



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

**WNRCASN AGM Meeting - Minutes
February 21, 2014
Fort Gary, Winnipeg, Manitoba
0730 - 0900h**

AGENDA

1. Welcome – call to order @ 0745
2. Roll call of Institutional MALs in attendance – sign in sheet circulated.
 - a. Regrets: not documented
3. Introduction of the executive – Monique Sedgwick
 - a. Outgoing President: Monique Sedgwick, Outgoing Secretary/Treasurer: Kathy Haight; Incoming President: Nicole Harder, University of Manitoba; Incoming Secretary/Treasurer: Rae Harwood, University of Manitoba. Members of the executive committee: Nicole Brown, Bev Williams, Laurie Clune, Chris Barlow, Pertice Moffitt, Donna Petri. Kristine Metcalfe will step down and will be replaced by Jennifer Otto.
4. Approval of the agenda – move by: Barb Astle, second by: Pertice Moffitt – agenda accepted with no corrections or additions.
5. Minutes of February 23, 2013 AGM/MAL meeting – approval of minutes moved by: Bev Williams, second by: Linda von Tettenborn. Minutes accepted with no additions or corrections or additions.
6. President's report by Monique Sedgwick
 - President's current term is over as of February 2014, responsibility will be handed over to Nicole Harder. Monique will sit as past president on the Executive Committee.
 - This year there was an error in determining the research award, for this reason two research awards and one graduate student award will be granted. There

were no applications for the teaching innovation award this year so it will not be awarded. The incoming president will review the process for receiving and reviewing award applications.

- CASN council meeting was attended by Kathy Haight, Monique provided a brief summary of the events (See Appendix A). In addition, the Chief Regulator was at the CASN meeting. She was put on the spot with valid questions regarding unmet promises; she was unable to answer many questions from the floor.
- Accounting processes for WNRCASN have been updated. Kathy Haight consulted with MNP to develop a customized spreadsheet to track financial activity based on transaction history over the past 4 years. Accounting processes now align with recent changes to financial legislation governing not-for-profit organizations in Canada.
- The conference rotation was updated so the College Of The Rockies (Cranbrook, BC) will host the 2015 WNRCASN conference.
- There is a new institute member to WNRCASN which is the University of Regina. Welcome! They will host the 2017 WNRCASN Conference. Chris Barlow will consult with Laurie Clune regarding back to back conferences in Saskatchewan.

7. Business arising from 2014 MAL meeting

- a. Website enhancement & design – Kathy Haight, registration dates will be corrected for the upcoming 2014 / 2015 membership year. The website awards page is more use-friendly by having the award categories listed separately hence we received fewer inquires asking for clarification. Positive member feedback was received on the tips sheet for writing proposals also posted on the awards webpage. The designated e-mail address for the WNRCASN secretary linked to the website reduced the number of emails regarding the organization to the webmaster. MAL's suggested the President of WNRCASN have a similar e-mail link.
- b. Honorary members – member suggestions pertaining to this item were not fully addressed this term so it will be passed on to the incoming secretary. MAL's

suggested that the list of past honorary members be placed in the public domain on the website so anyone visiting the site (members & non-members) can view the list. New nominees will be informed that their name will be posted on the WNRCSN website. This information will need to be added to the nomination form.

- c. Recruitment of new WNRCSN members – This is an ongoing process and will require input from members. The new Executive Committee and MAL's will promote this function of the organization. If you have suggestions please forward them to the secretary.
8. Treasurer's report – presented by Kathy Haight. Hard copies of the 2013 Compilation Report prepared by MNP accounting firm were provided to members. Motion to approve proposed budget for 2014 (See Appendix B): Bev Williams, second by: Kris Metcalf. Motion carried with no corrections or additions to the budget.
 9. New Business
 - a. Motions for approval: the motions were posted on the WNRCSN website and circulated to MAL's 45 days in advance, as per the constitution, for review and vote today (See Appendix C for motion rationales).
 - i. **CNSA MAL rep** – I Pertice Moffitt move that an MAL representing nursing students be appointed from the western region of the Undergraduate Nursing Students Association (CNSA). (Western refers to a representative from British Columbia, Alberta, Saskatchewan, Manitoba, or North West Territories). Second by Bev Williams. No questions or discussion. All in favor – motion carried
 - ii. **Incorporation** - I Chris Barlow move that the Western North-Western Region Canadian Association of Schools of Nursing become an incorporated Not-for-Profit society. Second by Mark Pijl-Zieber. No questions or discussion. All in favor – motion carried.
 - iii. **Article IX – finances report (signing authority)** – I Tamara Van Tassell move that the following amendment be made in the Constitution and Bylaws: 'The Executive shall have charge of the finances and shall appoint at least two signing officers coinciding with the rotation of

Executive Officers. Cheques shall be signed by two authorized signing officers.’ Second by Kris Metcalf. No questions or discussion. All in favor – motion carried

- iv. **Article IX – finance report (review of books)** – I Linda Von Tettenborn move that the following amendment be made in the Constitution and Bylaws: ‘A compilation of financial statements will be completed by an accounting firm every two years in February coinciding with the rotation of Executive Officers or at the request of the Executive. At the request of at least 25% of the voting members attending the AGM, the Executive would respond to a request for the accounting firm to conduct a review or an audit.’ Second by Bev Williams. No questions or discussion. All in favor – motion carried
- v. **Article IX – finance report (annual budget)** –I Marlene Welsh move that the following amendment be made in the Constitution and Bylaws: ‘The Secretary-Treasurer of the Region shall prepare a budget annually for the projected expenses of the following year. This budget shall be presented to the officers of the Region for their approval prior to the AGM. Second by Linda Von Tetttenborn. No questions or discussion. All in favor – motion carried.
- vi. **By-Law VI – Finance: (delete statement)** - I Mark Pijl Zieber move that the following statement be deleted from the Bylaws: “The person to conduct the review and reconciliation shall be appointed by the Executive and approved by the officers.” The statement conflicts with previously passed motions. Second by Pertice Moffitt. No questions or discussion. All in favor – motion carried.

b. Awards:

- i. Education Research Award: item for information.
 - 1. Nicole Harder: Preparation for simulation – the effects on clinical judgment

2. Noelle Rohatinsky & team – Nursing students’ and instructors’ perceptions of clinical environments on students’ learning –

Question from floor: where is this individual from? U of S / SIAST

- ii. Education Innovation Award: not awarded this year, perhaps we need to reword the award description and promote the award at the institutional level. The new executive will assume this work.
- iii. Graduate Student Award: Em Pijl Zieber – Achievement of community health nursing competencies through undergraduate clinical experiences: A gap analysis
 Congratulations to all award winners!

Honorary Member 2014: no nominations were submitted last year.

- I. Call for nominations from the floor: Nomination proposed by Pertice Moffitt – Jane Milligan from University of Victoria (UVIC) – has a degree from U of A, taught at UVIC from 1994 – 2012. She was Associate Director of undergraduate 2005 – 2006, 2009 – 2011. AWNRCASN member from 1998 – 2012 and was the MAL 2006 – 2010 with several presentations at conferences. Recipient of WNRCSN Education Innovation Award – 2008 and the Research Award 2011. Nomination was brought forward by Karen McKinnon although she was unable to attend the conference in person. Additional information will be forwarded to incoming executive for review, if accepted the award will be presented at the WNRCSN 2015 Conference in Cranbrook, BC.

10. Incoming president invited to address members: Nicole Harder - Thank you everyone, when I signed up to be Vice President I was not totally aware it progressed to president! I look forward to the opportunity. Members are asked to introduce themselves to Nicole and Rea throughout the conference. Rea was unable to attend the AGM. The conference has been wonderful and I look forward to meeting all of you.

11. Closing remarks: Monique Sedgwick - Thank you to the executive, I learned about leadership and the organization’s history from its grass roots. Thank you to the MAL’s for their support. Thank you to Kathy Haight for her contribution and support.

12. Adjournment – Tamara Van Tassell at 0830

Appendix A

2013 CASN meeting summary by Kathy Haight:

Graduate Studies Forum

- Explore approaches for faculty development
- Discuss guiding principles for MN education and identify essential principles
- Discuss practice as scholarship (maintaining ANP and engaging in scholarship)

CASN Council Meeting and Congress

- CASN has developed a new Strategic Plan for 2014 – 2018
- Question for WNR/CASN: should we develop a strategic plan to align with CASN as a means to articulate priorities and a future direction for the organization?
- High demand for CASN nurse educator and clinical courses.
- CASN accreditation standards review 2013 was passed – Proposed changes resulted from stakeholder consultations.
- CASN working on a Core Competencies document for PH education in Baccalaureate programs, possible release in spring 2014. There will be webinars on the document.

CASN Undergraduate Forum

- Small group discussions on the draft document titled Guiding Principles for Undergraduate Nursing Education
- Outcomes of the CASN / CNA Education summit – 1) concern for role clarity, 2) generalist education and need to bridge the gap for specialized workforce demands, 3) need leadership qualities to survive the novice phase of practice, 4) ‘blue oceans’ is a theme to suggest students need flexibility to explore underserved areas (blue oceans) in health care.
- Architecture of BN programs – are we engaged in best practice? Do competencies lag behind cutting edge practice? What is the purpose of clinical practice (quality of practice vs. quantity / # of hrs in setting), competency based curriculum but we use hours to define success.

Appendix B

**Western Northwestern Regional Canadian
Association of Schools of Nursing (WNRCSN)
Manual Synoptic Summary
2014 Proposed Budget**

	<u>2013 Year End</u>	<u>2014 Budget</u>	<u>Variance</u>
Revenue			
Membership	11,203	6,000.00	(6,000.00)
Conference Profit	27,613	10,000.00	(10,000.00)
GIC Interest	201	1,000.00	(1,000.00)
Other Revenue	-	-	-
Total Revenue	39,017	17,000.00	(17,000.00)
Expenses			
Research Award	10,000	5,000.00	(5,000.00)
Education Award	0	5,000.00	(5,000.00)
Grad Student Research Award	5,000	2,500.00	(2,500.00)
Exec/Mal AGM Meeting	-	1,000.00	(1,000.00)
Pres & Sec-Treas AGM conf.	-	3,500.00	(3,500.00)
Reps to CASN Meetings	-	2,500.00	(2,500.00)
Exec Meeting Exp (Bell)	-	1,500.00	(1,500.00)
Registration for Host Venue	-	1,000.00	(1,000.00)
Grad Student Support to conf.	-	250.00	(250.00)
Registration fee for CNSA rep	-	400.00	(400.00)
Registration fee for CASN rep	-	400.00	(400.00)

P. Griffin Fund	-	2,500.00	(2,500.00)
Member to WNRCASN meeting	-	1,500.00	(1,500.00)
Web Server (Blacksun)	-	500.00	(500.00)
Web Maintenance	-	4,500.00	(4,500.00)
Bank Charges/Interest	-	200.00	(200.00)
Other Expenses	-	-	-
Total Expenses	-	32,250.00	(32,250.00)
Net Income	-	(15,250.00)	15,250.00

Appendix C

Proposed Motions to Change WNRCSN Constitution and Bylaws**Motion:**

1. I (name) move that *a MAL representing nursing students be appointed from the western region of the Undergraduate Nursing Students Association (CNSA). (Western refers to a representative from British Columbia, Alberta, Saskatchewan, Manitoba, or North West Territories).*

Rationale: At the 2013 AGM, undergraduate students and non-faculty nursing students were instituted as members of the WNRCSN organization so that the student voice could be heard. To engage this constituency in participating in WNRCSN activities it would follow that a member from CNSA be selected and invited to participate in the executive as a MAL.

Motion:

2. I (name) move that *the Western North-Western Region Canadian Association of Schools of Nursing become an incorporated Not-for-Profit society.*

Rationale: The Canada Not-for-profit Corporations Act (NRP Act) has recently been enacted by the federal government. The advantages to being incorporated include but are not limited to: limited personal risk for executive members and ability to apply for certain government grants.

Motion:

3. I (name) move that the following amendment be made to Article IX in the Constitution and Bylaws:

Article IX – Finances: point #1 currently reads as:

‘The Executive shall have charge of the finances and shall, each year, appoint at least two signing officers. Cheques shall be signed by two authorized signing officers.’

Suggested revision:

‘The Executive shall have charge of the finances and shall appoint at least two signing officers coinciding with the rotation of Executive Officers. Cheques shall be signed by two authorized signing officers.’

Rationale: The signing officers are usually the President and Secretary/Treasurer. Given that these positions are appointed every 2 years in keeping with the rotation of officers,

signing officers should be appointed at the same time as the appointment for the President and Secretary/Treasurer are made.

Article IX – Finances: point #3 currently reads as:

“An annual review and reconciliation shall be conducted within 60 days of the fiscal year end by one person external to the organization appointed by the Executive and approved by the officers. At the request of at least 25% of the voting members attending the AGM, the Executive would respond to a request for an external audit.”

Suggested revision:

A compilation of financial statements will be completed by an accounting firm every two years in February coinciding with the rotation of executive officers or at the request of the Executive. At the request of at least 25% of the voting members attending the AGM, the Executive would respond to a request for the accounting firm to conduct a review or an audit.

Rationale: We have moved from a paper-based accounting system to an excel spreadsheet that has been customized for our organization by the accounting firm, MNP. The formulas embedded in the spreadsheet do not allow for errors in reporting. That is, they cannot be altered by users of the spreadsheet. Given that our accounting needs are fairly simple and straightforward, and because of the features of the spreadsheet, there is greater consistency in accounting processes. Engaging in a compilation with an accounting firm every two years or on request of the Executive of our accounts will ensure funds are properly used and managed. Being an incorporated society will meet our reporting requirements given that we will be obliged to file on an annual basis.

By-Law VI – Finance: point #1 currently reads

“The Secretary-Treasurer of the Region shall prepare a budget annually for the projected expenses of the following year. This budget shall be presented to the officers of the Region for their approval prior to the AGM.”

Suggested revision:

The Secretary-Treasurer shall prepare an annual budget for the projected expenses of the following year. This budget shall be presented to the officers at the Members at Large meeting for approval prior to being presented and approved at the AGM.

Rationale: The steps described are reflective of the practice currently being engaged in.

By-Law VI – Finance: point #3 currently reads

The person to conduct the review and reconciliation shall be appointed by the Executive and approved by the officers.

Suggested revision: This statement can be deleted from the Constitution given that we will have a compilation by an accounting firm every two years and that financial transactions will be tracked in an electronic spreadsheet.