

RPNAS Council Meeting
November 30, 2019
8:30 – 4:00 p.m.
RPNAS Office – 2055 Lorne St. Regina

1. Call to Order

Meeting called to order at 8:37 AM

PRESENT:

Dan Badowich, President
Cheryl Carlson, President-Elect
Yvonne Sawatzky, member-at-large
Michelle Manson, member-at-large
Jill Thomson, member-at-large
Pam Watt, member-at-large
Carlee Bodnar, member-at-large (teleconference)

STAFF:

Beverly Balaski, Executive Director / Registrar
Karen Turner, Deputy Registrar
Amanda Brewer, Office Assistant

REGRETS:

Michael Lummerding, Public Representative
Don Froese, member-at-large
Kyla Shabatura, member-at-large

2. Introduction of New Deputy Registrar – Karen Turner

Introductions were made

3. Adoption of Agenda

Motion to adopt agenda as presented
Moved: Yvonne Seconded: Michelle
Carried

4. Adoption of Meeting Minutes Sept 2019

Add website upgrades to ease navigation as suggested by Mary Martin-Smith
Motion to adopt Sept minutes with addition as listed above
Moved: Pam Seconded: Cheryl
Carried

5. Assessment for Conflict of Interest

Jill will step out during Saskatchewan Polytechnic discussion items

6. Policy Review AND Monitoring – Executive Limitations and Ends

- 6.1 E2 and E3 – no changes
- 6.2 EL-4 – no changes
- 6.3 EL-5 – no changes
- 6.4 EL-10 – no changes
- 6.5 EL-12 – no changes

Motion to adopt review and monitoring as presented

Moved: Yvonne Seconded: Pam

Carried

7. Governance Process- Policy Review AND Self-Monitoring Compliance

- 7.1 GP-8 – Yvonne – no changes, monitoring report reviewed
- 7.2 GP-9 – Kyla – no changes, monitoring report reviewed

Motion to accept monitoring reports as presented

Moved: Jill Seconded: Michelle

Carried

8. Appointment of GP monitors for next meeting

- 8.1 GP-2 – Yvonne
- 8.2 GP-4 – Pam
- 8.3 GP-10 – Michelle
- 8.4 GP-12 – Cheryl

9. Finance Committee Report

Cheryl provided report.

- Variance report reviewed – to date 67% of budget spent. On track to be on or under budget for 2019
- Request for 2019 audit services sent to 3 firms for quotes
- Discussion underway with 2018 audit firm regarding outstanding questions regarding some expenses
- Finance Committee recommends modification to

Motion #1: Council directs ED to not pay outstanding amount to 2018 Audit firm until dispute to quality of audit is rectified.

Moved: Yvonne Seconded: Michelle

Carried

Motion #2: Council directs ED to contact RCMP as to statute of limitations regarding missing revenue/inappropriate expenses and any other pertinent information.

Moved: Yvonne Seconded: Michelle

Carried

Motion #3: Council directs modification of EL-3 to read: “Operate without sufficient liquid or

near liquid assets to sustain normal operations for not less than 6 months". Discussion: This amount is to be worked towards over next year. If unable to achieve will communicate through finance committee.

Moved: Yvonne Seconded: Michelle

Carried

10. 2020 Budget for approval

Budget presented by Beverly. Budget is based on 800 practicing members. If membership renewal nets less than 800 practicing members budget will have to be revised.

Motion to approve budget as presented

Moved: Pam Seconded: Yvonne

Carried

11. Professional Conduct Committee Report

-Report presented by Beverly

12. Discipline Committee Report

-No discipline items to report

13. Strategic Plan

-Report presented by Beverly

14. New RPN Standards Document

Motion #4 To implement the new standards document effective Dec 15, 2019. This will be in effect until the AGM in May 2020. Will be discussed with the membership at that time.

Moved: Pam Seconded: Yvonne

Carried

15. Executive Director / Registrar Report

-track down links from cnps webinars for Jill and Pam

-reference form needs to be put together to send to employer for reference

-get consent to obtain reference to avoid human rights issues? And send along with reference form to employer.

16. Discussion Items

- Appeal Member Hour x2 members
-Dan recused himself for discussion of member #1

Motion #5 Extend Member #1's hours after:

Verifications of hours completed.

Employer reference is completed.

Member needs to develop learning plan with gaps and plan to fulfill.

440 hrs worked by March 31, 2020; and April 1, 2020- Dec 31, 2020 to bring hours up to numbers need to meet bylaw requirements.

Moved: Pam Seconded: Yvonne
Carried

Motion #6 Grant extension request to member #2 with the following conditions:

Verification of hours worked.

Reference form to be completed by employer.

Must work 115 hours by March 31, 2020.

Must work an additional 200 hours April 1, 2020 – Dec 31, 2020.

Moved: Pam Seconded: Cheryl

Carried

- Review of Committees (Investigations, Discipline, Nominations, Legislation and Bylaws, Education)

Review and updating of appointments:

Professional Conduct Committee

-Pat will continue to be Chair. Her reappointment date will be Jan 1st 2020 Dec 31 2021.

-Kim stays on until Dec 31, 2020

-Benda will be released Dec 31, 2019

-Tania stays on until Dec 31, 2020

-Carrie stays on until Dec 31, 2020

-Joyce stays until Dec 31, 2020

-Sue will be released Dec 31, 2019

-Kevin stays until Dec 31, 2020

-Lisa will be released Dec 31, 2019

-Jamie stays until Dec 31, 2020

-Jeannette resigned

-Tracey Martell, Leslie Gamble, Colleen Cameron, Susan Woods considered for conduct committee.

-Brenda Green named as alternate for consideration on professional conduct committee

Discipline Committee

-Theresa stays on until Dec 31, 2021

-Bruce stays on until Dec 31, 2020

-Jennifer stays on until Dec 31, 2020

-Brenda Green, Carol Hipfner, Michelle Graham considered for discipline committee

-Elizabeth Tuazon named as alternate for consideration on discipline committee

Nominations Committee

-Michelle Manson appointed to Chair Nominations committee

-Heidi Fiola, Jody Irving, Patti Deis considered for nominations committee

Education

- Roberta Jors stays on until Dec 31, 2021
- Karen Muller ???
- Jeanine Juhlin ???
- Karyn Kawula, Karl Mack, Christine Gullacher considered for education committee

Legislation and Bylaws

- Cheryl stays on until 2021
- Stephanie Bajus stays on until Dec 31, 2020
- Roberta will be released Dec 31, 2019
- Eileen (former council) stays on until Dec 31, 2020
- Tamara Quine(former council), Linda Rabyj(former council) considered for Legislation and Bylaws committee

- Terms of Reference

- Terms of reference three two-year terms
- Use Calendar year for terms
- Develop terms of reference for education committee

16.1 AGM: Location, budget, theme and speakers, planning committee

- held at German Club in Saskatoon
- 100 paid members will cover cost
- applied for funding
- Can seat 250 in theatre seating or 180 banquet
- sponsor logos in annual report?

16.2 Use of term “holistic” vs. “wholistic” – Jill Thomson

- deferred

16.3 Council member expectations for review and approval of RPNAS info – Jill Thomson

- be clearer on the purpose for sending out documents (FYI, input, approval, etc.)

16.4 100 Years of Psychiatric Nursing – Pam

- still planning. Looking for people from all three provinces. Looking for themes. Planning keynotes.
- held in Brandon MB, May 2020.

17. In-Camera

18. Self-Evaluation of GP process – Jill

- see report

19. Next Meeting - March 6 & 7, 2020

20. Adjournment

Meeting adjourned at ??

NOTES:

Check our insurance. See if it will cover AGM or if we will need additional.

Contact Michelle to assist with GP 10 monitoring report.

Get Jill the Collaborative Decision-making Framework document

Pam requests more educational material and events be sent to her to post on Facebook.

Put on agenda for march volunteer hours.

Environmental scan on volunteer hours.