

REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN

**ANNUAL MEETING MINUTES
Prince Albert Golf and Curling Club
Prince Albert, Saskatchewan
May 9, 2019**

Council Present

Donna Dyck, President
Dan Badowich, President-Elect
Cheryl Carlson, Member-at-Large
Denise Gettle, Member-at-Large
Pam Watt, Member-at-Large
Darcy McIntyre, Member-at-Large
Yvonne Sawatzky, Member-at-Large
Michael Lummerding, Public Representative

Staff Present

Beverly Balaski, Executive Director
Safiya Donaldson, Executive Director
Amanda Brewer, Office Assistant

Attendees Present

77 Non-members (guests, students, public, staff)

54 Practicing members Present

Regrets

Carlee Bodnar, Council Member-at-Large

1. Call to Order

The meeting was called to order at 1:29 PM

2. Approval of the Agenda

There were no additions to the Agenda

Motion: To approve the agenda as presented

Mover: Eileen Zaba, Saskatoon

Seconder: Joyce Taylor, Moose Jaw

Carried

3. Procedures for the Annual Meeting

The president introduced the staff and council of the RPNAS and highlighted the procedures for the AGM. Procedures for the Annual Meeting were contained within the Binders on the assemblies tables

Minutes

Approved as presented

Mover: Collen Cameron, Saskatoon

Seconder: Linnette Blakely, Saskatoon

Carried

President's Remarks

The president, Donna Dyck provided a brief report. She spoke on the challenges the RPNAS faced over the past couple of years and thanked the Executive Director, Beverly Balaski for her efforts to streamline processes for the RPNAS.

Executive Director's Report

The ED, Beverly Balaski spoke about reestablishing and improving the foundation and financial stability of the RPNAS and the work that is being done to improve processes.

The ED and president met with several stake holders to collaborate and develop initiatives to highlight the competencies of RPN's and the regulatory work of RPNAS

Research on Naloxone are complete with will be published once editing is finalized.

The ED spoke of strategic plans which include updating the website and database to make processes more accessible.

4. Financial Report

The financial report was presented by the chair, Darcy McIntyre

A number of financial irregularities were noted in the 2018 financial year

- Budget was not well established or monitored
- Difficult to determine financial position of organization
- The association had been spending more than revenues collected
- Operating funds were put into long term investments. This gave the misperception that RPNAS had larger long-term reserves than it actually did
- Acceptable accounting practices were not being followed.

The ED notified council immediately upon discovery of the financial concerns. A finance committee was established in Sept 2018 in response to the concerns. Primary responsibility will be to provide oversight and communication to Council. ED and the RPNAS Accountant Consultant working to establish proper accounting and finance practices.

ED implemented policies and procedures for payment and expense practices.

Virtus Group Presentation

Sheila Filion presented her report on the audited financial statements of the RPNAS. Virtus Group conducted the audit of the RPNAS for the 2018. Due to changes in staff, there was a significant amount

of information not available. Insufficient financial information made it very difficult to decipher actual costs due to lack of evidence and little information.

There is lack of information for management to explain the difference in revenue between 2017 and 2018, the difference is unexplainable. This has resulted in a qualified financial audit for the 2018 financial year.

Members asked questions in an open forum:

Motion: To accept the financial reports as presented

Mover: Eileen Zaba,

Seconder: Leslie Saunders

Carried

5. Changes to the Bylaws

The changes to the bylaws were developed by the Legislation Committee and presented by Dan Badowich, President-Elect. The executive Director provided explanation and clarification as necessary.

6. Resolutions

Moved: Caroline Hoffart, and **Seconded:** Jill Thomson.

By the year 2022 RPNAS Council work with the Ministry of Health and the Ministry of Advanced Education to have the qualification for licensure as a RPN with RPNAS be a bachelor degree in psychiatric nursing. Current members would be grandfathered into current existing licensure requirements.

Carried

Resolution from the floor: Moved: Norma Sheldon, and **Seconded:** Leslie Saunders

The RPNAS Council and Executive Director take any and all action deemed appropriate under Acts and Regulations to ask for professional accountability of the past accounting and auditing firms including but not limited to professional conduct complaint and financial remuneration for increased costs to this years reporting and past fees and report back to the membership

Carried

7. Election Results and Installation of Officers

Winning candidates were announced and installed as Members-at-Large, RPNAS Council:

Don Froese

Michelle Manson

Kyla Shabatura

Jill Thomson

8. Closing Remarks

In-coming President Dan Badowich provided closing remarks

9. Adjournment

Motion: To Adjourn the meeting

Moved: Yvonne Sawatzky

The meeting was adjourned at 4:45 p.m.