

RPNAS Council Meeting Minutes
March 1 & 2, 2019
RPNAS Office

1. **Call to Order:** Meeting called to order at 8:51 a.m.

Present:

Donna Dyck, President
Dan Badowich, President-Elect
Cheryl Carlson, Member-at-Large
Denise Gettle, Member-at-Large
Darcy McIntyre, Member-at-Large
Yvonne Sawatzky, Member-at-Large by skype meeting
Pam Watt, Member-at-Large
Michael Lummerding, Public Rep.
Carlee Bodnar, Member-at-Large

Staff:

Beverly Balaski, Executive Director
Safiya Donaldson, Office Administrator
Sue Myers, Interim Registrar and Practice Advisor

2. **Adoption of Agenda:**

Additions:

- In-Camera session
- Clarification of GP-12
- Education needs for the future

Motion: To adopt agenda with stated additions

Moved: Pam

Seconded: Cheryl

Carried

3. **Adoption of Meeting Minutes** (December 2018)

Motion to adopt the meeting minutes as presented

Moved: Dan

Seconded: Mike

Carried

4. **Policy Review – Ends and Executive Limitations**

4.1. E-5 – Public Knowledge and Awareness of Mental Health Literacy which is Defined as the Knowledge and Skills that Enable People to Access, Understand, and Apply Information for Mental Health

4.2. E-6 – A Distinct and Vibrant Professional Identity

Motion: To add bullet 3 to E-6 “Ongoing professional development of One’s knowledge base to increase knowledge and professionalism

Moved: Mike Second: Pam **Carried**

Motion: Change E-6 1 and 1.1 to “Members engage by networking and interacting with other community service providers”

Moved: Darcy Second: Pam **Carried**

4.3. E-3 – Psychiatric Nursing is a Self-Regulated Profession

4.4. EL-3 – Financial Condition

4.5. EL-8 – Development of standards governing practice

4.6. EL-9 – Amendments to Act or Bylaws

4.7. EL-11 – Criteria for Development of Standards and Formal Positions

Executive Director presented monitoring reports and presents as being in Compliance with EIs as presented.

Motion #: Motion to accept reports as presented and review as conducted

Compliance reported

Approve the monitoring reports as presented.

Moved: Dan Seconded: Pam **Carried**

5. Governance Process – Monitoring Review

5.1. GP-2 Governing Style – It was suggested that council review this policy and possibly rewrite - to be reviewed with governance facilitator at a 2-day meeting

5.2. GP-4 President’s Role – to be reviewed with governance facilitator at a 2-day meeting

5.3. GP-10 Council Linkages with Public and Members – review at next governance session – need clarification of words “owner” and “public”

- **Need to assess “owners” throughout entire policies**

- **We don’t have consent agendas – perhaps we could use these more**

- **Some have not been updated since 1998 – need to work with facilitator to update**

- **Policies need to be simplified**

5.3.1. GP-10.1 Meetings – no amendments

5.3.2. GP-10.2 Interest Groups – no amendments

5.3.3. GP-10.3 Branches – no amendments - to be reviewed with governance facilitator at a 2-day meeting

5.4. GP-12 Council Planning Cycle and Agenda Control

Motion: Strike the word “only” from GP 12, 1.5

Moved: Yvonne Sawatzky Seconded: Denise Gettle **Carried**

Motion: To amend GP-9 item 3-3.2 “Schedule to specify GP2 will be conducted annually with the exception of item 4 which will be conducted every meeting”

Moved: Dan Second: Donna **Carried**

6. Self-Monitoring - Compliance of Governance Process Policies

- 6.1. GP-2 Governing Style – **Dan** – Reported partial compliance
- 6.2. GP-4 President’s Role – **Donna** – Reported compliance most of the time
- 6.3. GP-10 Council Linkages with Public and Members – **Denise** – Report always compliant
 - 6.3.1. GP-10.1 Meetings
 - 6.3.2. GP-10.2 Interest Groups
 - 6.3.3. GP-10.3 Branches – need to assure that all branches are providing minutes
- 6.4. GP-12 Council Planning Cycle and Agenda Control – **Michael and Council**

7. Monitoring – Governance Process – Evaluators for next meeting

- 7.1. GP-1 Global Governance Process – **Dan**
- 7.2. GP-2 Governing Style – **Dan**
- 7.3. GP-3 Council Job Contributions – **Yvonne**
 - 7.3.1. GP-3.1 Council Job Contributions for Annually Prioritized Ends
- 7.4. GP-11 Council Linkage with Other Organizations – **Pam**
- 7.5. GP-13 Framework for Decision-Making – **Carlee**

8. Finance Committee Report – Darcy McIntyre, Chair

provided Finance Committee Report

8.1 Audit Dates: Audit will be conducted by Virtus Group Mar 4 - 6, 2019. Operating budget needs to be redone following audit report. Once completed will bring more accurate budget back to council for approval.

8.2 RPNAS Fiscal Year

A teleconference meeting of the committee was held February 4. Committee is conducting policy review to ensure we are embedding role and responsibilities into everything we do. Cost overview of renovation as reviewed now looks like exceeded \$130,000. Difficult to assess as records are incomplete and receipts for work done cannot be found or substantiated. Many unsubstantiated receipts found with many payments to one staff members family and partner, as well as payment to companies that do not appear to exist.

Of significant policy concern is that no approval of expenses for Director of Operations occurred by Interim Executive Director. The Director of Operations would develop, submit and process payment for own expenses without having expenses reviewed and approved by Interim Executive Director. Did not provide original credit card receipt to support expenses. This is a flawed process and changes to approvals have been made. Lawyer consulted as to recourse - would be very expensive to pursue. Option is to have criminal crimes unit assess if they will review on our behalf at no cost.

GIC Investment were put into a cashable GIC with access to funds in 2 - 3 days’. Cash back credit card being explored. All benefits would go directly to RPNAS - Not an individual.

Suggested that we need to reassess past decision to change fiscal year. As directed by council, inquiry was made to SRNA. They also have Jan - Dec fiscal year with deferred income for next operating year. What are we trying to achieve? Eliminate deferred revenue collection in the previous year. There is no way to get around this as all members must be registered and renewed prior to Jan 1. Solution is to ensure policies and procedures are in place to ensure operating funds are only spent in the operating year for which they are collected

Dan cautioned that ELs were not followed in terms of renovations and financial spending and accounting. Darcy suggested that finance committee needs to get together and prepare for potential questions from membership at annual meeting. It was suggested that a summary of association finances be included in the President's message. Email was sent out on behalf of Donna as president in December advising briefly that finances will be discussed at AGM. Auditor and Accountant will be coming to annual meeting.

Motion #: To rescind the December 2018 motion and keep the RPNAS fiscal year as January - December by rescinding December 1 motion to change RPNAS fiscal year.

Moved: Denise Seconded: Cheryl **Carried**

9. **Guest Presenter** – Association Lawyer, Perry Erhardt

Perry Erhardt was introduced to council as the Association's new legal council. Perry has practiced for 29 years and shared information about his background, qualifications and experience with associations that are regulated. He is able to provide RPNAS with legal counsel on finances, governance, etc.

Advised RPNAS is a corporation and has the powers to hold property, to mortgage it, etc. With any corporation the decision making is with the Council. Council responsible for the oversight of the organization. Typically, boards have one employee (the ED) and then rely on accountability of the ED in terms of financial and other responsibilities. Responsible for strategic planning.

When starting with a new organization likes to discuss fiduciary responsibilities. Emphasized that the fiduciary responsibility as a council member is to take off all other hats - employer, union member, etc. This is challenging for elected boards. All other interests must be set aside, and the best interests of the association must be the focus.

New trend is to move away from election of members to Council and inclusion of skills matrixing and public representatives. This is to ensure that members of the board have the required skills.

10. **Confidentiality agreement**

Some members have still not reviewed. ED to send agreement to Perry for review.
Members to review and be prepared to discuss at June meeting

11. Updates

- 11.1. RPNRC – with merger of all nursing regulatory bodies into one in BC there are several items pertaining to RPN mobility and program approval that have been impacted. MN, SK and AB met with BC to discuss and sort out.
- 11.2. Website - Thentia is updating our website as part of database service agreement with no extra charge. Will send out proposed format when available. Content being reviewed. Hope to update for the fall 2019
- 11.3. Database – Thentia update version has been delayed. New version is anticipated before 2019 registration
- 11.4. AGM – Being held in PA. Speakers booked. Tentative date for registration is April 1, 2019. \$1200 received in sponsorship to date
- 11.5. Nominations - There is one nomination submitted to date for 4 vacant Council positions. Will continue to promote
- 11.6. RPNRC Standards Project – Still finalizing. Once completed will send to Council
- 11.7. Request for More Public Representatives – Spoke with Chief Nursing Officer – currently no way to add more public representatives appointed through government as Act does not support. RPNAS can look at other ways of including the public.
- 11.8. Registrar Recruitment – There are no applications for the position to date. The position has been posted to other website for further exposure. Recruiters cost a minimum of \$25,000
- 11.9. Legislation and Bylaw Committee – Dan is Chair of this committee. Needs to form committee to review bylaws. This work needs to be done in month of March to facilitate member consultation in April. Need to review yearly.
- 11.10. Bell Let's Talk Day – Sue Myers Presentation – A webinar was held on January 30th. The topic was Mental Health in the Workplace. The interim Registrar, Sue Myers gave a presentation at SRNA through their Webinar
- 11.11. Registrar's Report – Two position statements (Take Home Naloxone Kits and Workplace Safety) and one practice guideline (Medical Cannabis) were shared with Council. Feedback provided. Position statements approved. Medical Cannabis document needs a bit more work
- 11.12. Donna taking leave of absence for month of March. Dan will act as President in her absence.
- 11.13. Membership in CNA – Dan inquired if RPNs can join CNA. Not at this time – they did have bylaw approval for RPNs to join but are still developing process

12. Professional Conduct Committee Update

Update – RPNAS has received 2 new complaints in 2019. There are 3 outstanding complaints from 2018 which should be resolved without discipline

Committee Education - PCC is scheduled to attend the advanced investigator training in Edmonton offered by CLEAR in April.

13. Discipline Update on member practicing without a license

Council provided with Darcia Shirr's legal opinion. Darcia advises that this will cost a lot of money. The department of Justice is not willing to take it on for us. We can advise other regulatory bodies that she is not eligible for registration in order to protect the public.

14. Council Functioning

14.1 New Council Orientation

Discussed need for a New Council Orientation process. Past practice has been to provide a binder. Pertinent items for New Council Orientation package include need policies, act, bylaws, ends, monitoring cycle, annual report, strategic plan, list of who is on council with contact information, confidentiality agreement to be signed, terms of office and position requirements, list of acronyms used, etc. Identified that this is paper information - not really an orientation. Committee suggested development of a list of who is your go to person for things like expense claims and how to complete, how to fill out forms including GP monitoring, etc. Suggested that we move to electronic formats as soon as possible. Need IT person present to get everyone connected and oriented. Discussion on what technology needs we need. Dieticians use drop box, google, pharmacy uses SharePoint. Some don't like Google Teams. Council needs to make decision and ensure council gets orientation and has to be easily useable. Suggested for next year that we have a webinar outlining requirements of council positions prior to people submitting names for nominations. Suggested having mandatory attendance at June meeting for all Council members. This may be difficult as members are allowed to miss 2 meetings with cause. They are not told of the date of the 2 day June meeting until 2 - 3 weeks prior. Need to standardize Council meeting dates and AGM dates on a go forward basis.

14.2 Review of policy governance

Historically council had two, two-day sessions. This was to provide necessary education to Council. This is not in bylaws - but a practice that has been used for a number of years. June education day typically included governance education for new council members. Dates for council meetings are usually set at this time as well.

December and Spring suggested as better times to have a 2-day meeting. Some said they felt a bit lost at first council meeting. Perhaps this day could be used as a needs assessment.

Inquired if Council feels that the 2-day meetings twice per year are beneficial. Discussion ensued. Building two-day sessions in is beneficial. May not need them - but have it scheduled. Important for all of Council to be present for the two-day sessions.

RPNAS has a governance model with a watered-down Carver model. We operate by governance and Council can change as they see fit. First year is an introduction to governance understanding and learning grows each year. Each session provided a

stronger foundation and advanced learning. It is important for all of council to be present for governance training as there is always new learning and it also facilitates team building. Could have different sessions for new members and then bring together as a whole group. What is best use of that time?

RPNAS needs to consider how to simplify governance process. Some Council members find that we are constantly reviewing ends and policies. Maybe this takes time away from discussing important issues of the association. Does this mean moving away from Carver? Maybe, maybe not. Would take time to put something else in place. Need some mechanism to know if we are deviating from purpose and accountability. Doesn't matter if it is Carver - but we do need some structure

Other organizations are grappling with this. SRNA, Manitoba and NNAS have both moved away from Carver. They may be able to assist us in understanding why and what they have developed. This would allow RPNAS to make informed decision as to what is best of our association and members. Process should be simple. Shouldn't take years to be able to understand process.

15. June Retreat and Governance Training

ED has arranged for regulatory expert, Deanna Williams, to present to Council in June. Will contact Carver Governance Coach and see if they are able to attend as well. Will also have IT attend and ensure Council knows how to access electronic documents.

16. In-Camera Session

17. Self-evaluation of GP Process

Dan Badowich evaluated

18. Appointment of GP Evaluator for next meeting

GP-1 – Dan

GP-2 – Dan

GP-3 – Yvonne

GP-11 – Pam

GP-13 - Carlee

19. Adjournment – 1600