

**OSNM Board Meeting Minutes**  
**September 16, 2009**  
**Pillar and Post Vintage Hotel, Niagara-on-the Lake, Ontario**

**Attendees:** Pat Sylvain (Past President), Heather Shannon (Secretary), Pam Muma (Treasurer), Sue Krueger (President), Sally Mills ( President Elect), Ana Maria Carvalho, Shirley Yuen ( Office Services), Carol Wallace, Dianne Bruce, Merle Ammerman, Janet Bell, Judy Stricharuk( Year 2 CSNM Rep), Melissa Williams ( Membership), Barb Cockwell( Public Relations), Paulette Byrnes-Carrier( Education), Maria Kalic, Elaine Wielink, Sharon Walsh

**Guests:** Jody Pilon

**Absent:** Della Edwin (Year 1 CSNM Rep), Amber Capotosto

1. **Call To Order** – Sue Krueger called the meeting to order at 10:15 am.
2. **Approval of Agenda & Additions** - Additions to agenda as listed. Barb Cockwell made a motion to approve the agenda with additions. Seconded by Carol Wallace.
3. **Approval of Executive Meeting Minutes** – Merle made a motion to approve the minutes of the last Executive Meeting. Seconded by Dianne Bruce.
4. **Review of Key Initiatives** ( 8 Goals for 2009)  
Sue Krueger discussed the Key Initiatives that were planned for the 2008-2009 year.
  - Merle Ammerman has completed and summarized the OSNM members survey.
  - Group insurance through ING is now available and they are looking forward to expanding the program to additional OSNM members. Don is looking to expand the program as well nationally to CSNM.
  - Carol Wallace has been working hard on the Institutional Cook program.
  - Janie Geddes is working on the FSW committee.
  - Trillium newsletter development and production has been completed, and a new provider is to begin immediately
  - A letter has been forwarded to the MOHLTC regarding the increase of FSW hours.
  - Membership – Goal was to have each member bring in a new person, however we have not been able to compete this task.

## 5. Ministry Letter

- Merle Ammerman discussed the issues raised by the OSNM survey. One of the biggest issues is the formula being used to calculate NM hours.
- Merle Ammerman noted that the new LTC regulations have been brought out, and there are a few terms missing.
- Merle Ammerman made a motion to write a letter to indicate the need for the inclusion of formula for NM hours and the need for OSNM/CSNM membership requirements. Seconded by Judy Stricharuk.
- Merle Ammerman will be providing a summary report for the AGM.

## 6. Update on AGM

Judy Stricharuk provided a written report for the boards review regarding the AGM.



Conference Report  
OSNM.DOC

## 7. Updates on Policies and Procedures – pdf file/zip drive

Pat Sylvain discussed the new P&P Manual which has now been placed on CD for increased ease of use. New items, or changes to the P&Ps will be forwarded via email, and it is the expectation of the board that each board member keep the files updated.

Pat made a motion to accept the new P&P's on the CDs. Seconded by Maria Kulic.

## 8. Membership Data Base

### i) Blended membership status

Sue Krueger verified that we are now able to move forward with OSNM/CSNM blended membership for Ontario. CSNM will need to approve the move forward to a blended membership. Judy Stricharuk asked that a report be provided to the CSNM for review and approval of this issue.

Judy Stricharuk made a motion that the OSNM 1<sup>st</sup> and 2<sup>nd</sup> year reps to the CSNM, prepare a report for blended membership approval by the CSNM board. Seconded by Carol Wallace.

### ii. New Membership Process

Shirley Yuen, Sue Krueger and Melissa Williams have been discussing the new member process. The process has been streamlined so that only the Executive receive the email approval request.

Once members are approved, then Shirley will forward the approved member name and contact information to the entire board. If a chapter rep is available then it will be their responsibility to make initial contact with the new members, alternatively the closest board members will make contact.

Janet Bell requested that each chapter rep receive an updated listing of the active members within their chapter area. Shirley Yuen will forward this information to each Chapter Rep.

Please note that Fanshawe College will be including OSNM/CSNM membership costs as part of the tuition costs.

## **9. OSNM Office Update**



OSNM Office Report  
for OSNM Board Meet

Shirley Yuen provided the board with the attached printed report. Shirley noted that a soft transition of the new membership database is ready for implementation. Shirley requested that we set a date for launch of this revised website/database and the board determined that October 1, 2009 would be an appropriate date. Shirley noted that the log in instructions will be provided on the OSNM website.

## **10. Institutional Cook Program**

Carol Wallace updated the board on the progress. The group was called to a meeting in early May, to discuss the document in detail. There is a new representative for the committee. Since this time, another letter has been forwarded to this person, and the draft of the program has now gone to Program Development, which will cause an RFP be forwarded. It has now gone to RFP and the timeline for initiation will be for a September 2010.

## **11. FSW Committee Report**

Janie Geddes is leading the committee, and this process has not moved forward. Lisa Ireland is a possible contact for FSW program at Durham College. Carol W is on a peer review committee.

Merle Ammerman noted the terms of reference for the program were previously completed, and the OSNM needs to transition over to the accreditation of the FSW program.

The FSW committee should be legitimized to be a true Ad Hoc committee under the Education, and terms of reference should be approved by the board, and financial remuneration guidelines be provided for the forwarding of this group.

- 12. Self Evaluations – Ad Hoc committee to finalize**  
Sue Krueger discussed the draft of the Board Self Evaluation Form.

Judy made a motion to have the Past President form an Ad Hoc committee for the purpose of refining the Self Evaluation document for final approval by the board. Seconded by Pam Muma.

Maria Kalic volunteered to be part of this Ad Hoc Committee to assist the Past President with Completion of this review. The finalized approved form will be placed on the OSNM website.

Final document for approval will be deferred until early 2010.

- 13. Review of costs covered by OSNM for Conferences**  
Board members who have obtained the required 70 points will get their conference costs, and room charges covered by the board.

Mileage expenses for members to board meetings and approved committee's meetings will be covered by the OSNM.

For clarification, in future all board members will register themselves for the events, and will receive approval for reimbursement by August 15<sup>th</sup>.

- 14. Website Update**
- Forms will be available for download, i.e. self evaluation/expense forms
  - Board meetings minutes are available on the website under the "members only" section.

- 15. Trillium Updates and Deadlines - new publisher**  
Barb Cockwell noted that we have transitioned from Sherry Campbell (Studio 24) to Bond Executive Services. Due to specific contractual obligations this transition was approved by the executive board.

Shirley Yuen will now be responsible with the new public relations rep for the completion of the Trillium newsletter.

Barb Cockwell made a motion to change the publication dates for the Trillium to November, February and June annually. Seconded by Maria Kalic.

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 publication will be the Membership Renewal Forms and Spring Conference Information.

Barb Cockwell brought to the attention of the board the need to purchase a newer high megapixel camera, to take higher quality pictures at OSNM events.

Corporate Sponsors – Shirley Yuen has been asked to provide the Public Relations rep with an updated list of corporate sponsors on a quarterly basis to ensure that appropriate advertising space is allotted to qualified sponsors.

**16. Professional Article Topics** – i.e. Pandemic; Infection Control, Nutritional Managers Week

Heather Urquhart did an excellent job on the Survey summary article. Some suggestions for future articles include:

November issue: H1N1 nutritional intervention. Possibly add Vitamin D to your diet to prevent flu. Tamiflu. Ethics of going to work when sick.

February issue – Nutrition Mgr's Week (2<sup>nd</sup> week of March 2010)

June issue – Generation X hiring, zoomers and super zoomers. Mental Health issues (HR) Field to Fork ideals.

**17. Chapter Reports** – elections; responsibilities (P&P)

Chapter E: Janet Bell discussed the educational meeting held in March 2009 as well as the transition of chapter rep to Heather Shannon.

Other Chapter reports as attached.

  
Chapter A  
Report.doc

  
AREA H sept 09.doc

  
Area  
JReport2009doc1.doc

  
Chapter L Summary  
2008-2009.doc

  
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port\_to\_the\_Board\_S

Chapter A/B – Held 2 joint meetings with CAFP. Limited members are attending the meetings, and they are hoping to expand both groups. Dianne Bruce made a presentation Alfred College. Alfred College is very open to the program, and would like to have materials in French language.

Spring Symposium will be Friday April 30 at the River Garden Inn, Stratford. Rooms \$119 plus taxes including breakfast.

Sue Krueger will be developing position descriptions for the Chapter positions to be included in the P&Ps.

**18. Conference Guidelines**

Judy Stricharuk and Amber Capotosto have prepared a conference checklist for use by the planning committees in organizing upcoming conference/events.

Any members who become aware of important industry dates should forward to the attention of Shirley for inclusion in the OSNM Calendar.

**19. Best Practice**

Heather Shannon spoke about the preparation of a Best Practices Manual. Different board members will be forwarding information regarding Palliation Best Practices and Flax Flour Best Practices. Heather Shannon is going to be reaching out to all FSM to request a Best Practice from each person, and will compile them in the new Manual.

**20. OSNM French Info – power point; pamphlet**

There is a goal to make additional materials available in French. Kemptville College has a new NM class, and we need to liaise with this group to speak to the students regarding membership. Pat Sylvain and Paulette Byrnes-Carriere are going to oversee the translation of OSNM materials into the French language. Pat and Paulette will provide a proposal to the board for approval and cost remuneration requirement for completion of the project. Paulette is going to have her daughter complete some of the brochure translation, as part of her Volunteer Hours requirements.

French translation materials will be placed on the OSNM website for review.

\*\*Jody Pilon joined the meeting and was introduced by Pat Sylvain.

**21. Financial Report – investments/retirement of accountant**

Pam Muma provided the board with a financial report.

- Our Accountant is retiring and this has caused a challenge with the timely return of the previous year's books, and contact information was not appropriately redirected to the OSNM office. Pam has taken the directive to correct the contact information with the Accountant.
- The official financial report will be uploaded to the OSNM website, at earliest opportunity.
- The 2008-2009 financial year was filled with many changes and financial requirements.
- As of March 31, 2009 there is \$23,000 in the bank and \$48,500 in the investment accounts. The OSNM Books were audited by Mallard, Rouse and Rosebrugh from Brantford. There was a deficit of \$16,240, due to losses at both the 2008 Fall and 2009 Spring Conferences, and challenges with the production of the Trillium newsletter.

- There will be an additional line (Category) for board expenses which include accommodations, travel, food, and event registrations added to the budget.
- Janet Bell recommended that the Conference committee submit a draft budget for the conferences 9 months prior to the events.
- Chapter financial reports will be included in the official minutes.
- ORCA Rep – volunteer deferred.

## **22. Board Election Process Review - nominations**

- Marlon Manuba has been nominated for Education Rep.
- Heather Shannon has been nominated for President Elect.
- Maria Kalic will be nominated from the floor for the Website Coordinator position.
- Melissa Williams will be nominated from the floor for the Membership Rep. position.
- Paulette Byrnes-Carriere will be nominated for the position of Public Relations Rep & Events Coordinator.
- Sally Mills made a motion to accept the nominations as presented. Seconded by Sharon Walsh.

## **23. 2010 Symposiums (Northern and Southern) and AGM**

- 2010 Southern Symposium – Stratford April 2009
- 2010 Northern Symposium – Paulette and Barb and going to move forward with a Northern conference. May 2010 potential location is Science North, Dynamic Earth – Food on the Rock.
- The 2010 Fall Conference and AGM will be coordinated by Chapter L.

## **24. Bylaw Review and Update**

- Jody Pilon spoke to the group regarding the recent CSNM Bylaw review. OSNM currently needs to complete a Bylaw revision. Jody Pilon suggested that we complete strategic planning, as a basis prior to completing the Bylaw revisions. During the new year, we will need to budget for Strategic planning sessions and the legal costs requirements of Bylaw revision.
- Jody Pilon noted that CSNM completed a recent zoomerang survey where most respondents were from Ontario, and Pat Sylvain will have access to this CSNM survey in the near future.
- Jody Pilon recommended that all board members read through the current OSNM Bylaw, and make recommendations towards additions, removals and changes.
- If a P&P is based on the Bylaw, the reference Bylaw should be clearly stated on the P&P.
- Robert's Rules can be used as a guideline for the writing of a Bylaw.

- While Bylaw do not have to mirror the National group, if we keep them similar to the CSNM Bylaw then it will reduce the legal costs for completion.
- Pat Sylvain made a motion for each board member to review the OSNM Bylaw in comparison with the CSNM Bylaw and that we hold November and December whole board conference calls. Seconded by Judy Stricharuk. Passed by a Unanimous vote.
- Jody Pilon has volunteered to assist with the revision of the Bylaw.

**25. Committees and Ad Hoc Committees**

- FSW Ad Hoc Committee under Education Committee – Janie Geddes
- Institutional Cook – Carol Wallace
- Website – Melissa Williams, Maria Kalic
  
- **Liaisons**
- OLTCA/DOC – Merle Ammerman
- OHA – Carol Wallce
- OANHSS – Judy
- ORCA – vacant
  
- AGM Committee 2010 – Maria Kalic
- Bylaw – Jody Pilon
  
- Judy made a motion to form an Ad Hoc committee for the FSW program accreditation group. Seconded by Sally Mills.

**26. CE points**

There are a number of areas which should be included as part of the CE points program. Paulette Byrnes-Carriere will review the CE points document for additional inclusions. The final document will be forwarded to the Executive board for final approval prior to April 2010.

**27. Expense Reports**

Please forward all expense reports to Pam for review and remuneration.

**28. Next Board Meeting – Friday Sept. 18, 2009**

**29. Adjournment**

Moved by Pam Muma; seconded by Barb Cockwell.