

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**ANNUAL MEETING MINUTES - July 11, 2020**  
**Via Webcast - GotoMeeting™**  
**Host Site: 2055 Lorne Street, Regina, Saskatchewan**

**Council Present**

President - Dan Badowich, RPN    President-Elect - Cheryl Carlson, RPN  
RPN Members-at-Large: Penni Caron, Leslie Gamble, Michelle Manson, Yvonne Sawatzky, Kyla Shabatura, Jill Thompson.  
Public Representative - Michael Lummerding

Regrets: Member-at-Large: Don Froese, RPN

**Staff / Consultants Present**

Executive Director – Beverly Balaski  
Director of Practice – Lacey Bennett  
Registration Coordinator – Amanda Brewer  
Deputy Registrar – Karen Turner  
IT Support – Chris Rothecker  
Accountant – Bob Kenny

**Guests Present**

- Saskatchewan Polytechnic - Laureen Larson (Academic Chair)
- Saskatchewan Union of Nurses Board of Directors First Vice-President, Denise Dick, various board members Darcy McIntyre, Leslie Saunders, Lynne Eikel, Barb Fisher, Lori Powell
- SRNA Registrar - Cheryl Hamilton
- Parliamentarian - Michelle Ouellette, QC - McKercher LLP, Saskatoon.

**Attendance Numbers:**

**Total Attendees:** 49

**Practicing members:** 31.

**Welcome**

The President welcomed all Council, staff, members, consultants and invited guests to the first RPNAS virtual annual meeting. As all guests were joining from across the province, the President acknowledged Indigenous Treaty lands throughout the province and the traditional homeland of the Métis people. Respects were paid to the First Nation and Métis ancestors of Saskatchewan including a commitment to truth and reconciliation through the building of relationships to create a different tomorrow.

## **Information technology – Go-to-Meeting™ Platform**

The President acknowledged that this was RPNAS' first annual meeting held in a virtual format and called upon Chris Rothecker, RPNAS IT Support, to explain the various features of the platform. The process to submit questions to presenters was outlined for participants.

## **Voting Instructions and Eligibility**

Amanda Brewer, Registration Coordinator and Office Assistant, reviewed voting procedures as per the Rules of Procedure on slide two (2) of the PowerPoint® slide deck presentation. Emphasis was placed on attendee understanding that only practicing members of RPNAS are eligible to vote.

Annual meeting voting results to be reviewed by an audit following the meeting. If any motion was affected on review, the membership will be notified, and alternate methods will be developed for a subsequent vote.

A test poll was carried out to familiarize voting members with the process of voting and announcement of results.

## **Introductions**

The President introduced the members of Council including the newly elected candidates, Penni Caron, RPN, Leslie Gamble, RPN and Yvonne Sawatzky, RPN.

The President acknowledged guests attending the annual meeting.

Finally, the President thanked the RPNAS Executive Director and operations staff, Accountant and IT Support for their contributions over the past year and in preparing for the annual meeting to be delivered virtually.

## **Annual Meeting**

### **1. Call to Order**

The business meeting was called to order at 09:09 am.

### **2. Approval of the Agenda**

There were no additions to the Agenda.

**Motion: RPNAS 2020 Annual Meeting agenda is approved as circulated.**

Mover: Penni Caron, RPN, Hafford    Second: Denise Gettle, RPN, Indian Head

Voting Result: 28/31 eligible cast a vote | 100% in favor of motion | 0% Not in Favor | 0% Abstain. **Motion: Carried.**

### 3. Approval of the 2019 Annual Meeting Minutes

**Motion: Minutes from the RPNAS 2019 Annual Meeting are approved as circulated.**

Mover: Yvonne Sawatzky, RPN, Cutknife    Seconder: Kyla Shabatura, RPN, Yorkton

**Voting Result:** 29/31 eligible cast a vote | 100% in Favor | 0% Not in Favor | 0% Abstain

**Motion: Carried**

### 4. 2019 Annual Meeting Resolutions

The status of work carried out on the 2019 resolutions was provided by the Executive Director.

**Resolution 1** – Requested that RPNAS Council and operation staff work with the Ministry of Health and the Ministry of Advanced Education to have the qualification for licensure as an RPN with RPNAS become a bachelor’s degree in psychiatric nursing by the year 2022.

RPNAS has with met with key stakeholders from the Ministry of Health, Saskatchewan Polytechnic, and the Ministry of Advanced Education. All were in agreement that that a access to a degree option is important for those interested in the advancing their Psychiatric Nursing knowledge.

RPNAS continues to meet with stakeholders on this matter and remains committed to discussing degree options.

**Resolution 2** – Financial Accountability – pertained to the accountability of past accounting and auditing firms hired by RPNAS.

RPNAS Council recognizes the importance of being financially accountable and took this resolution very seriously. The 2018 audit was returned as a qualified audit; this means the auditors were not able to account for all revenue and expenses. Multiple concerns were identified from the time period in 2018 when the Executive Director commenced in the current position. Highlights of the changes made in financial practices included: development and implementation of rigorous financial policies; creation of a Finance Committee; hiring of a consultant to support the Finance Committee and the Executive Director. This has served to ensure finances are appropriately budgeted and closely monitored.

Specific actions on the resolution include consultation with the College of Chartered Professional Accountants of Saskatchewan. Discussions were noted to be ongoing; nothing was yet finalized, and future updates would be provided.

Overall, the financial position of the Association is improved, efforts are continuing to progress towards a more solid financial state.

There were no questions nor comments from participants about this report.

## **5. President's and Executive Director's Reports**

### **President's Report and Executive Director Reports**

The assembly was referred to reports in the 2019 Annual Report. The Annual Report was sent to all members, and guests as well as posted on the RPNAS website. These reports provided key highlights of the 2019 calendar year.

There were no questions nor comments about these reports.

## **6. 2019 Annual Report**

The 2019 Annual Report was circulated to members and guests and posted on RPNAS website. The report covered the timeframe from January – December 2019 and highlighted the work of the Association. It includes the Audited financial statements, and relevant statistical information.

There were no questions nor comments from participants about this report.

## **7. Financial Report**

The financial report was presented by Bob Kenny, Accountant. Mr. Kenny referred the assembly to a name change for the auditing firm Twigg & Company to Lingard & Dreyer noted on page 22 of the Financial Statements. The 2019 financial audit was "clean" results were favorable as indicated by "*Excess of revenue over expenses for the Year*" in the amount of \$165,139 on page 25. This was due to tight monitoring of expenditures and positions not filled until later in the year.

Mr. Kenny commented that it was time to start the recovery process and build reserves in the coming years. He acknowledged the work of the Executive Director to acquire control of the budget and monitor expenses. He further emphasized that while the results were good and financial controls were done well, there was a continued need to monitor expenditures and continue to exercise restraint going forward to increase the strength and stability of the organization.

There were no questions nor comments from participants about this report.

## 8. Changes to the Bylaws

### Legislation Committee

The changes to the bylaws were developed by the Legislation Committee and presented by Cheryl Carlson, RPN, President-Elect. The President-Elect described her role as chair of the committee and the role of the Legislation Committee. Acknowledgements were given to the members of the Committee: Stephanie Stilborn, RPN, Rachel Desnomie, RPN and Ray Joubert, public representative, a retired pharmacist with experience in self-regulation and bylaw development. Acknowledgements were given to the support given by operations staff, Beverly Balaski, Executive Director/Registrar and Karen Turner, Deputy Registrar.

### Bylaw Amendments – April 2020 Covid-19 Pandemic

In April 2020, emergency bylaws were developed in response to the COVID-19 pandemic. These were fast tracked through the Council and presented to the Minister of Health to ensure protection of the public. These bylaws were important in supporting RPN licensure during a public health emergency and outlined the regulatory obligations of the Registrar or Deputy Registrar as required. The Minister of Health agreed that the changes were necessary and approved them for implementation until the next RPNAS annual meeting. These bylaws were sent to the membership for consultation and posted on the RPNAS website.

RPNAS did not receive any questions, concerns or proposed amendments to these bylaws.

In accordance with the RPN Act, the membership is required to vote on the Bylaws as presented.

**Motion: That the fast-tracked Registered Psychiatric Nurses Association of Saskatchewan Bylaws as approved by the Minister of Health and Gazetted in April 2020 be approved as circulated.**

Moved: RPNAS Council    Seconded: Darcy McIntyre, RPN, North Battleford

**Voting Result:** 25/31 eligible cast a vote | 100% In Favor | 0% Not in Favor | 0% Abstain    **Motion: Carried**

### Proposed Amendments – Regulatory and Administrative Bylaws

The bylaw revisions for 2020 are proposed by the RPNAS Legislation Committee and recommended to the RPNAS Council. Following extensive review and discussion, Council recognized the significant need for these bylaws and approved them in their entirety. These bylaws were revised with emphasis on strengthening RPNAS regulatory processes and

RPNAS administrative functions to reflect the Association’s primary obligation of regulation in the public interest and to ensure the organization upholds the mandate of protection of the public. Bylaws were sent to the membership for consultation and posted on the RPNAS website. The President-Elect commented on the significance of the bylaws in bringing RPNAS into compliance with governance and regulatory trends across the world. Reference was made to the side-by-side comparison document provided to members and stakeholders to explain important changes.

Extensive consultation was carried out including a legal review by RPNAS legal counsel to ensure the bylaws were legally sound, Ministry of Health representatives, and provincial stakeholders and national counterparts, as necessary. The Bylaws were also sent to RPNAS membership for consultation and posted on the RPNAS website.

RPNAS did not receive any questions, concerns or proposed amendments to these bylaws.

In accordance with the RPN Act, the membership is required to vote on the Bylaws as presented.

**Motion: That the proposed revisions to the Registered Psychiatric Nurses Association of Saskatchewan Bylaws be approved as circulated.**

Moved: RPNAS Council   Seconded: Stephanie Stilborn, RPN, Yorkton

**Voting Result:** 29/31 eligible cast a vote | 100% in Favor | 0% Not in Favor | 0% Abstain

**Motion: Carried**

## 9. Closing Remarks

President Dan Badowich provided closing remarks and thanked Accountant, Parliamentarian and guests for making history through this first webcast of the RPNAS annual meeting.

## 10. Adjournment

**Motion: To adjourn the meeting.**

Moved: Yvonne Sawatzky, RPN, Cutknife

The meeting was adjourned at 09:37 am.