



**CGNA**

Canadian Gerontological Nursing Association

**ANNUAL GENERAL MEETING**

DELTA MEADOWVALE RESORT & CONFERENCE CENTER

MISSISSAUGA, ON

Thursday, June 9, 2011 | 5:15pm – 6:30pm

Executive Committee  
Participants:

Beverly Laurila, Denise Levesque, Bonnie Hall, Diane Buchanan

Staff:

Sharon Leung, Melanie McLeod (summary)

**CALL TO ORDER**

Bev Laurila called the meeting to order at 5:27 PM ET.

**APPROVAL OF AGENDA**

Agenda was approved as circulated.

**RULES OF ORDER**

Robert's Rules of Order, simplified rules of order are being used. Mary Bawden is the Parliamentarian of the meeting today.

**ATTENDANCE AND QUORUM**

CGNA Secretary, Bonnie Hall, has confirmed that the Notice of Meeting was given sixty (60) days prior to the meeting. Notice was published in the CGNA Newsletter, CGNA listserv, and posted on the website in April, 2011.

There are more than 40 CGNA voting members of CGNA present. Quorum has been reached.

**APPOINTMENT OF SCRUTINEERS**

The following people were appointed as Scrutineers for the purpose of counting votes:

Sandra Stec of Ontario  
Sohani Welcher of Nova Scotia

**APPROVAL OF AGM MINUTES FROM JUNE 2010 MEETING**

The minutes of the 2010 Annual General Meeting have been circulated.

As there are no corrections, the minutes are approved as circulated.

**REPORTS**

### President's Report

Bev Laurila welcomed all CGNA members at the meeting and thanked everyone for attending. Bev presented the President's Report as per attachment.

### Past President's Report

Bev Laurila welcome everyone on behalf of the Past President, Belinda Parke, who was unfortunately not able to attend today's AGM. Bev noted that Belinda submitted her Past President report as circulated.

### President-elect's Report

Diane Buchanan presented the report per the attachment. Diane noted that as president-elect she:

- Assumed the responsibility for: the Scholarship Program (the scholarship awards for 2011 will be announced at the Anne C. Beckingham Scholarship Fund Breakfast on Friday, June 10, 2011;
- Assisted the Secretary to keep the Operations Manual up-to-date;
- Served as an ex-officio member of the Research Committee. The Research Award for 2011 will be announced at the Anne C. Beckingham Scholarship Fund Breakfast on Friday, June 10, 2011;
- Worked with the Past-President, Belinda Park on completing the processes for the revised CGNA Standards and their publication.
- Participated in the Conference Grant Process;
- Assumed leadership for a political advocacy activity to be reflected in the Perspectives issue provided for CGNA 2011 Conference participants.

### Secretary's Report

Bonnie Hall presented the report as per attachment. She noted that as the Secretary of CGNA she:

- Assumed responsibility to review the minutes of the Executive Committee and the Board of CGNA as prepared by staff of Malachite Management for distribution;
- Monitored the update of the Operations Manual and revision is on-going; revised the By-laws of the organization with Malachite Management support resulting in approval by Industry Canada.
- Initiated and chaired the Webinar Committee for the Webinar Series to provide education related to the CNA Certification examination as well as general education for CGNA member. The Webinar Committee submitted an abstract, prepared by Dr. Sharon Moore and Sandra Stec which was accepted for the preconference session to demonstrate a webinar to participants and to include a focus group to examine education needs of CGNA members.

### Treasurer's Report

Denise Levesque presented the Treasurer's report as per attachment. She noted that New Brunswick chapter has decreased to 14 members where historically they have had nearly 50. Saskatchewan has fallen to 12 from a high of 110 (including a large number of non-professional care providers as associate members). Ontario has increased and is expected to grow

considerably in the near future. Unfortunately, despite the change to the member pricing, we have seen a decrease in the number of student memberships, and the Executive has recognized the need to market student memberships differently.

#### 2010-2011 Draft Audit Report

Denise Levesque briefly reviewed the draft audited report for year ending March 31, 2011 per the attachment. She noted the following highlights:

- The restricted term deposit of \$5,983 represents money from NB that CGNA is holding in trust until that region again becomes active. CGNA has not been asked to hold money in trust for Saskatchewan.
- National Conference Fund represents Mississauga transactions to March 31, 2011. Final accounting will be done post-conference and reported at the next AGM.
- The operating fund from last year reported a profit of 64,000 which was not ultimately realized. Therefore, the difference is shown on this year's report (\$7,388). This reporting brought our deficit to (\$16,529) when it actually was less (\$9,141). Conference profits will now be shown on the operating fund per new accounting rules.
- Management Company (Malachite) - Upon first glancing at the year-end report and budget some Malachite costs may appear high. However, your Executive has agreed that CGNA is getting good value and professional results. A few examples include: the new website with changes occurring in a timely manner, monthly newsflashes, the membership database that is current and functional, webinars and attention to details during teleconferences and follow-up. Treasurers' role has also changed from the 'doer' of all things financial to a watch-dog, monitor and consultant.

Denise noted that ordinarily that we would appoint the auditor for the coming year but is proposing that the board wait until September.

*MOTION: to accept the 2010-2011 draft Audit Report as presented (Denise Levesque, Mary Bawden) – CARRIED.*

#### Membership Report

Denise Levesque presented the membership report as per attachment. She noted the disclaimer at the bottom of the report that due to different year-end reporting cycles for various provincial associations, the membership numbers reported are rough estimates and may not necessarily match the income on the year-end report.

#### Newsletter Editor's Report

Carole-Lynne Le Navenec reported that she has enjoyed her role as Newsletter Editor for many years and noted her zero dollar operating budget. Carole-Lynne noted that her final issue of the Newsletter as Editor will be circulated this summer.

#### Research Committee Report

Kathleen Hunter presented the Research Committee report per attachment. She noted that 4 applications were received for the \$2500 research grant this

year. The recipient of the 2011 CGNA Research Grant is Dr. Sandra Hirst, University of Calgary, for her study entitled "*What do nursing students know about the health needs of older adults: A pilot study*". Dr. Annette Lund is the co-investigator on this study.

Kathleen noted that after chairing the Research Committee since 2007 she will be stepping down. She announced that Dr. Jennifer Baumbusch, Assistant Professor at UBC School of Nursing will be the new Chair of the Research Committee.

## **PROVINCIAL PRESIDENTS' REPORTS**

The provincial presidents presented the written reports per attachments. The following provinces noted additional comments.

### Alberta

Mollie Cole reported that a 30 year celebration conference was held this past April. Mollie noted that Alberta has two new chapters, has recruited an LPN to serve on Provincial Executive, and are looking to recruit new members.

### British Columbia

Darlene Rogers-Neary reported that BC has 269 members, and has introduced one new chapter (now 9 provincial chapters). Darlene also noted that over the last year BC has revised their brochures, commenced the process of redesigning their website, and hosted two successful Provincial Conferences in Northern BC (attended by 120 delegates), and Vancouver. British Columbia has also successfully been awarded the 2013 CGNA Biennial Conference.

### Manitoba

Barbara Tallman reported that Manitoba focused on a new vision, developing a new strategic plan, developed a working group to examine the bylaws and the executive job descriptions. Manitoba is also working on a new website and developing educational sessions.

### Newfoundland & Labrador

Paula Walters reported that there are 3 Newfoundland members present at the Conference. She noted that Newfoundland and Labrador are working on recruitment, and are looking into revising their bylaws. They have also recently circulated newsletter, have an upcoming AGM, and have become listed as a special interest group in the province.

### Nova Scotia

Dana McNamara Morse reported that Nova Scotia is busy recruiting new members. Also, the executive has met to update bylaws and the operations manual. Dana noted that there was unfortunately not enough numbers to host a successful educational session, but the province is excited about moving forward.

### Ontario

Susan Ward Moser reported that Ontario is joining with over 1700 members. She noted that the issues that other provinces are experiencing are the same issues facing Ontario. Susan is excited to have other provincial leaders to work with.

### Prince Edward Island

Elaine Campbell reported that PEI has 24 members and that recruitment is a challenge for the province. She noted that PEI hosted a successful education day last April and recently held their AGM in May where they gave out 4 educational awards. PEI is also developing a new brochure.

*MOTION: to accept the Provincial Reports as presented (Sohani Welcher, Carla Wells) – CARRIED.*

## **PRESENTATION OF 2011-2012 BUDGET**

Denise Levesque presented the CGNA 2011-2012 budget as per attachment.

Denise noted the following points regarding the budget:

### Conference Revenue

As recommended by the accountants and auditors, conference profits/deficits will be included in the operating budget beginning this fiscal year.

### Newsletter and Journal

The Newsletter and Journal will now be allotted a budget of \$5,000 in order to recognize the costs associated with the Perspectives Journal.

### Webinar Expenses

Webinars have a cost associated to the telephone lines used to dial-in to the presentation. This cost is offset by the nominal fee charged to participants who register for the webinar.

Discussion: Elizabeth Ilczaszyn questioned if there could be a provision for student involvement (i.e. sending students to nursing conferences).

Per Robert's Rules of Order, Mary noted that this amendment should be brought up in the call for Other Business.

*MOTION: to approve 2011-2012 budget as presented (Janice Robinson, Dana McNamara Morse) – CARRIED.*

## **ELECTION OF EXECUTIVE OFFICERS**

Diane Buchanan, on behalf of Belinda Parke, presented the three nominees for election to the Executive Officer Positions.

### Secretary - Carla Wells (Newfoundland)

Carla noted that she is excited to join the Executive.

### Treasurer Elect - Lisa Keeping Burke (New Brunswick)

### President Elect - Lynn McCleary (Ontario)

Lynn from Brock University is pleased to serve the CGNA Executive Committee.

Call for additional nominations – none

*MOTION: to approve the elected officers (Elizabeth Horsley, Lorna Guse) – CARRIED.*

## **RECOGNITION OF CGNA HONOURARY MEMBERS**

Bev Laurila welcomed Sandi Hirst as the newest CGNA Honourary Member. Sandi said a few words and thanked the Executive Committee.

## **PRESENTATION OF TRAVEL GRANTS**

Denise Levesque and Bev Laurila presented the following members with travel grants:

Allison D'Hondt, Anne Earthy, Carla Wells, Christine Johnson, Mary Kjørven Mary MacSwain, Melissa Northwood, and Ruth Graham.

## **DATE AND LOCATION OF NEXT CGNA ANNUAL GENERAL MEETING**

Bev Laurila announced that British Columbia has been successful in their proposal to host the 2013 Biennial Meeting

BC's President, Darlene Rogers-Neary, noted how excited BC is to host the conference.

## **OTHER BUSINESS**

### Bylaw Revisions

Bonnie Hall noted that the bylaws that we updated and submitted for approval have been accepted. She noted that this was an extensive process and took many months and support from Malachite to complete.

### Motions

Elizabeth Ilczaszyn motioned to increase student involvement in CGNA by sponsoring 1-2 nursing students to attend the CNSA annual conference each year at the discretion of the Executive and Board.

(Catherine Marsden seconded)

Discussion and friendly amendment: Sandi Hirst proposed a friendly amendment to the above motion, that nursing students can attend any conference with a gerontological nursing component each year at the discretion of the Executive and Board.

The mover, Elizabeth Ilczaszyn agreed to the friendly amendment.

Discussion and second friendly amendment: Catherine Marsden motioned to amend the friendly amendment that CGNA sponsor 2 nursing students to attend the CGNA Biennial Conference.

(Darlene Galey seconded, Carried)

Diane Buchanan called for a vote on the second friendly amendment – amendment was defeated.

Elizabeth Ilczaszyn restated the first amended motion, to increase student involvement in CGNA by sponsoring 1-2 nursing students to attend any conference with a gerontological nursing component each year at the

discretion of the Executive and Board.

Elizabeth Ilczaszyn added a friendly amendment to this motion, to sponsor *undergraduate* nursing students to attend any conference with a gerontological nursing component each year at the discretion of the Executive and Board.

(Heather Whittle Seconded, Carried)

Recognition of Departing Executive, Board, and Committee Members

Bev presented a small token of appreciation to departing Executive, Board, and Committee Members, thanking them for their work and dedication to the association.

Call for Proposals for 2015 CGNA Biennial Conference

Bev Laurila announced the call for 2015 CGNA Biennial Conference Proposals.

**ADJOURNMENT OF THE MEETING**

Bev Laurila adjourned the meeting at 7:11PM ET

*MOTION: to approve adjournment (Christine Johnson, Sandra Stec) – CARRIED.*