

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**ANNUAL MEETING MINUTES – May 13, 2021**  
**09:18 – 11:52 hours**  
**Via Webcast – Go-to-Meeting™**  
**Host Site: #205 - 4401 Albert Street | Regina | Saskatchewan | S4S 6B6**

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### **Council Present**

**President** - Dan Badowich, RPN  
**President-Elect** - Cheryl Carlson, RPN  
Penni Caron, RPN  
Leslie Gamble, RPN  
Yvonne Sawatzky, RPN  
Kyla Shabatura, RPN  
Jill Thomson, RPN  
Michael Lummerding, Public Representative  
Russ Marchuk, Public Representative

### **Staff and Consultants Present**

Beverly Balaski – Executive Director  
& Registrar  
Lacey Bennett – Director of Nursing Practice  
Amanda Brewer – Registration Coordinator  
Karen Turner – Deputy Registrar  
Bob Kenny – Accountant Consultant  
Christ Rothecker – IT Consultant  
Michelle Ouellette – Parliamentarian

**Regrets** Michelle Manson, RPN

### **Welcome**

The President welcomed all Council, staff, members, consultants, and guests to the second virtual RPNAS annual meeting. The President acknowledged Indigenous Treaty lands throughout the province and the traditional homeland of the Métis people.

The President read aloud a RPN pledge from 1954. He invited the assembly to consider the pledge and noted the pledge from 1954 to be relevant in 2021.

RPN profession statistics (at the end of December 31, 2021):

- 803 Practicing Members
- 50 Non-practicing Members

### **Annual Meeting Minutes**

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

The meeting was called to order at **9:18** am.

- Persons present - 100
- Practicing members present -76

The President advised that 2/3 membership present are required to pass a motion/resolution. Quorum established at 50 votes in favor.

#### **2. Introductions**

The President introduced the members of Council.

Council was thanked for its work in the public interest over the past year. A special thank you was extended to Michelle Manson, Kyla Shabatura and Jill Thomson for completing their term on Council.

The President thanked the RPNAS Executive Director and operations staff, and consultants for their contributions over the past year.

### **3. Rules of Order and Rights of Observers**

Amanda Brewer, Registration Coordinator, provided an overview of voting procedures to be followed throughout the meeting. It was made clear that the meeting was being recorded and through participation, members would provide their consent to be recorded. Audio features were explained along with instructions about how to orally participate in the meeting at selected times in the agenda. It was emphasized that the member's webcam would not be utilized at any time throughout the meeting. Features of the Go-to-Meeting™ platform and telephone application (along with potential costs to individuals) were explained.

### **4. Voting Procedures and Eligibility**

Amanda Brewer, Registration Coordinator, reviewed voting procedures as per the Rules of Procedure. Emphasized that only members were allowed to vote. Voting results to be reviewed by an audit following the 2021 AGM meeting. If any motion was affected on review, the membership would be notified, and alternate methods would be developed for a subsequent vote.

A test poll was carried out to familiarize voting members with the process.

### **5. Approval of the Agenda**

There were no additions to the Agenda.

**Motion: RPNAS 2021 Annual Meeting agenda is approved as circulated.**

**Moved:** Gary Thronberg, RPN, Moose Jaw **Seconded:** Penni Caron, RPN, Blaine Lake

**Poll Result: Carried**

Voting Result: 61 = In Favor | 0 = Not in Favor | 0 = Abstained

### **6. Approval of the 2020 Annual Meeting Minutes**

**Motion: Minutes from the RPNAS 2020 Annual Meeting are approved as circulated.**

**Moved:** Jill Thomson, RPN, Regina **Seconded:** Yvonne Sawatzky, RPN, Cut Knife

**Poll Result: Carried**

Voting Result: 67 = In Favor | 0 = Not in Favor | 0 = Abstained

## **Update on 2019 Resolution:**

There were no resolutions received in 2020 to be reviewed.

A further update of the 2019 Resolutions was provided by Executive Director/Registrar Beverly Balaski.

*Resolution #1 – Moved by Carolyn Hoffart and seconded by Jill Thomson: Establish RPN credential as a baccalaureate in psychiatric nursing. RPNAS operations is pursuing. Have met with Minister of Health, Minister of Rural and Remote Health Services, and Ministry of Advanced Education in 2019, 2020 and 2021. 2021 Partnered with Saskatchewan Polytechnic and Insightrix® Research to conduct market analysis.*

*Resolution #2 - Leslie Saunders and Norma Sheldon: Address competence issues of previous accountant. RPNAS filed a complaint with CPA Saskatchewan on this matter. The matter has been referred to discipline and no date for hearing has been set. Executive Director/Registrar will continue to provide updates to the membership.*

## **7. President's Reports**

The assembly was referred to reports in the 2020 Annual Report. The Annual Report was sent to all members and guests as well as posted on the RPNAS website. These reports provide key highlights of RPNAS activities in 2020.

There were no questions nor comments about this report.

## **8. Executive Director/Registrar Report**

The assembly was referred to the Executive Director/Registrar report in the 2020 Annual Report. The Annual Report was sent to all members, and guests as well as posted on the RPNAS website. These reports provide key highlights of RPNAS activities in 2020.

The Executive Director provided an update for the assembly. The Executive Director/Registrar wished all nursing colleagues a Happy Nurses Week and acknowledged the tremendous dedication of RPNAS members in serving the public of Saskatchewan. She observed that the Covid-19 pandemic had added challenges in 2020 and recognized the commitment of all RPN members working in the clinical, education, research, and administration domains of practice.

Challenges for RPNAS operations in 2020 were identified. These included reviewing RPNAS programs, strengthening RPNAS regulatory processes in the public interest while addressing the unique needs of the pandemic. RPNAS participated in regular pandemic meetings with stakeholders and the Ministry of Health to provide information to members.

A key portion of the work during the pandemic included emergency bylaws to expedite licensure for the increased need of RPNs in the health system.

An outline of RPNAS' work in strengthening regulation in 2020 was outlined for the assembly. The commitment of RPNAS to this important regulatory obligation was affirmed.

The membership was encouraged to monitor for regular updates via email and to continue to contact RPNAS with questions. The membership was thanked for their dedication to psychiatric nursing.

There were no questions nor comments about the report or the update provided.

## 9. 2020 Annual Report

The 2020 Annual Report was circulated to members and guests and posted on RPNAS website. The report covered the timeframe from January 1 – December 31, 2020 and highlighted the work of the Association. Included are the Audited financial statements, and relevant statistical information.

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

## 10. Financial Report on RPNAS Audited Financial Statements

The financial statements were circulated to the membership in the annual report and posted on our website. The financial report was presented by Bob Kenny, Chartered Accountant. Bob explained that the auditors - Lingard & Dreger provided an overall review of RPNAS processes and that this was considered "a clean audit" with no material problems. An overall budget surplus of \$109,000 was achieved. Bob advised that the audit was conducted virtually for the second year.

There were no questions from participants about the report.

One RPN member commented in the chat feature "great team" and "you are doing very well. Very good catch up from a few years ago".

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

**Motion: That the Financial report and Audit be accepted as presented to the membership.**

**Moved:** Gary Thronberg, RPN, Moose Jaw    **Seconded:** Stephanie Bajus, RPN, Yorkton  
**Carried**

Voting Result: 55 = In Favor | 1= Not in Favor | 6 = Abstained

## 11. Bylaw Approval of Proposed Amendments

### Legislative Committee

Proposed amendments to the bylaws were developed by the Legislative Committee and presented by Cheryl Carlson, RPN, President-Elect and Chair of the committee. The role of

the Legislative Committee was described, and acknowledgements were given to the members of the Committee: Stephanie Bajus, RPN, Rachel Desnomie, RPN and Ray Joubert, a public representative. Acknowledgements were also given to staff supports Beverly Balaski, Executive Director/Registrar and Karen Turner, Deputy Registrar. The motions presented to the assembly contained the 2021 Bylaw revisions as developed by the RPNAS Legislative Committee and recommended to RPNAS Council. Council reviewed the need for these bylaws and approved them in their entirety to be presented to the membership at this annual meeting.

The Chair emphasized the significance of the Bylaws in bringing RPNAS into compliance with governance and regulatory trends across the world. She directed the assembly's attention to the side-by-side comparison containing rationale and need for changes.

Extensive consultation was obtained including a legal review by RPNAS legal Counsel to ensure they were legally sound, consultation with the Ministry of Health Senior Policy Analyst, and other key stakeholders as necessary.

The bylaws were also sent to the membership for consultation and posted on the RPNAS website, in compliance with the RPN Act.

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

### **Bylaw Amendments**

#### **Motion 1**

**That Bylaw I, section 1, 2, 4, 5, 6, 7, and 11 be revised as proposed to the membership**

**Moved:** Kyla Shabatura, RPN, Yorkton      **Seconded:** Leslie Gamble, RPN, Weyburn

**Carried**

Voting Result: 57=In Favor | 1=Not in Favor | 4=Abstained

#### **Motion 2**

**That Bylaw II, Section 1, 2, 3, and 4 be revised as proposed to the membership.**

**Moved:** Sheila Sigouin, RPN, Regina      **Seconded:** Valerie Crone, RPN, Humboldt

**Carried**

Voting Result: 57=In Favor | 1=Not in Favor | 6=Abstained

#### **Motion 3**

**That Bylaw III, Section 4 be revised as proposed to the membership.**

**Moved:** Yvonne Sawatzky, RPN, Cut Knife      **Seconded:** Kyla Shabatura, RPN Yorkton

**Carried**

Voting Result: 54=In Favor | 1=Not in Favor | 6=Abstained

#### **Motion 4**

**Bylaw IV, Section 1, 3, 4, and 5 be revised as proposed to the membership.**

**Moved:** Gary Thronberg, RPN, Moose Jaw   **Seconded:** Jill Thomson, RPN, Regina  
**Carried**

Voting Result: 53=In Favor | 3=Not in Favor | 4=Abstained

**Motion 5**

**That Bylaw V, Section 1, 2, and 3 be revised as proposed to the Membership.**

**Moved:** Prudence Afam, RPN, Saskatoon   **Seconded:** Penni Caron, RPN, Blaine Lake  
**Carried**

Voting Result: 54=In Favor | 0=Not in Favor | 5=Abstained

**Motion 6**

**That Bylaw VIII, Section 2, 3, 6, and 7 be revised as proposed to the membership.**

**Moved:** Valerie Crone, RPN, Humboldt   **Seconded:** Shelley Hoffart, RPN, Weyburn  
**Carried**

Voting Result: 57=In Favor | 2=Not in Favor | 3=Abstained

**Motion 7**

**That Bylaw IX, Section 2, 3 and 4 be revised as proposed to the Membership.**

**Moved:** Mary K. Renwick, RPN, Cabri   **Seconded:** Ashley Lemus, RPN, Saskatoon  
**Carried**

Voting Result: 50=In Favor | 1=Not in Favor | 5=Abstained

**Motion 8**

**That Bylaw X, Section 1 be revised as proposed to the Membership.**

**Moved:** Gary Thronberg, RPN, Moose Jaw   **Seconded:** Christine Wagner, RPN, Bulyea  
**Carried**

Voting Result: 55=In Favor | 0=Not in Favor | 5=Abstained

**Motion 9**

**That New Bylaw XVI, Section 1 be approved as proposed to the Membership.**

**Moved:** Erin Murphy, RPN, Moose Jaw   **Seconded:** Jennifer Berjian, RPN, Weyburn

Discussion ensued. Commentary was received from members stating proposed change “onerous of the learning plan” and concern about working in a casual position. The Executive Director emphasized that a continuing education program was part of a member’s mandatory obligation. Concern expressed from one member about the impact mandatory participation in the CCP will have, including cost, on a decision to stay registered with RPNAS. Regardless of hours of work by a member, the obligation was the same. RPNAS was not creating a program that was onerous or requiring large expenditures of money to complete. She commented that many members are already conducting these aspects of professional development and the CCP was a way to formally articulate personal learning needs and fulfillment. Several members spoke in favor of the bylaw. One member expressed support - “We have to step up. It is good to learn and know more”.

The Executive Director/Registrar answered questions and provided education about the work on the program to date. She commented that members would have ability to customize their education from identified needs in a member's practice setting and that members would have control over selection of learning plan. She stressed that the proposed RPNAS CCP program aligns with best practices, sister organizations and must be a defensible program for the public.

Voting Result: 36=In Favor | 20=Not in Favor | 5=Abstained

**Bylaw Defeated**

## **11. Presentation of Resolutions for Approval**

### **RESOLUTION TO INCREASE MEMBERSHIP FEES**

- Whereas the mandate of the RPNAS is protection of the public, resources are required for developing and maintaining regulatory programs and services,
- Whereas the membership of the RPNAS is decreasing yearly AND
- Whereas the membership license fee is the only source of revenue for operations of the RPNAS
- Therefore, be it resolved that the following increases to the RPNAS fee schedule will be approved, effective for the 2022 licensure year:

The Executive Director/Registrar provided background information for the resolution through a PowerPoint Presentation. Background included: the unstable position of RPNAS in 2018; a qualified audit in 2018- which means expenses and revenue cannot be confirmed by auditor ; strategies used to regain financial stability; results of actions implemented as evidenced with surpluses in 2019 and 2020; factors affecting the current situation including numbers of graduates, number of members who could retire and numbers of funded seats; the regulatory obligations of RPNAS and core business requirements that must be funded. The Executive Director outlined the current fee structure and the proposed increase along with RPNAS long-term strategy.

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

**Moved:** Council, Regina, SK    **Seconded:** Stephanie Bajus, RPN, Yorkton

Several members spoke in favor of the resolution, acknowledging the need for a fee increase to maintain sustainability of RPNAS. One member questioned the human resources needs of the RPNAS. One member advised that the operations staff work many hours beyond required and there is no overtime for RPNAS staff and no person could expect the level of pace worked by RPNAS operations to continue. Another concern was raised about new graduates and accommodating costs of the RPNCE that were non-refundable.

Permission was granted by the President for a non-member to speak: Donna Trainor, Saskatchewan Union of Nurses Executive Director provided a point of privilege and clarification about the role of SUN in the collective agreement and the employer paid program for registration fees.

One member noted with respect to finances that there was “a huge hole to dig out of – it will take a while to get where we are going”.

The Executive Director/Registrar answered questions and expressed concern about the risk of not being viable and that she could not guarantee that she would not need to come back for additional increases in the future, in response to a direct question.

Voting Result: 41=In Favor | 20=Not in Favor | 3=Abstained

### **Resolution Defeated**

### **Announcement New Council Members**

The President announced and provided congratulatory messages for new council members:

- Yvonne Sawatzky – has been acclaimed to position of President-Elect
- Michelle Cleland, RPN – has been elected Member-at-Large (2-year term)
- Kyla Shabatura, RPN – has been elected Member-at-Large (2-year term)

### **13. Closing Remarks and Adjournment**

President Dan Badowich provided closing remarks and thanked Parliamentarian, Michelle Ouellette, Accountant Bob Kenny, IT support Chris Rothecker, fellow Council members, staff and all members and guests for joining us today.

**Motion: To adjourn the meeting.**

**Moved: Valerie Crone, RPN, Humboldt**

The meeting was adjourned at **11:52** am.