

Minutes of OSNM Board Meeting (via conference call)

November 17, 2009

Date: November 17, 2009

Time: 7:00 pm – 8:15 pm

Attendees: Sally Mills (President), Sue Krueger (Past-President), Heather Shannon (President Elect), Pam Muma (Treasurer), Julia Cooper (Secretary), Amber Capotosto (CSNM Year 2 Rep), Shirley Yuen (Office Services), Merle Ammerman (LTC Liaison), Melissa McDowell (Membership), Paulette Byrnes-Carriere (Public Relations), Ana Maria Carvalho (Chapter F Rep), Christopher Prescott (Area M Rep)

Regrets: Carol Wallace, Dianne Bruce, Judy Stricharuk, Barb Cockwell, Sharon Walsh, Marlon Manuba, Maria Kalic, Dianne Bruce, Christeen Read-Farr

1. **Call to Order** – Sally Mills called the meeting to order at 7:06pm
2. **Approval of Agenda and Additions**
Sue Krueger made a motion to approve, Pam Muma seconded the motion.
3. **Approval of OSNM Board Meeting Minutes – September 16, 2009**
Pam Muma made a motion to approve the minutes as posted. Seconded by Sue Krueger.
4. **Approval of OSNM Board Meeting Minutes – September 18, 2009**
Amber Capotosto made a motion to approve the minutes as posted. Seconded by Merle Ammerman.
5. **ACTION LOG Review:**
 - i. 2009.0916-5
Merle Ammerman completed a response to a letter to Ministry of Health & LTC to indicate the need for the inclusion of formula for NM hours and the need for OSNM/CSNM membership requirements within the deadline on October 15, 2009 and receive a confirmation of receipt of the response.
 - ii. 2009.0916-7
Amber Capotosto noted that she and Barb Cockwell are currently preparing the draft proposal for “blended membership” to be reviewed by the executive board members at the next meeting.

- iii. 2009.0916-8
Shirley Yuen noted that she had forwarded update member listings to each Chapter Rep, and would also forward a revised board contact list to each board member. Sue Krueger asked Amber Capotosto to please review the CSNM Continuing Education points system to ensure that OSNM conference education points were appropriately reflected in the accrued counts.
- iv. 2009.0916-9
Shirley Yuen confirmed that the new OSNM website has been launched and noted that we are currently making use of a new section which is part of the new website.
- v. 2009.0916-10
Initiation of Institutional Cook Program - Carol Wallace was unable to join the meeting prior to it being adjourned, so this item has been held over for review during our next conference call.
- vi. 2009.0916-11
Merle Ammerman and Janie Geddes are working on a date to reorganize the FSW program accreditation group.
- vii. 2009.0916-12
Review of the Self-Evaluation document - Sue Krueger stated that this item is currently outstanding. Maria Kalic and she are working towards a completion date of January 1, 2010.
- viii. 2009.0916-15a
Paulette Byrnes-Carriere noted that there had been some challenges in obtaining all required articles for the newsletter, however she anticipates the next addition will be more smoother.
- ix. 2009.0916-15b
Shirley Yuen has provided the Public Relations rep Paulette Byrnes-Carriere with an updated copy of corporate sponsors to include in the Trilliums next addition.
- x. 2009.0916-17
Sue Krueger is currently reviewing the OSNM position descriptions against those outlined in the By-Laws to ensure that they are correct and current. Once the verification is completed she will be able to produce Chapter position descriptions based upon board position descriptions.
- xi. 2009.0916-19a
Posting industry dates on the OSNM calendar - Shirley Yuen noted that this will be an ongoing process to update the calendar as dates become available.
- xii. 2009.0916-19b
Heather Shannon noted that the Best Practices Manual is ongoing. A request that Shirley to send out an e-blast to all members and CSNM members asking for their "best practices" to be compiled into the Manual.

- xiii. 2009.0916-20
Paulette Byrnes-Carriere stated that the document had been translated by her daughter as part of her volunteer hours, and that the document had been forwarded to contact of Pat Sylvain for secondary verification. Shirley Yuen will contact Pat to confirm a turnaround date for the French translated documents.
- xiv. 2009.0916-24
Pam Muma noted that the expenses for the strategic planning would be included as part of the upcoming budget planning session with the OSNM Executive.
- xv. 2009.0916-26
Paulette Byrnes-Carriere will revise the OSNM Continuing Education document and forward a draft to the Executive for final approval.
- xvi. 2009.0918-4
Shirley Yuen will follow up with each new board member to ensure that they have received and reviewed the new board member orientation package.
- xvii. 2009.0918-7
Julia Cooper has been chosen as the candidate for the position of Secretary for the board.
- xviii. 2009.0918-8
Sue Krueger has extended the date for board members responses to the review of position descriptions until November 30, 2009.
- xix. 2009.0918-10
Pam Muma provided a summary to the board of her discussion with TD Canada Trust. Pam stated that she was advised there is no challenge in the board having a Visa however it requires a person's name on the card.
Pam Muma made a motion that we move forward with the acquisition of a Visa and have the Treasurer's name on the card. Motion seconded by Amber Capotosto.
Pam also noted that a new P&P was required regarding the appropriate usage of this card. Sue Krueger will complete the new P&P for approval by the board.
- xx. 2009.0918-11
Paulette Byrnes-Carriere has obtained 3 quotes for a new camera and Heather Shannon has obtained 3 quotes for a new laptop. Both are to forward the quotes and specs to Shirley Yuen for distribution to the board members for approval.
- xxi. 2009.0918-22
Heather Shannon made a motion to increase the 2010-2011 membership fee to \$100.00 annually. The motion was seconded by Sue Krueger and noted unanimously.

- xxii. 2009.0918-26
Shirley Yuen will be responsible for the ongoing updating of the Action Log. Once you have completed tasks you must ensure to update Shirley.

(Noted agenda items: P&P and Bylaw, Strategic Planning, Finance, Trillium Newsletter were discussed while working through the review and updating of the Action Log.)

6. Strategic Planning

It has been deferred to the Executive Meeting, to be scheduled in December 2009 or January 2010.

7. Finance

A deficit was addressed. There is a discussion of cashing out \$5000 GIC with no penalty. Pam will forward Treasurer Report to Executive.

8. Liaisons Updates

No reports were submitted. Reports are to be submitted to Shirley 7 days prior to Board Meetings.

9. Area Reps Updates

No reports submitted. Reports are to be submitted to Shirley 7 days prior to Board Meetings.

10. 2010 Membership

As per action log item 2009.0918-22, membership fees to be increased to \$100.00 for 2010.

11. Trillium Newsletter

Paulette is on track for next issue. Deadline for articles and reports – January 15, 2010.

12. Other Business/Discussion

- i. Compliments on the Action Log from many of the members as it has been helpful in keeping them on track.
- ii. Paulette reminded all that Food Services Awareness Week is the 2nd week of February with Nutrition Manager Day on the Wednesday.
- iii. Shirley to blast email reminder for all those who need to submit reports prior to Board Meeting.

13. Date for next board meeting (via teleconference) – December 1, 2009 at 7 pm.

14. Adjournment

The call was adjourned at 8:15 pm. Heather Shannon made a motion to adjourn. Seconded by Amber Capotosto.