



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION  
OF SASKATCHEWAN (RPNAS)  
ANNUAL MEETING – MINUTES  
May 11, 2023: 9:00 a.m. – 12:00 p.m.  
Via Webcast – Go-To-Webinar**

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**Council Present:**

Cheryl Carlson, RPN – President  
Yvonne Sawatzky, RPN – President-Elect  
Penni-Sue Caron, RPN  
Michelle Cleland, RPN  
Kyla Shabatura, RPN  
Russ Marchuk, Public Representative  
Rory Griffith, Public Representative

**Regrets:**

Leslie Gamble, RPN

**Staff and Consultants Present:**

Beverly Balaski, RN – Executive Director,  
Registrar  
Lacey Bennett, RPN – Deputy Registrar  
Amanda Brewer – Registration Coordinator/  
Office Support  
Bob Kenny – Accountant (Consultant)  
Christ Rothecker – IT (Consultant)  
Michelle Ouellette – Parliamentarian  
(Consultant)  
Beth Ann Kenny – Minute-taker (Consultant)

**Welcome**

President Cheryl Carlson welcomed attendees and guests to the RPNAS 2023 Annual Meeting.

Instructions regarding the use of the GoToWebinar system were provided. It was noted that, by participating, those in attendance consented to be recorded. Members were asked to identify themselves by name, professional designation, and city or town when speaking.

**1. CALL TO ORDER**

The meeting was called to order at 9:04 a.m. Fifty-four practicing members were present at the call to order.

**2. LAND ACKNOWLEDGEMENT**

The President acknowledged the Indigenous Treaty lands throughout the province and the traditional homeland of the Métis people, noting that it is important to recognize that everyone has responsibilities under Treaty agreements and that RPNAS acknowledges the harms of the past and present. It was shared that RPNAS works together in the spirit of truth, collaboration, and reconciliation, stating, “We are all Treaty people.”

**3. INTRODUCTIONS AND GREETINGS**

President Carlson noted that this was her last meeting as President and offered opening remarks, introducing Council, staff, and consultants.

#### 4. RULES OF ORDER AND RIGHTS OF OBSERVERS

It was confirmed that *Robert's Rules of Order* would be used for the meeting, with Michelle Ouellette serving as parliamentarian, providing advice as needed.

#### 5. VOTING PROCEDURES AND ELIGIBILITY

Deputy Registrar Lacey Bennett reviewed online processes and voting procedures to be used during the meeting, the fourth held virtually. It was emphasized that only RPNAS members were eligible to vote. Options for voting, which would be done through poll balloting, would be “in favour” or “not in favour”, i.e., no abstentions. It was shared that simple majorities were needed for a motion to carry, and a two-thirds majority (66 percent) was needed to approve bylaw amendments.

#### 6. ADOPTION OF AGENDA

A call for a motion to approve the agenda was made.

**MOTION** moved by Ashley Lemus, RPN (Saskatoon)/seconded by Courtney Flanagan, RPN (Saskatoon) that the RPNAS 2023 Annual Meeting agenda be approved as circulated

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

#### 7. APPROVAL OF MINUTES - 2022 ANNUAL MEETING

The minutes of the 2022 Annual Meeting, which had been made available on the RPNAS website prior to the meeting, were presented for approval.

**MOTION** moved by Maureen Custers, RPN (Saskatoon)/seconded by Lesley Saunders, RPN (Estevan) that the minutes of the 2022 RPNAS Annual Meeting are approved as circulated

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

#### 8. PRESIDENT'S REPORT

President Carlson shared that the President's Message was included in the 2022 Annual Report, which was provided in advance on the RPNAS website.

There were no questions for the President.

#### 9. EXECUTIVE DIRECTOR/REGISTRAR'S REPORT

Executive Director/Registrar Beverly Balaski provided a risk assessment report, as requested by Council, sharing that it is being monitored as progress continues. The following were highlighted:

- From 2018 through 2022, key elements have been monitored.

- The financial risk position was high and is now reduced to low due to the implementation of financial policies and processes, along with the sale of property.
- A policy review, which included regulatory, human resources, and operational policies, moved from high to medium risk.
- A full review of the bylaws was completed in 2022-2023 for both administrative and regulatory bylaws with the risk now low.
- The member eligibility process for assessment was reduced from high to medium risk.
- The RPN practice supports and RPNAS committee performance was noted, with no risk implications.
- The continuing education program had been reduced from high to low risk.
- The overall viability of RPNAS continues to be high risk due to the need for growth of the membership.

No questions were raised.

#### **10. 2022 ANNUAL REPORT**

The 2022 RPNAS Annual Report, covering the period from January 1 – December 31, 2022, was distributed to members and posted to the RPNAS website in advance of the meeting.

The report was received with no questions posed.

#### **11. REPORT ON 2022 AUDITED FINANCIAL STATEMENTS**

It was noted that the financial statements were included in the Annual Report and posted to the RPNAS website.

Mr. Bob Kenny, Chartered Accountant, reviewed the audited financial statements ending December 31, 2022, and the auditor's report. Mr. Kenny confirmed that the auditors, Lingard & Dreger, provided a clean audit report/opinion and then reviewed the statements in detail, noting RPNAS is in a very healthy financial position.

The Executive Director/Registrar provided an overview of the statement of operations in comparison to the 2022 budget.

No questions were posed.

**MOTION** moved by Ashley Lemus, RPN (Saskatoon)/seconded by Shelley Hoffart, RPN, (Weyburn) that the 2022 audited financial statements be accepted as presented to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

#### **12. BYLAWS – APPROVAL OF PROPOSED BYLAW AMENDMENTS**

Yvonne Sawatzky, RPN, President-Elect and Chair of Legislative Committee, presented the proposed bylaw amendments, noting that there were a number of spelling, capitalization, and grammatical changes being proposed in addition to many changes for consistency.

Following the extensive review and confirmation of recommendations, a side-by-side comparison had been sent to members for consultation and posted to the RPNAS website in compliance with the *RPN Act*. Legal counsel also reviewed the bylaw amendments and consultation with a Ministry of Health Policy Analyst and Chief Nursing Officer as well as other key stakeholders occurred.

Rules of order were reviewed, including confirmation that 66 percent of members present were needed to approve the motion and that abstentions would not be counted.

All proposed amendments to the bylaws were reviewed along with explanations for those changes to help ensure members were informed prior to voting on any motions.

*(Secretary's Note: the details of the by-law amendments are appended to these minutes for reference.)*

## **ADMINISTRATIVE BYLAWS**

### **Bylaw I – Council**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Valerie Crone, RPN, (Middle Lake)/seconded by Darcy McIntyre, RPN, (North Battleford) that Administrative Bylaw I – Council be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

### **Bylaw II – Elections**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Kirsten Peters, RPN, (North Battleford)/seconded by Ifunanya Udegbe, RPN, (North Battleford) that Administrative Bylaw II – Elections be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

### **Bylaw III – Meetings of the Association**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Valerie Crone, RPN, (Middle Lake)/seconded by Ashley Lemus, RPN, (Saskatoon) that Administrative Bylaw III – Meetings of the Association be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

#### **Bylaw IV – Fees**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed. The deadline of December 15<sup>th</sup> was highlighted as being deemed necessary for administrative processing to address the time required to process renewals for January 1 and potential necessity of future implementation of late fees and subsequent penalties.

**MOTION** moved by Samantha Sheppard, RPN, (Regina)/seconded by Darcy McIntyre, RPN, (North Battleford) that Administrative Bylaw IV – Fees be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 95% = In Favor | 5% = Not in favour)

#### **Bylaw V – Nonstatutory Council Committee**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Natalie Ladouceur, RPN, (Prince Albert)/seconded by Shelley Hoffart, RPN, (Weyburn) that Administrative Bylaw V – Nonstatutory Council Committee be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

#### **Bylaw VI – Remuneration and Reimbursement**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Tyla Sylvestre, RPN, (Prince Albert)/seconded by Tracey Kushniruk, RPN, (Saskatoon) that Administrative Bylaw VI – Remuneration and Reimbursement be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

### **REGULATORY BYLAWS**

#### **Bylaw VII – Definitions (Recommendation for Removal)**

It was shared that this section is being proposed to be moved to the beginning of the Bylaws, and, therefore, removed as a separate Bylaw.

**MOTION** moved by Courtney Flanagan, RPN, (Middle Lake)/seconded by Darcy McIntyre, RPN, (North Battleford) that the definitions section be moved from

Bylaw VII to the beginning of the Bylaws document as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

**Bylaw VII – Membership**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed. It was reconfirmed that the non-practicing membership category is being recommended for elimination.

**MOTION** moved by Bryn Kusters, RPN, (Saskatoon)/seconded by Darcy McIntyre, RPN, (North Battleford) that Administrative Bylaw VII – Membership be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 94% = In Favor | 6% = Not in favour)

**Bylaw VIII – Registration**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Darcy McIntyre, RPN, (North Battleford)/seconded by Dana Pritchard, RPN, (Shaunavon) that Administrative Bylaw VIII – Registration be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

**Bylaw IX – Examinations**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Shelley Hoffart, RPN, (Weyburn)/seconded by Michelle Cleland, RPN, (Saskatoon) that Administrative Bylaw IX – Examinations be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

**Bylaw X – Statutory Committees**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Ashley Lemus, RPN, (Saskatoon)/seconded by Tyla Sylvestre, RPN, (Prince Albert) that Administrative Bylaw X – Statutory Committees be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 97% = In Favor | 3% = Not in favour)

**Bylaw XI – Code of Ethics****Bylaw XII – Standards of Practice****Bylaw XIII – Advertising**

It was noted that no amendments to Bylaws XI, XII, and XIII were being recommended beyond renumbering. No questions were posed.

**MOTION** moved by Valerie Crone, RPN, (Middle Lake)/seconded by Darcy McIntyre, RPN, (North Battleford) that Administrative Bylaws XI, XII, XIII – Code of Ethics be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

**Bylaw XIV – Conflict of Interest**

Following the thorough review of proposed amendments to this Bylaw, no questions were posed.

**MOTION** moved by Michelle Cleland, RPN, (Saskatoon)/seconded by Kirsten Peters, RPN, (North Battleford) that Regulatory Bylaw XIV – Conflict of Interest be revised as proposed to the membership

**MOTION CARRIED** (Poll/Voting Result: 94% = In Favor | 6% = Not in favour)

**13. ANNOUNCEMENT OF NEW COUNCIL MEMBERS**

It was shared that there were three vacancies for member-at-large positions on Council.

Following the call for nominations, six members expressed their intent to run.

AssociationVoting was used as the facilitator for online voting, and, of the 791 eligible voters, 205 cast their vote for an almost 26 percent return rate. The results were reported as follows:

- Michelle Cleland – 157 votes
- Ashley Lemus – 124 votes
- Kyla Shabatura – 113 votes
- Jennifer Berjian – 104 votes
- Shelley Hoffart – 74 votes
- Rachel Wiebe – 43 votes

Michelle Cleland, Ashley Lemus, and Kyla Shabatura were declared successful candidates, elected to the RPNAS 2023-2025 Council.

All members who put their names forward were thanked and all were encouraged to consider future participation in the RPNAS Council.

**14. ADJOURNMENT**

As the meeting concluded, consultants, Council members, staff and all members and guests were thanked for participating in the meeting.

It was confirmed that copies of the Annual Report and proposed bylaw amendments as discussed would be able to be found on the RPNAS website.

**MOTION** moved by Darcy McIntyre, RPN (North Battleford) that this meeting be adjourned

**MOTION CARRIED**

The meeting adjourned at 10:43 a.m.