

**Council Meeting:
December 5 & 6, 2017**

Attendees: Janice Wagner, Tina Sentes, Kathy Bradford, Heather Griffith, Don Robinson, Robert Hryniuk, Kim Chinski, Denise Kominetsky, Linda Ewen, Lynsay Nair.
Regrets: Andrea McConnell
Staff: Tina Kleisinger

<p>Call Meeting to Order</p>	<p>9:05 a.m. meeting to order</p>	
<p>Approval of the Agenda /Additions to the Agenda</p>	<p>Additions to the Agenda: None</p>	<p>Motion to approve the agenda as presented. Griffith/Sentes CARRIED</p>
<p>Declarations</p>	<p>Councillor Robinson – Declaration declared</p>	
<p>Approval of September 2017 Minutes of Council</p>	<p>Councillor Ewen engages the table in discussion regarding the appropriate and accurate wording of a recorded motion at the September 2017 meeting.</p>	<p>Motion to rescind the Per Diem passed motion from the September 2017 meeting. Ewen/Chinski CARRIED</p> <p>Motion to exclude per diems for SALPN Professional Development Day commencing January 2, 2018 Ewen/Sentes CARRIED</p> <p>Motion to approve the amended September 2017 Council minutes. Ewen/Sentes CARRIED</p>
<p>EVOTE - EPAC Committee Policy Adjustment EVOTE - ORR Centre Settlement</p>	<p>Confirmation of EVOTE Adoptions</p>	

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<p>President Report</p>	<p>President Wagner briefs Council regarding her recent engagements and shares interim highlights:</p> <ul style="list-style-type: none"> • Attended the Collaborative Framework Webinar → well received by the membership. • Continuing Education Program: President commends the Executive Director for responding to members, providing prompt and precise messaging on the LPN face book page. • President Wagner engages council in the conversation regarding the subsequent registration improvement process and subsequent changes. • Highlights the preliminary budget. • President shares congratulatory messaging to the Vice-Chair of the CCPNR. • Outlines Action Item summaries. • Updates Council on the new office. 	
<p>President Elect's Report</p>	<p>President Elect Kominetsky briefs Council on:</p> <ul style="list-style-type: none"> • Highlights of her attendance at the Sun's Health Innovation Summit. A valuable and informative opportunity. • Innovation day → the new platform of the new health care region. Dick Carter presenter. • Roundtable discussion → the interactive session provided a perspective on the larger scope of health care. 	
<p>C & I/Discipline Report</p>	<p>Councillor Robinson/Discipline Committee Chairperson presents to Council Reports to Discipline for review and discussion.</p>	<p><u>ACTION ITEM:</u> Revise related guideline to reflect SALPN position regarding immunization outside of a facility.</p> <p><u>ACTION ITEM:</u> The Practice Department to issue messaging regarding matter through a quick or fun fact.</p>

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<p>Reporting and Measures</p>	<p>The Executive Director leads Council through the 3rd Operating Quarter and provides additional updates regarding organizational matters, as well as the Reporting and Measures.</p> <ul style="list-style-type: none"> • Quarterly Financial Reporting • Budget Variance Reporting • Operating Report • Registration/Licensure Statistics • Balance Sheet Reporting • Statement of Revenue & Expense • Employee Sick Time Usage • Alinity V6 Database Upgrade Report • Complaint Statistics • Financial Reporting → → Cost per member to operate; value in educating membership <p>The Executive Director and Council engage in conversation regarding the non-successful licensure applicants and in discussion on the preceptor role/ incorporate ACI 's. The conversations highlight the importance of conducting oneself as a professional and of entrance standards.</p> <p>President Wagner shares her concerns regarding the expedition of posting decisions. And suggests it become practice in instances of Agreed Statement of Facts and Penalty, noting posting reasons will follow.</p>	<p>Council Robinson commends the Executive Director relating to several matters, including the successful relocation.</p> <p><u>ACTION ITEM:</u> The Executive Director to issue messaging regarding the spending allocation of membership fees.</p> <p><u>ACTION ITEM:</u> The Executive Director and the Practice Department will converse to seek improvement regarding the matter.</p> <p><u>ACTION ITEM:</u> ED to consult with legal counsel to determine joint recommendations/criteria for posting decisions.</p>
<p>Learning for Leaders</p>	<p>Difficulties with technology require the postponing of the learning series be tabled to the February 2018 Meeting.</p>	
<p>March Teleconference</p>	<p>Council Members determine the teleconference date of April 4, 2018 @ 10:00 a.m.</p>	
<p>Future of Self Regulation</p>	<p>The Executive Director advises Council of an upcoming meeting with Mary Martin Smith and Duane Mombourquette on January 15, 2017. The agenda will be comprised of the trends, future of self-regulation and current practices throughout the world. President Wagner, President-Elect Kominetsky and Councilor and Robinson will also partake in the valuable discussion.</p>	

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<p>Electronic Voting</p>	<p>Councillor Robinson engages Council in discussion regarding electronic voting at meetings and the Annual General Meeting.</p>	<p><u>ACTION ITEM:</u> The Executive Director to pursue potential options for electronic voting at board meetings and at the AGM.</p>
<p>Legislative Interpretations</p>	<p>The Executive Director presents the Registrar's suggested changes to the interpretation.</p>	
<p>MAID Guideline</p>	<p>The Executive Director presents the MAID Guideline and notes a minor change required to reflect accurate Canadian legislation.</p>	<p><u>ACTION ITEM:</u> The Practice Department make required change(s) to accurately align with the legislation.</p> <p>Motion to approve both the legislative interpretation and MAID guideline revision, with revisions as presented. Bradford/Sentes CARRIED</p>
<p>Discipline Committee (Additional Public Representative/Impending Chairperson/Manual)</p> <p>In-Camera at 1:20 p.m.</p>	<p>Councillor Robinson briefs council on current cases before the Discipline Committee. Mr. Robinson shares with Council some important and valuable knowledge gained at the APEGS Counselling Investigation & Discipline training workshop. Councillor Robinson re-iterates the importance of ensuring members know the process, the reasoning and the relationship of their presence and of their right to legal representation.</p> <p>Councillor Robinson also outlines the reserve fund that many self-regulatory bodies have dedicated and the consideration for SALPN to consider allocating an appropriate reserve.</p> <p>Council and the Executive Director discuss options for the succession of the Chairperson of the Discipline Committee and the new Terms of Reference for the Discipline Committee.</p>	<p><u>ACTION ITEM:</u> SALPN Administrative Team to investigate and bring forth any recommendations to Executive Director regarding the liability insurance coverage as it pertains to the Counselling and Investigation and Discipline Committees and associated staff.</p> <p>Investigator/Regulatory Services Coordinator to ensure documentation issued to members are representative of their right to obtain legal representation.</p> <p>Motion to accept the new Terms of Reference for the Discipline Committee as presented. Ewen/Chinski CARRIED</p>

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<p>Discipline Committee (Additional Public Representative/Impending Chairperson/Manual) - CONTINUED</p> <p>Move out of camera 1:50 p.m.</p>		<p>Motion to appoint Mr. Robinson as a public representative, appointed by the SALPN council commencing May 1, 2018 and Councillor Bradford be appointed as the one public representative of council effective May 1, 2018.</p> <p>Griffith/Kominetsky CARRIED</p>
<p>CPRNE Future</p>	<p>The Executive Director engages council in the CPRNE Exam process and the new exam provider.</p>	
<p>Governance Policy 1.4.04 SALPN Code of Conduct/Conflict of Interest</p>	<p>The Executive Director presents the governance policy and engages Council in conversation related to the possible policy revision.</p> <p>President Wagner reminds members of their obligations and the importance of being present for Council meeting and other outlined meetings as detailed in the policy.</p> <p>Council members are strongly encouraged to attend Professional Development Events.</p>	<p>Motion to accept Governance Policy 1.4.04 policy as presented. Robinson/Hryniuk CARRIED</p> <p>Motion to amend policy 1.4.04 reference 2.6. as discussed. Bradford/Griffith CARRIED</p> <p><u>ACTION ITEM:</u> SALPN Administrative team to revise Governance Policy 1.4.04</p> <p>Motion to amend the policy as discussed. Griffith/Sentes CARRIED</p> <p><u>ACTION ITEM:</u> SALPN Administrative team to revise Governance Policy 1.4.08</p>
<p>Board Package Discussion Distribution Date</p>	<p>The Executive and Council engage in conversation regarding the desired timeline of receipt of Council materials. It is determined that 1-week preceding Council meetings is sufficient for review and in allowing for crucial meeting participation.</p>	

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<p>Previous Action Item Summary/ Follow Up</p>	<p>CEP - The Executive Director discusses renewal and advises Council that the membership has significant education. Crafting related messages is critical to ensure the membership understands the process and changes related to renewal in the coming year.</p>	<p><u>ACTION ITEM:</u> The Practice Department to implement changes as suggested by Council to include:</p> <ul style="list-style-type: none"> • Simplify communication to membership • Simply chart and descriptors→ improving comprehension • Improved flexibility
	<p>Council Meeting Survey – The table engages in conversation with respect to Council surveys, the related frequency and associated value.</p>	<p><u>ACTION ITEM:</u> The Board Governance checklist will be completed annually, following the Annual General Meeting.</p>
<p>2018 Budget</p>	<p>The Executive Director communicates the drafted 2018 budget and highlights related revenue and expenditures.</p> <p>With anticipated decreased revenue expected for 2018, and surging legal expenses, Council discusses options of a fee increase, noting the long-standing period without an increase to membership fees.</p>	<p>Motion to accept the budget as presented. Gaetz/Bradford CARRIED</p> <p>Motion to increase fees annually commencing 2019 until 2021, with a \$10.00 increase for all members; Practicing, Non-Practicing and prorated. Hryniuk/Robinson FALLEN</p> <p>Motion to table the member fee increase discussion until 2018. Robinson/Hryniuk CARRIED</p> <p>Motion to increase the \$250,000 unspecified reserve to \$500,000 for the purposes of catastrophic expenses. Bradford/Griffith CARRIED</p> <p><u>ACTION ITEM:</u> The Executive Director to provide Council with investment statements annually.</p> <p><u>ACTION ITEM:</u> The Executive Director to increase existing reserve and maintain 6 months of operating expenses.</p>

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	Roundtable discussion	Motion to adjourn meeting at 1:59 p.m. Hryniuk/Robinson CARRIED
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Signed,



Janice Wagner; SALPN President



Lynsay Nair; SALPN Executive Director

