



Western North-western Region – Canadian Association of Schools of Nursing
Le region de l'ouest nor oust - Association canadienne des écoles de sciences
infirmières

WNRCSN AGM
February 23, 2012
Fantasyland Hotel, Edmonton, AB

AGENDA

1. Welcome
 - Monique welcomed all members to AGM Annual meeting.
2. Roll call
 - Sign-in sheet circulated during meeting
3. Introduction of the executive
 - Current executive introduced:
 - Monique Sedgwick – President, Nicole Harder – Vice President, Kathy Haight – secretary / treasurer, Bev Williams, Donna Petri, Kristine Metcalfe, Jane Karpa (sabbatical), Nicole Brown, Chris Barlow
4. Approval of the agenda
 - **Motion:** to accept the Feb 2013 AGM agenda as displayed on presentation screen. Moved by Bev Williams, second by Cathy Ebbehøj. No discussion. All in favor? **Motion carried.**
5. Minutes of February 22, 2012
 - **Motion:** to accept the minutes from previous AGM meeting on Feb 22, 2012. Moved by Marlene Welsh second by Pertice Moffitt. No discussion. All in favor? **Motion carried.**
6. Business arising from 2012 MAL meeting
 - a. Website enhancement & design –
 - i. Registration
 - Kathy Haight & Monique Sedgwick provided an overview of web enhancements. Discussion regarding move to the online registration

process. Last year members experienced more difficulty registering but this year there were fewer requests for Webmaster support. Although members appreciate why the move was made there is concern that membership is down in some institutions due to online registration. Suggestions to enhance membership – MAL's could utilize a coffee break and provide food as a means to discuss the advantages of being a member. MAL's could offer support to faculty for the online registration process if feasible.

ii. Awards

- Award page was updated to be more user-friendly. A direct link to WNRCASN secretary for award related questions was added to reduce e-mails to Webmaster. Each award has its own web page with descriptions and links to download and submit applications directly to WNRCASN Secretary. Members utilized the WNRCASN secretary link to ask questions thus the changes were effective.

iii. MAL reports

- All MAL reports are posted on the website; members were encouraged to read the reports to learn about innovative activities at other institutes.

b. Pat Griffin Memorial Award

- Contribution to this award is now a standing budget item of \$2500.00. In the past executive had to bring a motion to donate to the AGM for vote. Last year it was passed at the AGM as a standing budget line.

c. Student membership

- i. Last year members discussed the advantages / disadvantages of including nursing students as members. Students are defined as non-faculty graduate students and undergraduate students. The discussion was deferred to the WNRCASN Executive for follow-up. The Executive further discussed and proposed a change to the Constitution and Bylaws, the proposed changes were sent to MAL's for circulation to institutional members 60 days prior to the 2013 AGM meeting.

ii. **Motion:** I, Petic Moffat, move that effective August 2013 nursing students be allowed to become active voting WNRCSN members. Second by Kathy O’Flynn Magee. **Discussion:** Question - will the addition of students influence the amount of funding for scholarships and awards? Monique Sedgwick - There will be another motion tabled today for student membership fees, which is proposed at \$10.00. We are not expecting vast numbers of students thus revenue will be minimal. Question - will students be eligible for awards? Monique Sedgwick - there is a graduate student award however applicants would need to be members to be eligible. Will students be eligible to apply for the Teaching Innovation Award? Monique Sedgwick - currently there is no criteria related to membership which would exclude students therefore it would be fair for students to apply. Members were reminded that only ‘active members’ can vote before the question was called. All in favor? **Motion carried.** Welcome to the students!

d. WNRCSN fee structure

- i. **Motion:** I, Karren Mckinnon, move that effective August 2013 the WNRCSN annual membership fee of \$30.00 be increased to \$50.00, sseconded by Petic Moffatt. **Discussion:** Question - why the jump to \$50.00, it seems like a big jump. Monique Sedgwick - it was an arbitrary decision being that \$50.00 is a nice round number; it is substantial enough to support an increase for the Teaching Innovation Award, there have been no increases in fees for many years so it was perhaps time – All in favor? **Motion carried**
- ii. **Motion:** I, Kathy O’Flynn Magee, move that effective February 2014 the amount of the award ‘Innovation in Teaching’ be increased from \$2500 to \$5000.00. Seconded by Marlene Welsh. **Discussion:** Question - why Feb 2014 as a start date? Monique Sedgwick – the award amount will be posted on website as \$5000 but it will not be distributed until Feb 2014 Conference. All in favor? **Motion carried**

- iii. **Motion:** I, Kim Bontinen, move that effective August 2013 undergraduate / non-faculty nursing student annual membership fees be set at \$10.00. Seconded by Velna Clarke-Arnault. No discussion. All in favor. **Motion carried.**
- iv. MAL linkages - Discussion deferred. Future updates will be provided by e-mail. Any suggestions please forward to Kathy Haight.

7. Treasurer's report

- Proposed budget was projected on a presentation screen (see attachments).

Current account balances:

Account balance as of Dec 31, 2012 = \$48,561.75

GIC #1	\$19,590.29
GIC #2	\$ 38,531.54

- **Motion:** I, Bernie Wojtowicz, move to accept the budget as presented with and to delete 3 outdated budget line items, Seconded by Madeline Press. Discussion: the 3 outdated budget items relate to the old paper based registration process thus they are no longer required. Kathy Haight identified challenges with finalizing the 'actual budget' for 2012 at the MAL and Executive meeting, for example, missing expense documentation, some budget line items did not add up, and budget items are unclear in the current accounting template. Following a lengthy discussion motions related to this discussion will be presented under new business today. All in favor? **Motion carried.**

8. New Business

a. Awards:

- i. Education Research Award: Drs. Lance Grigg, Olu Awosoga, & Monique Sedgwick from U of L: 'Mobile decision making support and undergraduate nursing students' clinical decision making at the point of care'
- ii. Education Innovation Award: not awarded this year
- iii. Graduate Student Award: Brenda Enns, Athabasca University: 'Professional identity development in nursing education'

b. Honorary Member 2013: no nominations were received

- c. Web enhancement
 - i. Honorary members: Discussion: No nominations were received this year. Past honorary members are not listed on the website; however, they could be if individuals agree to have their name posted. For future it would be nice to have names and a photo posted on the website in recognition of the honor. Kathy Haight will contact past honorary members to seek permission (FOIP) to post names and will ensure nomination criteria is posted on a web page with nomination form and online submission link.
 - ii. Guidelines for proposal writing: Discussion: Education Innovation Award was not awarded this year. The past two years reviewers have expressed concern with poor quality applications thus awards have not been awarded. Monique Sedgwick and Kathy Haight will explore proposal writing material to post on the WNRCSN award web pages. Members were asked to forward proposal writing resources to Kathy Haight.
- d. Recruitment for members –
- e. CNSA representative a MAL – once we have an idea of student members we will consider inviting the CNSA rep to sit as a MAL to represent students in our organization.
- f. Treasures report follow-up – the MAL and Executive would like to propose the following motions to the members to address the bookkeeping and accounting issues for the organization.

Motion: I, Cathy Ebbehoj, move to explore options for a financial review by the MAL and executive. Seconded by Bernie Wojtowicz. Discussion: Question - will the executive seek out quotes or tenders to ensure the cost is reasonable. Some members are uncomfortable with \$5000.00 cap as this is close to 5% of total assets. Bev Williams suggested we explore what to do this year and make a decision next year. Monique Sedgwick suggested the members need to empower the executive to move forward with a long overdue financial review considering it is a requirement of our constitution. Leadership changes next year so it would be nice to hand off the account to next secretary / treasurer in good standing. All in favor? 34 in favor, 1 opposed, 3 abstain **Motion carried.**

- g. Goal/focus for the upcoming year
- i. NCLAX - Monique Sedgwick attended CASN meeting on the new exam format. She invited Pat Bradley to present to WNRCASN members to discuss how to prepare educators to move forward. Pat is a member of the new exam committee and has extensive experience in this area. She will present via Skype at the end of the meeting.
 - Visibility – Monique Sedgwick suggested we need future goals for the organization. At CASN it was noted other regions presented updates, they appeared to be more focused and politically active. Question: What kind of political stance do we (WNRCASN members) want to take in the public eye? Due to time restraints members were asked to send suggestions to Monique Sedgwick (president) or Kathy Haight (Secretary)
9. Pat Bradley presentation and Q & A – via Skype. PPT presentation is posted on the WNRCASN website.
10. Adjournment - motion Darlene Scott second Cathy Ebbehøj
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