

Board Meeting

Date: September 26, 2008

Location: Centennial College, Toronto Ontario

Time: Noon to 3:00 p.m.

Attendees: Sue Krueger (President) Pat Sylvain (Past-President), Heather Craig (Secretary), Pauline Byrnes-Carriere (Treasurer), Amber Capotosto, Shirley Yuen (Office Services), Carol Wallace, Dianne Bruce, Merle Ammerman, Elaine Wielink, Judy Stricharuk (Year 2 CSNM Rep), Barb Cockwell (Public Relations), Paulette Byrnes-Carriere (Education), Della Edwin (Year 1 CSNM Rep)

Guest: Lee Ammerman (Previous Chapter H rep)

Regrets: Janet Bell, Melissa McDowell (Membership), Sandra McCormick

Vacant: _____ (President-Elect)

Please Bring: Current Policies & Procedures Manual

1. Call to Order

Sue Krueger, President called the meeting to order at 12:20 pm

2. Approval of Agenda and Additions

Barb Cockwell made a motion to approve the agenda. 2nd by Carol Wallace.

3. Approval of Sept. 24 Board Meeting Minutes

Minutes unavailable, approval deferred to next meeting

4. Expenses

Lee Anderson - \$311.50

Kristie Wiedenfeld - \$83.00

Sue Kreuger - \$361.05

Dianne Bruce - \$617.42

Elaine Wielink - \$420.00

Carol Wallace - \$384.86

Merle Ammerman - \$479.25

Judy Stricharuk - \$342.50

Melinda Timmins - \$313.75

Melissa Williams - \$39.05

Barb Cockwell - \$420.79

Carol Kuhl - \$278.81

Pat Sylvain - \$1692.23 which included accommodations for the board

Heather Craig - \$215.00

Melinda Timmins made a motion to approve the expenses as read, 2nd by Pat Sylvain.
Unanimously passed.

5. Orientation Package for all Board members

Sue discussed the draft orientation package. Amber suggested the possibility of having the self evaluation computerized, and forwarded to all people.

Judy Stricharuk made a motion a P & P be written to include the current orientation package as part of the Policy and Procedure Manual. 2nd by Barb Cockwell.

6. Confidentiality Agreement

Shirley provided a copy of the confidentiality agreement to each member for signing and immediate return to Sue Krueger.

7. Information Form Filled out and collected

Shirley provided a copy of the information form to each members for completion and immediate Return to Sue Kreuger.

Barb made a motion to have all members c.c.'d on the employer notification of representation on the OSNM Board letter. 2nd by Judy Stricharuk.

8. Fall Trade Shows

Nov 13, 2008 Food to Fork - Toronto Congress Centre, 416 422-3431

Judy Marcolin 416 255 6131x335

Pat enquired if there was a positive return for the financial investment of being part of the Food to Fork? Amber stated she believed it provided an opportunity to make people more aware of the OSNM.

Promotional items require: Canada's Food Guide, Brochure promoting the OSNM/CSNM.

Pat suggested that she and Barb will work on developing a brochure/flyer appropriate to utilize at all trade shows.

OANHSS – May 2009 - Cost involved to enter, and requires volunteers.

OLTCA/ORCA – April 2009 – Pat Sylvain will book the Free both

CSNM Conference – June 2009 - Vancouver, BC attendance ?

9. Info Watch and Chapter Report Deadlines

Barb discussed the previous year deadlines and Barb would like all reports provided by Sept 30, then January 23, 2009 additional dates to follow determined by whether there will be 3 or 4 Info Watches per year. Sue noted that timely submission of reports will help with the gaining of points.

10. 2009 AGM & Conference Committee Volunteers

Judy Stricharuk discussed the current status of volunteers for the 2009 conference. Judy has additional staff to assist during the event. There are currently 10 Committee Members in total.

11. Report from Denise Winger – Re: Additional Responsibilities

Pat will follow up with Denise Winger regarding additional duties of the NM. Denise Winger will continue with the process. Pat made a motion that an Ad Hoc committee be formed working jointly with the Gerontology Network and Dietitians of Canada. 2nd by Judy Stricharuk.

Committee: Denise Winger, Merle, Judy, Elaine, Della and Sue.

The initial teleconference will be completed prior to Oct 30, 2008

12. Food Service Worker Committee

Merle Ammerman discussed the approved costs sharing between OSNM and Dietitians of Canada for submission of hard copies of learning outcomes to all colleges and universities.

Merle Ammerman noted the cost would be about \$300.00 Sue will speak to Janet Bell about being the chair of the FSW Program committee.

13. Publisher Contract

Pat Sylvain noted the public relations committee will elicit information, and pricing regarding the hiring of a Publisher to write articles for the Info Watch.

14. Nutrition Week – Feb/09 - Committee

Paulette Byrnes Carrierre will prepare some themed information for this years Nutrition Week. Volunteers sought to assist.

15. Conference Guidelines

Sue Kreuger discussed that Amber Capotosto will provide the next Conference committee a guideline/timeline of when items will be completed, and challenges faced. Public Relations rep and OSNM President to be cc'd on the minutes of the meetings, and all communications must be reviewed by president prior to distribution.

A greeting from the CSNM President should be included as part of the conference Schedule.

16. Best Practice

Pat Sylvain discussed the request for a Best Practises book for NM. Heather Craig will review the available Best Practise tools from different venues ie LTC, Acute, Meals on Wheels, Day Care, Correctional. A suggestions was put forward to contact the DMA for Best Practices.

17. OSNM Power Point Presentation

Pat will contact Sandra McCormick to obtain a copy of the newly revised CSNM presentation, so that we might revise it for use of the OSNM.

18. Website – Chat room

Sue has received several enquiries about increasing our OSNM website to include a chat room area, where members can provide information regarding MOH visits, compliance visits, Public Health visits, and other sharing info. Shirley will determine currently available services, and the costs for increasing services.

19. Combined payment option for memberships –

Judy Stricharuk noted that members are seeking one membership charge for both memberships, so that they can more easily entice employers to cover the cost of the memberships.

Pat noted that a AdHoc committee has been struck to review the idea of a Corporate membership, which would also provide employees from companies who are Corporate Members possible additional savings on registrations etc.

20. On going action list. Judy Stricharuk suggested that the board adopt the process of completing an Action Plan which includes timelines for the completion of the items.

Pat Sylvain made a motion that Shirley Yuen provide the members with an additional website access to review the Action List on the board members area of the OSNM website.
2nd by Barb Cockwell.

21. Spring Symposium

Paulette Byrnes-Carriere will look at availability for accommodations at Kempenfelt College where we will hold our Spring Symposium.

22. Date for next board meeting

To be provided by Sue Kreuger

23. Board meeting minutes will be corrected, and forwarded to the chapter reps for distribution.

Barb Cockwell made a motion to adjourn. 2nd by Judy Stricharuk.