

Board Meeting

Date: March 19, 2009

Location: Kempenfelt Conference Centre, Barrie Ontario

Time: 7:30pm – 10pm.

Attendees: Sue Krueger (President) Pat Sylvain (Past-President), Heather Craig (Secretary), Pam Muma (Treasurer), Sally Mills (President-Elect) Amber Capotosto, Shirley Yuen (Office Services), Carol Wallace, Carol Kuhl, Dianne Bruce, Merle Ammerman, Janet Bell, Judy Stricharuk (Year 2 CSNM Rep), Melissa McDowell (Membership), Barb Cockwell (Public Relations), Paulette Byrnes-Carriere (Education), Della Edwin (Year 1 CSNM Rep), Maria Kalic, Sharon Walker (KW Rep.)

Guest: Janie Geddes

Regrets: Sandra McCormick, Elaine Wielink,

Please Bring: Current Policies & Procedures Manual

1. Call to Order – Sue Krueger called the meeting to order at 8:00pm
2. Approval of Agenda and Additions Carol Wallace and Dianne Bruce
3. Introduce President-Elect – Sally Mills provided an introduction for herself
4. Symposium Update – Paulette made a request for a volunteer to introduce speakers. Paulette provided a summary of the event.
5. Updates of Policies and Procedure – Pat Sylvain has presented the changes made to P & P Manual. Pat noted that she anticipated significant changes to the Manual in the near future.
6. OSNM Office Update – Shirley Yuen provided the board with a Bond Executive Office update. Sally Mills made a motion to approve the update as provided. Seconded by Judy Stricharuk.
7. Corporate Membership Update – Pat Sylvain presented to the general board the discussion held at the Executive Board Meeting, as follows:

Pat Sylvain spoke to Sherry Campbell to request a mock up of a corporate membership package prepared. The package would be sent to Chains, Corporations, and Regional Organizations. The board unanimously voted to postpone the development of this package for one year, due to financial obligations and declining recession. Pat Sylvain suggested that we forward a letter of introduction to all chains, organizations, and corporate dietitians regarding the OSNM. Pat Sylvain will draft such letter, and include a copy of the most recent Trillium newsletter in an OSNM folder as part of the mailing.
8. Institutional Cook Apprenticeship Update – Carol Wallace provided an update to the board regarding the status of the program. The Ministry of Training for Colleges and Universities contacted Carol and stated that they would be putting together a group to provide final approval of the program.

9. FSW Committee Report – Janie Geddes provided and discussed the FSW Committee Report. Merle Ammerman made a motion to pursue the review of the FSW Program at all Colleges in Ontario and for consideration in the future ,the possible accreditation of the FSW Programs by the OSNM. Seconded by Judy Stricharuk. Approved unanimously.

Merle Ammerman made a motion to add \$1000 (\$500 for printing and \$500 for incidentals) to the 2009-2010 budget to cover costs of the review process, and printing costs of the Learning Outcomes. Seconded by Pam Muma. Voted unanimously.

10. AGM Sept/09- Niagara Falls – Judy Stricharuk summarize the AGM “Harvesting Knowledge in Niagara” conference planning.
Judy noted one challenge White Oaks has asked us to pay and secure 50 rooms for the event. Judy Stricharuk made a motion to receive \$1000 as start up float for conference planning. Seconded by Heather Craig.
Conference rooms: Judy Stricharuk will obtain further information regarding the consequences on not pre-holding these rooms, and will report back to the board.
11. Trillium Update & Deadlines - Barb Cockwell provided an update on the new Trillium newsletter. Barb noted some omissions in the first newsletter, which will be corrected. Next deadline for reports is June 1, 2009. Barb shared samples and discussed the promotional items recently purchased including Sticky notes, calculators, note pads and pencils.
12. Professional Article – Pat Sylvain presented information from the Executive board meeting regarding a professional articling proposal from Heather Urquhart. Pat Sylvain made a motion to have \$1000 allocated for the purchase of professional services from Heather Urguhart. Seconded by Barb Cockwell. Voted unanimously.
13. Membership Data Base – Sue Krueger presented to the board a proposal from Bond Executive Offices to implement a new Member database as discussed in the Executive Board Minutes. Pat Sylvain made a motion to approve the costs (\$3000 one time set-up and \$750 per annum) as listed in the proposal for the set-up and management of the new CMS/AMS data base. Seconded by Barb Cockwell. Voted unanimously.
14. OSNM/CSNM Blended Membership - Judy Stricharuk opened a discussion about the opportunity to initiate OSNM/CSNM Blended membership costs. Our goal is to expand the members knowledge of what each organization does for them. This topic will be added to the Fall AGM agenda. Will re visit once the Membership Data Base is completed.
15. Chapter Reports (reports were submitted from the following chapters):
 - Chapter A (Ottawa): Dianne Bruce
 - Chapter E (Kawartha): Janet Bell
 - Chapter F (Toronto): Amber Capotosto
 - Chapter H (Kitchener/Waterloo): Sharon Walker
 - Chapter J (Grey-Bruce): Carol Wallace
 - Chapter L (London): Maria Kalic
 - Chapter M (Hamilton): Judy Stricharuk

CSNM: Judy Stricharuk, noted information regarding the Continuing Education program.

16. Conference Guidelines – Amber and Judy reported they are working on putting together a completed conference planning package for the next group organizing conferences.

17. Best Practice/Scope of Practice – Heather Craig working on this process.

18. OSNM Power Point Presentation - Pat Sylvain discussed the current Power Point presentation - to be reassessed at the next meeting.

19. Financial Report – Pam Muma discussed the financial report as follows from the Executive Board Meeting.

20. 2009/10 Budget – Pam Muma noted that the above approved items have been added, and motion to pass a deficit budget of approximately \$6000. Seconded by Barb Cockwell. Voted unanimously.

21. Non OSNM Members – As per Executive Meeting:

Sally Mills made a motion that for any Non OSNM member who completes an OSNM Membership application form during the Spring Symposium event will have their entry administration fee waived. Seconded by Pam Muma.

22. Board and Executive meeting minutes location – Sue Krueger discussed that all meeting minutes will be available on the Members Only section of the OSNM website.

23. Companion Program – As per Executive meeting:

Dianne Bruce put forward a recommendation for consideration to expand our programs to offer pricing for companions. The board discussed having a phrase listed stating – Companions Welcome as space available, rates will be Non Member rate for conference/event attendance or cost of activity.

24. Affiliate Update - Melissa Williams noted a delay in sending out the Affiliate packages for this year. We have a new Silver member who has joined in 2009.

25. AGM 2010 – Chapter L : Symposium 2010 – Chapter H (Kitchener/Waterloo) . Chapter reps for Chapters L and H will review the opportunity to host the above listed events, and provide a response at the next board meeting.

26. Volunteers for OLTC/OAHNSS shows – Sue Krueger requested that OSNM reps to Associations plan and organize the representation of OSNM at these events, including volunteers, and equipment management.

27. LTC Report – Merle Ammerman presented a summary of the LTC survey. The board recommended the Heather Urquhart be asked to complete an article for the next Trillium, as an initial offering. Merle wants to ensure that in a timely manner a letter be written to outline the survey to the government.

28. Expense Reports:

Melissa Williams - \$77.00(postage for affiliate packages and mileage)
Merle Ammerman - \$137.50 (mileage and symposium)
Pat Sylvain - \$231.82(speaker gifts, door prizes, mileage and symposium)
Carol Wallace - \$154.50 (mileage and symposium)
Sally Mills - \$80.00 (symposium)
Judy Stricharuk - \$193.50 (mileage and symposium)
Barb Cockwell - \$132.99 (mileage and camera battery)
Sharon Walsh - \$164.50 (mileage and symposium)
Maria Kalic - \$206.50 (mileage)
Paulette Byrnes-Carriere - \$549.72 (mileage, symposium and hospitality suite)
Dianne Bruce - \$351.10 (train, meal and symposium)
Amber Capotosto - \$125.00 (mileage and symposium)

Not presented during meeting March 20/09

Heather Craig - \$75.00 (mileage)
Sue Krueger - 155.50 (mileage)

Maria Kalic made a motion to approve the expenses as listed, seconded by Barb Cockwell. Voted unanimously.

29. Date for next board meeting – September prior to AGM

30. Adjournment: Dianne Bruce made a motion to adjourn. Seconded by Heather Craig.