

Board Meeting

Date: September 24, 2008

Location: Centennial College, Toronto Ontario

Time: 0800 to Noon

Attendees: Pat Sylvain (President), Kristie Wiedenfeld (Past President) Heather Craig (Secretary), Melinda Timmins (Treasurer), Sue Krueger (President-Elect), Amber Capotosto (Area F – Toronto/ Conference Chair) , Shirley Yuen (Office Services), Carol Wallace, Carol Kuhl, , Merle Ammerman, Elaine Wielink, , Janet Bell, Lee Anderson, Judy Stricharuk, Melissa McDowell(Membership), Barb Cockwell (Public Relations), Dianne Bruce

Regrets: Maria Kalic, Melissa McDowell (Membership), Sandra McCormick

Please Bring: Current Policies & Procedures Manual

Pat Sylvain asked each person to introduce themselves, identify where they currently work, and the position they currently hold on the OSNM board.

1. Call to Order

Pat Sylvain called the meeting to order at 8:20 am

2. Approval of Agenda and Additions

Barb Cockwell made a motion to approve the agenda as read. 2nd by Carol Kuhl. Voted. Unanimously approved.

3. Approval of Aug/08 Executive Board Meeting Minutes

Sue Kreuger made a motion to approve the minutes of the August 15, 2008. 2nd by Dianne Bruce. Voted. Unanimously approved.

4. Finance Report

Melinda Timmins provided a copy of the 2008-2009 financial report to each board member and presented the financial report. Books audited by auditors – Millard, Rouse and Rosebrugh, LLP. \$46500 in GIC and approximately \$31000 in the bank. Melinda, noted that we ended the fiscal year in a deficit, however the funds were wisely used for redevelopment of the website, Bond services changes, and other expenditures . Melinda shared a recommendation from the auditor that we review the type of audit being completed as the current cost are now \$2600 a \$500-600 dollar increase, with a potential increase again next year.

Pat Sylvain lead a discussion regarding the fee structure for 2008-2009. Pat Sylvain noted that a representative had mentioned that the costs for posting job ads on the website was excessive.

Merle made a motion that we charge \$50 per week for website ads, 2nd by Judy Stricharuk. Merle made a motion that Affiliate Members have the benefit of a reduced rate of 10% off web advertising rates. **Motion recinded.**

Janet Bell suggested the possibility that we consider developing a corporate membership more related to Healthcare companies, different from the Affiliate membership which are geared towards manufacturing companies. Carol Wallace recommended setting up an AdHoc committee to review this suggestions. Judy Stricharuk made a motion to have AdHoc committee set up to review the need for an new Corporate Membership. 2nd by Barb Cockwell. The committee will be Pat Sylvain, Della Edwin and Janet Bell.

5. Membership Report

Shirley Yuen provided a report regarding the current membership numbers as follows: Jan till current, 25 new members, 15 retired/resigned in good standing, 14 non renewed, not in good standing. Current total 413 members.

Melissa McDowell provided a membership report noting the results of membership non renewal review, and the comments made by those who have been spoken to.

6. New Membership Drive Update (from Conference)

Lilia Desanu – CSNM member from Niagara
Melanie Dixon – CSNM member from Niagara
Della Edwin – CSNM member from Toronto, Chartwell
Venus Inocencio – CSNM member from Milton
Lisa Ann Letts – CSNM member from Toronto
Pam Muma – CSNM member from St Thomas
Anna Suszka – CSNM member from Mississauga

Melinda made a motion to approve the new members as read. 2nd by Carol Wallace.
Unanimously passed

7. Office Report

Shirley Yuen provided a verbal office report. Shirley noted that it has been several months since the change in office services, and that there has been more stability to the membership by having the office services provider available on a 5 day a week basis. Conference information was forwarded to all LTC, Acute Care, OANHSS members and correctional facilities. Moving forward there are additional services which can be provided by Bond Executive Offices to the OSNM, service options will be reviewed. Shirley proposed moving the membership listing to a web based Membership program, which would then allow us to complete renewals, and registrations online using credit cards etc. Shirley also recommended including Bond Executive Offices be included as part of the Conference planning. The board has recommended that if this occurs, there should be a separate line of the budget, and a maximum cap provided for these services. Shirley suggested that Bond Executive Offices complete the InfoWatch newsletter production and mailing. Shirley will complete the RFP/RFQ process to provide an estimate of printing and mailing costs.

Pat Sylvain proposed the hiring a Publicist to write a number of articles for inclusion in the InfoWatch. This recommendation will be discussed as part of the Friday meeting.

8. Insurance- Benefits for Members

Pat Sylvain made a presentation regarding Novex group insurance, provided to her by a local Novex agent. Judy made a motion that we will contact the broker, offer the advantages of Gold membership, all communication for members be directed through the OSNM mailings, and that should these conditions not be acceptable, any revisions will be voted on by the board via email voting. 2nd by Barb Cockwell. Unanimously passed.

Merle made a motion that on the next membership renewal each member be given the opportunity to decline future “external” mailings. 2nd by Carol Wallace. 17 in favour, 1 non vote.

9. Updated Policies

Kristie Wiedenfeld provided the board with the previously approved Policy and Procedures for inclusion in the Board manuals.

New policies:

5.6 – ORCA Liaison

5.7 – CAFP Liaison

Kristie made motion to approve new policies, 5.6 and 5.7. 2nd by Merle Ammerman. Unanimously approved.

10. Nutrition Managers - Additional Responsibilities – Update

Pat made a presentation directed from Denise Winger demonstrating how NM's could take on additional responsibilities to ease challenges with available Dietetic hours. Some of the suggestions put forward with Conestoga College are:

- a) Increase dietetic internships, to increase graduates.
- b) Move some of the Dietetic duties to the NM with additional training, and move some of the allotted hours to the NM or Diet Tech for completion of these duties.

Carol Kuhl made a motion to form an AdHoc committee, to work with the Gerontology Network, MOH, College & Universities to explore continuing education processes to provide additional training to NM's allowing them to take on additional clinical duties. 2nd by Sue Kreuger, Unanimously passed.

11. FSW Program

Pat Sylvain discussed the need for an AdHoc committee to review the learning outcomes for all courses being taught in the province to ensure that there is a standardization of the programs.

Sue Kreger made a motion to form an AdHoc committee to review the FSW programs provincially, to review the learning outcomes and look at standardization of the programs, with the hopes of in the future accrediting the program. 2nd by Carol Kuhl.

Committee to include: Sue Krueger, Dianne Bruce, Merle Ammerman, Amanda **Detrick**, Helen DiCicco, Carol Wallace, Janet Bell, Carol Kuhl and Jannie Geddes.

12. Student Bursary

Carol Wallace presented the bursary program information. 7 applications were received, all from George Brown College. The winning applicant is Jennifer Cook.

Carol Wallace made a motion that the bursary amount be \$500 for this year, and that the amount be reviewed on an annual basis. 2nd by Janet Bell. Unanimously approved.

13. Conference Recap

Amber Capotosto provided a brief summary of the Conference and AGM we are going to be attending. Amber will provide Melinda with all invoices for payment. Amber proposed that the completing chapter provide the next chapter with a summary of the process, and challenges faced, so that moving forward it will streamline the process.

14. Name Change for Magazine

To date no name changes have been received. The Public Relations committee will review the situation.

15. Vacancies on Board and Executive Committee

Pat Sylvain discussed the open positions of the board- Treasurer and President – Elect. Della Edwin has agreed to become the first year CSNM Rep, and Paula Byrnes-CARRIERE will be the new Education Chair.

16. Orientation Package for new Board Members

Shirley Yuen provided the board members with a draft copy of an Orientation Manual for new board members.

Sue Kreuger made a motion to accept the orientation package as presented in draft, and the manual will be reviewed at the 2009 AGM for required changes. 2nd Carol Wallace. Voted – unanimous. Passed.

17. Cook Apprenticeship Program

Carol Wallace hoped for results from the Ministry of Colleges & Universities. To date Carol has not received the desired results. Carol is awaiting for the finalized curriculum from the MCU to move forward with the implementation of the program.

18. LTC Report

Merle Ammerman discussed the LTC report as attached, and the draft copy of the OSNM Survey to be forwarded to all NM's across Ontario.

Merle and Melinda discussed the newly revised RAI-MDS Manual, and the implementation of the manual.

19. Chapter Reports

Amber – Area F (Toronto)

Dianne Bruce – Area A (Ottawa)

Elaine Wielink – Area M(Hamilton)

Janet Bell – Area E (Kawartha) \$216 in the bank.

Lee Anderson – Area H (Kitchener/Waterloo)

Maria Kalic – Area L(London)

Carol Kuhl – Area J (Grey/Bruce) reports as attached, Carol Wallace will be the new chapter rep.

20. OANHSS Liaison Updates

Judy Stricharuk noted that OANHSS will lobby on our behalf however they require specific information regarding our needs and scope of practise. The OSNM survey being sent to members will have with obtaining the required information. Judy Stricharuk noted that the Not for Profit groups are not meeting on a regular basis.

21. OHA Liaison Report

Carol Wallace provided the group with information regarding an upcoming event for Food Services. Carol discussed the movement of one of the facilities within the Grey-Bruce area who moved to only Healthy Choice items in patient services, vending and cafeteria services.

22. ORCA Liaison Report

Sandra McCormick was unable to attend to provide a report.

23. CAFP Liaison Report

Janet Bell, discussed the upcoming meetings being held for the CAFP.

24. Fall Trade Shows

Sue Kreuger made a motion to have the Public Relations committee prepare an RFP/RFQ to replace the current InfoWatch typesetter and graphic rep. 2nd by Carol Wallace. Unanimously passed.

25. 2009 Conference Committee Volunteers

Judy Stricharuk reported that she had held a meeting for conference planning, additional volunteers required. Planning is underway for the Fall event.

Chapter rebates

KW Chapter – 249.70

Toronto Chapter – 250.00

Ottawa Chapter – 242.07

Kawartha Chapter – 12.10

Motion made by Heather Craig to approve the Chapter rebates as listed. 2nd Merle Ammerman.
Unanimously approved.

Meeting adjourned at 12:35 pm by Pat Sylvain.