

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN  
COUNCIL MEETING MINUTES  
June 1, 2019**

**1. Call to Order**

The meeting was called to order at 8:55 a.m.

**PRESENT:**

**Council Members**

Dan Badowich, President (delayed until 9:30 a.m.)

Chery Carlson, President-Elect

Yvonne Sawatzky, Member-at-Large

Carlee Bodnar, Member-at-Large

Michelle Manson, Member-at-Large

Don Froese, Member-at-Large

Jill Thomson, Member-at-Large

**Staff:**

Beverly Balaski, Executive Director

Safiya Donaldson, Executive Coordinator

Amanda Brewer, Office Assistant

**ABSENT:**

Pam Watt, Member-at-Large

Kyla Shabatura, Member-at-Large

Michael Lummerding, Public Representative

**2. Adoption of Agenda:**

Motion to adopt agenda as presented

Moved: Yvonne Sawatzky

Seconded: Jill Thomson

**Carried**

**3. Adoption of Meeting Minutes (March 2019)**

Suggestion was made to add page numbering to the minutes.

Motion to adopt meeting minutes as presented.

Moved: Don Froese

Seconded: Yvonne Sawatzky

**Carried**

**4. Policy Review**

4.1. Policy Review: Presented by Beverly Balaski

- 4.1.2 EL-1 Treatment of Staff: There were no amendments to the meaning of this policy. Grammar amendments were suggested (#5 add comma after efficiency). It was also suggested that a policy should be developed that outlines a reasonable amount of money for employee professional development.

- 4.1.3 EL-4 Asset Protection: No amendment to meaning. Grammar amendment suggested (5.1 should be indented).
- 4.1.4 EL-5 Treatment of Members of the Public: No amendments.

4.2 Ends

- 4.2.1 E-1 Competent RPNs and GPNs: No amendments
- 4.2.2 E-8 (there is currently no E-8).

Motion: To review policy and Ends as presented:

Moved: Yvonne Sawatzky

Seconded: Jill Thomson

**Carried**

**5. Monitoring Executive Limitations**

5.1 Policy Review – Report provided by ED to Council

- 5.1.2 EL-1: Compliance reported
- 5.1.3 EL-4: Compliance reported
- 5.1.4 EL-5: Compliance reported

Motion #: Motion to accept reports as presented and review as conducted. Approve the monitoring reports as presented.

Moved: Yvonne

Seconded: Don

**Carried**

**6. Governance Process: Policy Review and Development**

- 6.1 GP-1 Global Governance Process - No amendments
- 6.2 GP-2 Governing Style – No amendments
- 6.3 GP-3 Council Job Contributions - Amendments as follows:

Motion by Cheryl Carlson: Change #1 to “The responsibility RPNAS has to fulfill its mandate to the people of Saskatchewan”.

Moved: Yvonne

Seconded: Carlee

**Carried**

- 6.3.1 GP-3.1 Council Job Contributions for Annually Prioritized Ends - No amendments.

- 6.4 GP-11 Council Linkage with Other Organizations - No amendment
- 6.5 GP-13 Framework for Decision-Making - No amendment

Motion: To accept policy review as discussed

Moved: Yvonne

Seconded: Michelle

**Carried**

**7. Governance Process: Self-Monitoring Compliance with Policies**

- 7.1 GP-1 and GP-2 Global Governance Process: reported by **Dan**
- 7.2 GP 3 Council Job Contributions: reported by **Yvonne**
  - 7.2.1 GP-3.1 Council Job Contributions for Annually Prioritized Ends: reported by **Yvonne**
  - GP-3.1 Always compliant

7.3. GP-11 Council Linkage with Other Organizations: reported by **Pam**

7.4. GP-13 Framework for Decision-Making: reported by **Carlee**

## **8. Appointment of GP Monitors for Next Meeting**

8.1. GP-5 Council Committee Principles - **Jill Thomson**

8.2. GP-6 Council Committee Structures - **Cheryl Carlson**

8.2.1. GP-6.1 Professional Conduct Committee Terms of Reference

8.2.2. GP-6.2 Discipline Committee Terms of Reference

8.2.3. GP-6.3 Legislative Committee Terms of Reference

8.2.4. GP-6.4 Nominations Committee Terms of Reference

8.3. GP-7 Council and Committee Expenses – **Don Froese**

## **9. Finance Committee Report:**

9.1 Committee update provided in writing from Darcy McIntyre, presented by Beverly Balaski.

Recommendation of finance committee to submit formal complaint against Priority Accounting for past accounting and auditing practices for RPNAS.

Motion: File formal complaint against Priority Accounting with the Chartered Professional Accountants of Saskatchewan

Moved: Yvonne

Seconded: Jill

**Carried**

Motion: To put out request for audit services for 2019 annual report

Moved: Michelle

Seconded: Don

**Carried**

Motion: To approve finance committee report as presented

Moved: Jill

Seconded: Carlee

**Carried**

9.2 Review of Auditor Services – Invoice from Virtus Group higher than quoted. Discussed ensued.

Motion: ED and Chair to write letter to Virtus Group regarding our concern with increased invoice

Moved: Don

Seconded: Michelle

**Carried**

9.3 The decision was made to reinstate Darcy as chair of the Finance Committee

Motion: To reinstate Darcy as chair of the Finance Committee

Moved: Carlee

Seconded: Yvonne

**Carried**

9.3.1 Cheryl Council will assume President-Elect role as ex-officio on Finance Committee. Council member needed to sit on Finance committee due to Denise Gettle Council term expiring. Jill Thomson volunteered. All in agreement.

## **10. Confidentiality Agreement:**

A Confidentiality agreement was reviewed, modified and proposed by legal council Perry Erhard.

Agreement was signed by council members who were present. Council members who are absent will sign at the next council meeting.

Confidentiality agreement to be signed every year.

## **11. Executive Director's Report: Information items**

- 11.1. RPNAS and GST Exemption – Council was advised that former Director of Operations had sent letter to McKercher Law firm indicating that RPNAS was GST exempt. This is not correct. RPNAS working with McKercher to rectify.
- 11.2. RPNRC and Canadian Nurse Regulator Collaborative (CNRC) Update:  
RPNRC – standards project being finalized  
CNRC (Canadian network of Regulators Council) – Met in person in May 14, 2019. Discussed:
  - Principle Nursing Advisors Task Force on Future of Nursing in Canada
  - Language Proficiency Project
  - Governance Performance Metrics for Nurse Regulators (development of)
  - Future collaborations and mandate/purpose of CNRC
- 11.3. Website Update: updates for the website is ongoing. Staff will continue to review current information and make recommendation for updates, revisions, elimination of outdated info
- 11.4. Database update: staff is currently going through the system requirements specifications used for Manitoba to ensure they align with our policies. The updated version might not be ready for this this year's registration renewal. The database provider recommended we launch the updates after registration renewal this year to allow for testing and smooth transition.
- 11.5. AGM Update: The cost for this year AGM was overbudget. It was suggested that not providing breakfast might help with cost for next meeting. Staff will work with planners for next year's AGM. AGM venue for next year will be discussed at September's council meeting.
- 11.6. Nominations update: the platform used for nominations was very efficient and easy to use. Elections went well and the voter's turnout was increased when compared to previous years.
- 11.7. RPNRC Standards project update: revision will be sent out soon.
- 11.8. Registrar Recruitment: interviews are scheduled for the first week on July.
- 11.9. Legislation and Bylaw Committee: Cheryl is appointed committee chair.
- 11.10. Education Committee: Deferred
- 11.11. Finance Committee: See report under #9
- 11.12. Nominations Committee: Deferred
- 11.13. Standardization of Council Meeting Dates: Suggestion made to hold council meetings the same time each year (e.g. first Saturday of the month). Council felt impaired everyone's ability to attend. Calendars reviewed and meetings scheduled for the remainder of 2019 as follows:
  - September 14, 2019
  - December 7, 2019
  - March 6 & 7, 2020
  - June 5 & 6, 2020
- 11.14. Standardization of Annual Meeting Dates: Tentative date for next year annual meeting is May 21 & 22, 2020. Will look at standardizing in the future.

## **12. Professional Conduct Committee:**

12.1 Two complaints were received and forward to Darcia McKercher (lawyer). No conflict of interests exists.

There are 3 outstanding complaints from 2018 which should be resolved without discipline.

12.2 Committee Education has been finalized.

### **13. Discipline Matters**

13.1 Member (KR) continued to practice without a license for a number of years. She is no longer a member in good standing. While it will be difficult for member to register with other RPN regulatory bodies, we need to ensure all RPN Colleges aware. A letter will be written to other RPN regulators advising of ineligibility to register as RPN.

Motion: To not pursue legal action against member and notify other RPN regulators.

Moved: Yvonne

Seconded: Don

**Carried**

### **14. New council orientation**

It was suggested that new council orientation should be done prior to first council meeting. Understanding the process before hand will allow for faster engagement and contribution.

### **15. In-Camera**

**16. Self-Evaluation of GP Process:** reported by Yvonne. Next meeting Don Froese to report.

**17. Next Meeting:** September 14, 2019

**18. Adjournment:** Meeting was adjourned at 3:03pm