

OSNM Board Meeting Minutes
September 18, 2009
Pillar and Post, Niagara on the Lake Ontario

Attendees: Sally Mills (President), Sue Krueger (Past-President), Heather Shannon (President-Elect, Chapter E Rep), Pam Muma (Treasurer), Paulette Byrnes-Carriere (Public Relations), Barb Cockwell (CSNM Year 1 Rep), Marlon Manuba (Education), Melissa Williams (Membership, Website Coordinator), Amber Capotosto (CSNM Year 2 Rep), Maria Kalic (2010 Conference Coordinator, Chapter L), Carol Wallace (OHC Rep, Chapter J Rep), Merle Ammerman (LTC Liaison), Judy Stricharuk (OAHNSS Liaison), Dianne Bruce (Chapter A/B Rep.), Ana Maria Carvalho (Chapter F Rep), Sharon Walsh (Chapter H Rep), Christopher Prescott (Chapter M Rep), Shirley Yuen (Office Services)

Regrets: Christeen Read-Farr (Chapter G Rep),

Vacant: Secretary, ORCA Liaison

1. Call to Order

Sally Mills called the meeting to order at 12:25pm.

2. Approval of Agenda and Additions

Merle Ammerman motion to approve the agenda with additions. Seconded by Barb Cockwell.

3. Approval of Sept. 16 Board Meeting Minutes

Merle made a motion to deferred approval of the minutes until such time as they have been finalized and posted on the Website. Seconded by Sue Krueger.

4. Orientation Package for all Board Members

- New Board Members - Christopher Prescott, Ana Maria Carvalho, Marlon Manuba and Christeen Read-Farr.
- Shirley Yuen will forward document to new board members for review via email.

5. Confidentiality Agreement

Shirley provided a copy of the confidentiality agreement to each board member for signing and immediate return to Sally Mills for signing.

6. Member Profile Form

Shirley provided a copy of the member profile to each member for completion and immediate return to Sally Mills.

7. Vacant Positions

- Secretary – 2 delegates have come forward indicating interest in the position. Sally Mills has requested that each member forward a resume, and description of what their goal is within this position. Once they have been received Sally will review the materials, and the Executive Board will make a vote on the candidates.
- ORCA Liaison – An enquiry to Kerion McConville will be made to determine his interest in taking on this liaison position.

8. Bylaw

Each board member has been asked to compare their position description from the P&P's with the Bylaw listing for the position. All recommendations or required changes **MUST** be returned to Sue Krueger no later than **October 31, 2009**.

9. P&P updating

Sally Mills asked that each member appropriately store the P&P's provided by Pat Sylvain on disk so that any required changes can be appropriately made to the documents. **All new Board members will receive a copy of the P&P manual on disk from Shirley Yuen.**

10. Visa

OSNM should obtain a Visa credit card for use in conference and symposium planning activities. Shirley Yuen and Pam Muma will review the possibility of this option. Once determined that this is a viable option Sue Krueger will prepare a P&P to outline the appropriate usage of this card.

11. Camera and Laptop Computer

Barb Cockwell brought to the attention of the board the need to purchase a higher quality camera, so that the images can be more successfully reproduced as part of our newsletter and promotional materials. Paulette Byrnes-Carriere will obtain 3 quotes on the camera and Heather Shannon will obtain 3 quotes for the replacement of the OSNM laptop computer. Our current laptop is several years old, very heavy, it is not possible to further upgrade the system and it is currently running Windows 2000.

12. Budget categories

- Pam Muma is going to provide to the board a budget categories break out, including clearly outline what is included as part of each category. Once this has been received by the board members they are asked to direct all comments, or concerns to the direct attention of Pam Muma no later than December 31, 2009.
- A draft version of the revised budget categories will be provided to board members via email by January 31, 2010. A whole board conference call will be called to discuss and approve these changes. Once approved Sue Krueger will complete a P&P regarding the budget categories and items covered under each category.
- Pam Muma explained the current requirements that on the working conference and symposium budgets that the Board registrations costs be shown as both an income and expense to appropriately reflect the intake of funds from members and the reimbursement of appropriate costs by the OSNM Treasurer.

13. LTC Regulations

Merle Ammerman recommended that each OSNM member should review the draft regulations. OSNM will be submitting a request for the inclusion of items currently missing from the document such as NM Hours Calculation Formula be returned to the final version of the standards.

14. Trade Shows

Members are asked to provide the dates for any upcoming events to Shirley Yuen for inclusion on the OSNM website, so that we can arrange volunteer to attend the events.

15. Trillium and Chapter Report Deadlines

- Reports for inclusion in the Trillium newsletter need to be provided to the Public Relations representative no later than October 15, January 15, and May 15.
- Included in the February Trillium publication will be the Membership Renewal Forms and Spring Conference Information.

16. 2010 AGM & Conference Committee - Maria Kalic

Maria Kalic – Conference Chair is developing a plan, and is seeking volunteers for the organizing committee. Maria Kalic is going to join the wrap up conference teleconference.

17. Conference Update/Guidelines

Judy Stricharuk noted that once a draft of the conference planning guidelines are completed it will be forwarded to the OSNM President for review and revision. Once completed, it will be forwarded to all members for discussion, review and approval.

18. Spring Symposiums

SOUTHERN Ontario - Chapter H is sponsoring the Southern Symposium on April 30, 2010 at the River Garden Inn, Stratford, Ontario

NORTHERN Ontario - Chapter D is hosting a symposium in the Sudbury area tentatively for May 7, 2010 Paulette Byrnes-Carriere and Barb Cockwell are reviewing accommodation options.

19. Food Service Awareness Week

Food Service Awareness Week will be held the 2nd week of February. The Wednesday of that week will be Nutrition Manager Day. Marlon Manuba and Paulette Byrnes-Carriere will prepare some for this year's Nutrition Week.

20. Blended Payment Option for Memberships

OSNM 1st and 2nd year reps to CSNM are going to prepare a report to the CSNM for review and approval.

21. Strategic Planning/Lobbying

- Judy Stricharuk noted Jody Pilon's recommendation that the OSNM board to conduct a strategic planning to transit the board to the next level.
- Judy Stricharuk made a motion to complete a strategic plan and include as part of the next budget the funding to hire a strategic facilitator to lead this process. Seconded by Maria Kalic.
- **Lobbying** – Judy Stricharuk recommended that we be more forceful with our lobbying processes to make the name of the OSNM more prominently known. After a board discussion we have reached the decision to include this as part of the strategic planning.

22. Membership Fees

- Sally Mills and Sue Krueger discussed the transition of the annual membership fees to the pre-determined \$100.00 for 2010-2011.
- Merle Ammerman suggested that the fees structures as listed in the P&P manual must be reviewed, updated and available for approval by the board in the November 2009 board teleconference.

23. Expenses

Expenses were listed in Appendix 1. Pam made a motion to approve. Seconded by Dianne Bruce. Voted unanimously.

24. Attendance

Carol Wallace noted to the board that as professional board members there is an expectation that we will be attending meetings or if unavailable send an alternate in their place

25. Date for next board meeting

To be determined.

26. Action Log

Shirley Yuen will develop an Action Log to be included as part of the member services section of the OSNM website.

These action steps will be included as part of the regular board minutes, so that when board members review the minutes, they will clearly see the additional action required to complete tasks.

27. Parliamentary Procedure

Carol Wallace made a recommendation to the board that we arrange a training program for the board on Parliamentary procedures.

27. Adjournment

Sue Krueger made a motion to adjourn the meeting. Voted unanimously.