

**SALPN COUNCIL
Meeting Minutes**

December 10 & 11, 2015
9:00am – 4:00 pm

Council Present: Lynsay Nair, Kari Pruden, Andrea McConnell, Karen Disiewich, Janice Wagner, Gwen Coburn, Tina Sentes, Don Robinson, Kathy Bradford, and Robert Hryniuk

Absent: Harrison Elema

*Guests: Jan Hiebert & Shelly Lunning (Saskatoon Institute for Medical Simulation – SIMS) Day 2
Staff Present: Cara Brewster, Joel Gritzfeld*

I. Call to Order 9:12 a.m.

II. Approval of Agenda

Addition: Clause VII (1) Pruden

M/ Sentes S/Bradford that the agenda be approved with the addition

Motion Carried

III. Approval of Minutes

M/ Hryniuk, S/ Sentes that the September minutes be approved as circulated.

Motion Carried

IV. Declarations

- Robinson will be absent Dec 11 from 1:30 p.m. for a prior engagement

V. Reports

- Robinson lead report on Discipline Committee
- Brewster lead discussion pertaining to membership numbers
 - 3653 Practicing LPNs
 - 158 Non Practicing LPNs
- As of December 10/2015 for the 2016 licensing year.
 - 3245 LPNs Renewed as practicing
 - 239 as non-practicing
 - 231 left to renew
- NNAS
 - 130 IEN have chosen SALPN
 - 35 Have applied
 - 13 have denied
 - 12 have been moved into remedial education

- 10 Still in process
- Bradford suggests having an email sent out to the membership to remind members about CEP
 - Discussion around carry-over of CEP points
- Nair lead financial Summary

M/Coburn S/Sentes that the reports be accepted as presented

Motion Carried

VI. Action items/Old Business

a) Liaisons/Chapters

- Only 2 chapters remain. No new chapters have stepped forward
- McConnell suggests to utilize chapters for professional development
- McConnell and Robinson proposed having the Members-at-Large for each zone become liaisons for provincial chapters?

M/McConnell S/Coburn that an Ad-hoc committee be formed to make recommendations for the development of local chapters with the Members-at-Large hosting the meetings.

Motion Carried

McConnell, Coburn, and Wagner appointed to the Committee

b) Legislation & Bylaw Committee

- Nair contacted an individual who is a former employee with workforce planning to do policy work for the SALPN
 - Would be willing to work contractually
- Robinson suggested that she declare exclusivity to the SALPN regarding nursing policy work.
- Confirmed by Pruden to maintain an ad hoc status of the Leg & Bylaw committee

c) Awards & recognition committee

- Currently oversee SIHL scholarship(s), Promotional Items, annual awards presented at AGM
- Would also need to oversee Leadership challenge
Discussion regarding keeping this committee
 - Council will keep the committee and do more to have the membership more involved within the committee.
- The committee will be comprised as follows:
 - Council member as chair
 - four members from each of the remaining zones
 - Office staff

M/Pruden motioned to have the committee be composed of one member from each zone, with the chair appointed by council.

- Chair to be appointed via email.

Pruden amended the motion to say “Striving” to represent each zone. Motion to be “That the Awards and Recognition committee be composed of the chair and up to four additional members striving to represent each electoral zone.

S/McConnell

Motion Carried

d) Education Committee

- Deferred motion on the viability of the committee and to disband the committee

Motion from September meeting - **M/S Robinson/Coburn** to eliminate the education committee.

M/ Pruden S/Wagner that the Education Committee be eliminated as proposed at the September meeting

Motion Carried

e) Directors and Officers Insurance

- Lysay discussed the insurance package that will be used against any litigation against the staff or committee or any personal costs that are incurred from litigation

VII. New Business

a) Email Communications

- Hryniuk suggested that we need more focus on having decisions being made at the board table instead of email
 - Hard to get cohesive arguments through email
 - Having too much discussion and questioning the Executive Director, President on their decision making.
- Nair asked Council what they wanted to discuss via email between meetings
- Pruden suggested in sending structured emails via every two weeks.
- Pruden suggested that any discussion or notification that is sent via email will be presented at council to discuss at the board table and to be more cognisant about the amount of emails.

b) Signing authority

M/Wagner S/McConnell that Jessica Merkel, SALPN Office Manager have signing authority

Motion Carried

c) Communication Strategy

- Nair read proposal created by Gary Aldridge from Points West Consulting
 - Lowering in membership confidence in the SALPN

- Pruden suggested moving the public survey to June as well move up the employer discussion earlier in the year.
- McConnell challenged the amount of resources utilized into the digital billboards.
 - The Committee proposed to get more information regarding social media advertising
 - Lynsay to contact Point West to see about other forms of media
- d) Regulators Update
 - Discussions regarding activities of regulatory bodies in other provinces.
- e) Discipline Committee
 - Robinson proposed that research be done to look at the possibility of the having both the Discipline Committee and the Defendant disclose all evidence 14 days prior to the hearing date.
 - Gritzfeld relayed that is could require a bylaw change
 - Gritzfeld to look at the bylaw requirements to make this change possible
- h) Council Governance training webinars
 - These are provided through CLEAR
 - Pruden proposed that these videos could be viewed during the meeting.
 - Robinson asked if these could be watched at home
 - Pending approval for Council Budget
- l) Review President oversight of weekly expenditures
 - Pruden to discuss the possibility to remove this barrier. There is enough checks and balances without the approval of the president for each transaction.

M/McConnell S/Disiewich that the SALPN Council gives authority to the Executive Director, and other signing authorities, to sign for expenses that are within the budget and to remove the requirement of the President to sign for these expenses.

Motion Carried

DAY 2

VIII. SIMS Presentation

Presentation given by SIMS regarding their services in educating health care professionals.

VII New Business (Cont)

M/ Robison S/Tina: that the Council move in-camera to discuss ED contract and evaluation

Motion Carried

Following the in-camera meeting,

M/ Pruden S/McConnell: that the Executive Director contract be approved as presented

Motion Carried

M/McConnell S/ Coburn: that the Council move in camera to discuss ED contract review process and board member conduct

Motion Carried

Following the in-camera meeting,

M/Pruden S/Sentes: that an ad hoc Committee be created to examine and develop ED compensation work standards consisting, Wagner, Robinson and Bradford.

Motion Carried

f) Budget 2016

M/Robinson S/Disiewich to approve the budget as presented.

Motion Carried

g) AGM Update

- Room has been booked
- Presenters
 - Steven Lewis
 - John Gormley
 - Hailey Wickenhauser potentially
 - Cory Jay – will be MCing and hypnotist for entertaining
 - Will be a DJ afterwards
 - Jessie Miller – Social media presentation

h) Continuing Education Portfolio Format

- Format for program categories
 - Individual 1 learning
 - Group Learning
 - Professional Growth
- Use “hours” instead of “points” as a measurement system
- Only 32 hours can be counted from section 2&3
- There are templates that will be incorporated into the database

i) Competency Profile

- Dates
 - February 1-2, Saskatchewan Polytechnic
 - February 3-4, Regina LPN
 - February 29 – March 1, Saskatoon LPN
 - March 2,3, Prince Albert LPN
 - March 14-18 employer sessions will be completed through Webinars.
- Brewster asked if it would be a conflict if the council attend
- Nair to contact Merilee and CLPNA

j) PN Program approval process

- Nair - Beneficial as it is easy to make uniform changes
- Any changes will need to be incorporated into bylaws.

m) Member survey results

- Decreased- members feel they are not being fully utilized
- Increased- members using name tags
- Unchanged CEP opinion

- Unchanged – legal autonomy to practice
- Decreased – role clarity
- Decreased personally being valued
- 34.9% have been impacted by the SRNA directive

O) PDD Date Collection Results

- Very similar to the Membership survey, with similar feelings coming from LPNs

M/Pruden S/Bradford that the committee move In-Camera to discuss collaborative projects

Motion Carried

IX Next Meeting

- a) Next Meeting moved to February 24, 25
- b) Motion to adjourn

M/Hryniuk

Motion Carried

Signed:

A handwritten signature in black ink that reads "Kari Pruden".

Jan 18th/2016

Kari Pruden
SALPN President

Date

A handwritten signature in black ink that reads "Lynsay Nair".

Jan 18th/2016

Lynsay Nair
SALPN Executive Director

Date