has another conference to host in 2012.

Motion: That the revised conference schedule be presented to WRCASN members at the AGM on May 6, 2010 for final approval. J. Karpa/ V. Tipliski. Carried.

4.2 Rotation of Officers 2011 Forward (attached)

C. McFadyen presented the proposed rotation of officers. **Motion:** That the revised rotation of officers be presented to WRCASN members at the AGM on May 6, 2010 for final approval. M. Sedgwick/ J. Milliken. Carried.

4.3 Award Presentations

C. McFadyen announced the winners of the three 2009 WRCASN nursing education awards as determined by the WRCASN executive members. In order to increase awareness of WRCASN support for nursing education research among the membership, the award winners will announced during the conference luncheon on Tuesday, May 4, 2010.

There were eight applications for the three awards in 2009. The recipients of the awards are:

- a) Education Research – Linda Ferguson, University of Saskatchewan. Title of the study: “Enhancing the Student Learning Experience through Lecture Capture”. (Amount: \$5,000.00)
- b) Education Innovation – Sherri Melrose, University of Athabasca. Title of the study: “This Worked for Me: Audio Messages of Encouragement in an Online Course” (Amount: \$1,541.64)
- c) Graduate Student Research – Debra Dusome, University of Brandon. Title of study: “Travelogue, Dialogue: An Arts Exploration of Psychiatric Identity Formation” (Amount: \$2,500.00)

4.4 Website Update

W. Watts provided an update on the website maintenance. Mark Tomtene, University of Saskatchewan, has continued to provide website maintenance. The website was recently updated and will need another update when the executive changes in June 2009. Mark charges \$50.00/hour and tracks his hours. The last payment of \$1500.00 covered October 2008 to May 2010. Payment of \$1500.00 was made in May 2010 to retain his services. Mark is currently exploring online memberships.

Since January 2009, the website host server has been provided by Blacksun (company based in Saskatoon). Blacksun has provided very good service. The contract with Blacksun is due to be renewed in June 2010. Estimates have been received on annual and multi-year contracts, minimal savings with multi-year contract.

4.5 Online Memberships in WRCASN

W. Watts presented the following information received from M. Tomtene. Mark has looked into the possibility of online membership and is recommending that WRCASN arrange with PayPal for this service.

- PayPal would allow direct payment of online membership with credit card
- PayPal does not have a sign up fee or any annual fees, but provides the business/merchant license
- Administrative cost for PayPal would be approximately \$1.17 per full membership (less for associate memberships)
- Members can still register as either full or associate members (click on a button) and will receive a notification of payment that would act as a receipt (may be able to add the WRCASN logo)
- The use of drop boxes should allow WRCASN members to identify their school/college of nursing so it would support the development of a membership list by institution.
- Secretary-treasurer or designate will be notified when a membership is paid (can set up a generic email address through Blacksun such as secretary-treasurer@wrcasn.ca which is then forwarded to a personal working email. This feature would accommodate changes in executive without disrupting the PayPal system).
- Secretary-treasurer will be able log in to check transactions, get a transaction history and transfer funds to the back account

Discussion: A question arose whether membership fees needed to be increased to cover the costs of processing and administration fees associated with online memberships. W. Watts stated the costs for secretarial support for approximately 260 memberships this year was \$336.00. Based on a processing/administration fee of \$1.17 per online membership, the online system would be slightly cheaper at an estimated cost of approximately \$304.00. The additional advantage is that greater convenience of online memberships may increase overall membership. M. Tomtene is prepared to establish this system and recommends that for the 2010/2011 membership both the paper and online membership systems be maintained.

Motion: To recommend pursuing online memberships for the 2010/2011 membership year to the WRCASN members at the AGM on May 6, 2010. W. Watts/ B. Williams. Carried.

4.6 WRCASN Chapters

C. McFadyen asked MALs whether or not their institutions had active chapters and should WRCASN continue with the idea of chapters as it is currently outlined in the constitution (article 10 and 14) and bylaws (#8). MALs present stated there were no active chapters at their institutions. Faculty meetings are used for updates re: WRCASN. UBC Vancouver still has a chapter bank account but there are no chapter activities.

Action: The incoming officers will facilitate a review and update of the constitution and bylaws regarding chapters.

4.7 WRCASN Donation to Pat Griffin Memorial Fund

C. McFadyen requested MALs to support a recommendation to WRCASN members at the AGM on May 6, 2010 to support a donation of \$2500.00 to the Pat Griffin Memorial Fund. The goal of this fund is to support a national chair for nursing education research. This expense is in the 2010 proposed budget tentative to approval by WRCASN members at the AGM.

L. Ferguson stated that the CASN Board of Directors has approved the creation of a \$5000.00 nursing research award to be taken from the Pat Griffin Memorial Fund to highlight existence of the fund. This award will be administered by the Canadian Nurses' Foundation.

Action: C. McFadyen will request a motion at the AGM on May 6, 2010 approving a donation of \$2,500.00 to the Pat Griffin Memorial Fund for 2010.

5.0 New Business

5.1 Honorary Membership – Nominations Process

There is no nomination for an honorary member for 2010 as it was decided at the 2009 AGM that criteria and a process for nominating honorary members were required in order to include opportunity for a wider range of candidates in future nominations. Prior to the meeting, C. McFadyen presented a proposed criteria and process for nominating honorary memberships (based on input from the executive committee members and members-at-large).

Following discussion, it was determined that the following criteria and process would be presented to the WRCASN members at the AGM (new information added to the process is highlighted in bold italics).

Criteria:

- Retired nurse educator
- Has been actively involved in WRCASN

Process:

- Nominations made by WRCASN members
- Call for nominations to be sent out to Members at Large approximately one month prior to Annual General Meeting
- Members at Large to circulate call to WRCASN members
- Nominations open at the AGM.
- Nominations to be accompanied by a brief Curriculum Vitae
- Executive Committee to select the Honorary Member from the nominations (***normally one nominee will be chosen per year***).
- Honorary Member selected will be presented at the subsequent AGM (***to which full expenses will be paid as the budget allows and as determined by the executive committee***).

Discussion: The question was asked whether the constitution needed to be changed to add “retired” and “normally one per year” to Article III. It was decided to leave the process and number of honorary members outside of the constitution and bylaws. Decision made to limit recipients of honorary memberships to one each year due to costs and multiple recipients decreasing the honour of the award. General support to continue covering the total expenses for the honorary members to attend the WRCASN conference the year the honorary membership is awarded to the extent the budget allows and as determined by the executive committee. Covering expenses for the award recipient the year the award is bestowed will encourage the honorary member to attend the conference.

Action: C. McFadyen will present the proposed criteria and process for nomination of honorary WRCASN members at the AGM on May 6, 2010.

5.2 Secretary-Treasurer’s Reports

5.2.1 Membership Report

W. Watts presented the membership report. As of April 26, 2009 there were 253 WRCASN members (235 full and 18 associate members). Memberships are down slightly from 2009 as was expected given that there was no WRCASN conference in 2009. As discussed at the 2009 AGM, contact was made with the 10 member schools without designated MALs and three new MALs were appointed. Currently, we have seven member schools without MALs (some uncertainty re: whether all institutions listed are CASN members) and 12 schools without members. No members from five schools with appointed MALs.

Discussion: Secretary-treasurer to ensure that all MALs are members at the time of the Executive/MAL and AGM meetings. It was noted that all MALs present were WRCASN members. Lethbridge College and the College of New Caledonia are not a CASN member. Douglas College has 11 members (not 1) and University College of the Fraser Valley is now the University of the Fraser Valley. The proposed online memberships for 2010 may simplify the process and increase WRCASN membership. M

Motion: To accept the membership report as presented with noted revisions. B. Williams/ V. Tipliski. Carried.

5.2.2 Current Financial Report

W. Watts presented the financial report noting that income and expenses for 2009 were similar to those for 2008. There was an overall surplus of \$6,660 in 2009. Both GICs matured this year. GIC #1 for \$18,918 was renewed for two years as non-redeemable GIC (maturity date May 19, 2011). The GIC #2 for \$38, 531 was rolled over in a redeemable five year GIC with an escalating rate (can be redeemed on the anniversary date without loss of interest or converted to a different type of GIC). If the incoming executive would like to change this GIC they can do so in October 2010.

Motion: To accept the 2009 financial report as presented. W. Watts/ K. O’Flynn-Magee. Carried.

5.2.3 Proposed Budget

W. Watts presented the 2010 proposed budget. The proposed budget is a deficit budget of \$16,525.00. Income will be less in 2010 than previous years as there was no WRCASN conference in February 2010 (due to the concern that attendance at WRCASN conference would be negatively impacted by the Winter Olympics and the CASN conference in 2010). It is anticipated that closing balance at December 2010 will be approximately \$57,000.00 and there is \$57,449.00 in GICs.

Proposed expenses for 2010 are higher for the following reasons:

- a) all three WRCASN awards were granted in the 2009 awards competition
- b) executive committee decided to host lunch at the AGM for WRCASN members (to encourage attendance) and to support a student poster contest award of \$500.00
- c) executive committee members expenses for attending the CASN conference are higher (as the executive changes this year, expenses for the current President and Secretary-Treasurer and the incoming President to attend the CASN conference were covered)

Note: Our overall website costs are down by about 50% per year since initiating the contract with Blacksun for hosting website space. If WRCASN supports moving to online membership then the administrative support of \$1,000.00 for the Secretary-Treasurer could be reduced to \$650.00. Payment to PayPal for online memberships would be approximately \$350.00 for 300 members

Motion: To take the 2010 proposed budget as presented forward to WRCASN members at the AGM on May 6, 2010. W. Watts/ J. Karpa. Carried.

Motion: To recommend to the to WRCASN members attending the AGM on May 6, 2010 that \$2500.00 be donated to the Pat Griffin Memorial fund for 2010. B. Williams/ S. Melrose. Carried.

5.3 Financial Review

W. Watts announced that M. Evans, retired account and lawyer, completed a financial review for the 2009 fiscal year. His report indicated that the financial keeping was in good order.

5.4 Poster Presentation

J. Karpa requested that one of the MALs volunteer to judge the posters presentations to determine the recipients of the poster awards hosted by WRCASN and CASN. Members present at the meeting were asked to let Jane know of their interest.

5.5 Proposed Changes to Bylaw #1: Nominations, Elections of Officers, Vacancies in Offices

C. McFadyen noted a needed change in Bylaw #1 of the constitution that states that Past-President will contact the schools of nursing to obtain nominations for officers. L. Ferguson and C. McFadyen both noted that this has not been the practice during terms on the WRCASN executive. As had been noted earlier in the meeting, the constitution and bylaws need to be reviewed and this task will be undertaken by the incoming executive.

5.6 Conference Fees for 2011 WRCASN Conference

K. O'Flynn-Magee requested input on setting conference fees for the 2011 WRCASN conference in Vancouver. It was noted that fees for previous conferences were \$350.00 for members and \$425.00 for non-members. It was suggested that a better way is to set the conference fee so that the breakeven point is between 100-125 participants, anything above that number is profit. L. Binding volunteered to check the number of registrants at the 2009 WRCASN conference in Calgary.

5.7 Advance on Seed Money for 2013 WRCASN Conference

B. Williams stated the planning committee for the 2013 WRCASN Conference in Edmonton may need a cheque for \$1000.00 (from conference seed money) to reserve the Fantasyland Hotel at the West Edmonton Mall. This hotel is under heavy demand and reservations must be made early. It was agreed if this was the case, Bev will contact Wilda. No change would be made to the 2010 proposed budget, in the event that an advance it required, it will be an overspend on the conference seed money expense line.

6.0 Announcements

- 6.1 CASN Doctoral Forum, May 27, 2010, Airport Hilton, Toronto
- 6.2 Global Alliance for Nursing Education and Scholarship: The Second International Conference, December 9-11, 2010. Arlington, Virginia
- 6.3 2011 WRCASN Conference, February 17-19, 2011, Sutton Place, Vancouver.

7.0 Adjournment

The meeting was adjourned at 1715.