



The National Association of PeriAnesthesia Nurses of Canada (NAPAN®)

**Board Meeting
Hilton Double Tree
Toronto Ontario
Seattle Room
9:00 Hrs
November 4, 2016**

1. **Call to Order:** Laura McNulty called the meeting to order at 0900 am.
 - 1.1 **Roll Call** – Laura McNulty –Present, Sandra Newton –Secretary/ANSPAN, Angie Winter-Treasurer, Leigh-Anne Marshall- Treasurer Elect, Ramona Hackett-OPANA, Trica Garrioch MAPAN, Sharon Peabody NB Observer, Michelle Best –NL Representative, Cindy Power – PANANB/PEI, Chris Douglas- PANnac, Kathy Jellow SK, Lara Peiffer- PANGS, Laura Van Loon- Immediate Past President/ICPAN Representative/Fund Raising and Thao Le QPANA
Jane Njai BC absent as they are having their AGM at home this weekend.
 - 1.2 **Introductions:** Everyone introduced themselves
2. **Approval of the Agenda; additions:** Chris Douglas added Storage of old minutes. Motion to accept agenda by Laura Van Loon and seconded by Chris Douglas, all in favor. Motion carried.
3. **Approval of the minutes of Sept 14, 2016:** Motion to accept the minutes made by Sandra Langille with the spelling correction of Sydney and seconded by Angie Winter. All in favor, motion carried.
4. **Business arising from the Minutes: Cost of Standards Translation**-Laura McNulty reported that she didn't get very far with Dragger, all they offered was to sponsor a coffee hour. Laura wrote them back thanking them and telling them how very disappointed we were in light of all the money that the province of NB had invested with them with new Anaesthetic machines and monitors in most of NB's Hospitals. What they did provide Laura with was a government website for volunteer organizations that offered \$5,000 funding for translations but there was a little clause at the end of it excluding health care organizations. Laura will continue to explore this avenue as well as others: local and provincial Government and Dragger.
National Dues-Laura spoke with Catherine Hurley and she didn't think it was feasible to have all dues paid to National and reverse to provincial as there would have to be a standardized provincial rate across the country and it gets too complicated as we don't have a full time employee to administer this. So this isn't an option for us right now.

NAPAN© Conference 2016- Ramona Hackett reported that there was 140 registered and opening Keynote Speaker is from the US. Meet and Greet tonight (Friday) in the Ottawa room. Platinum Sponsors are Masimo and Medtronic, with \$5,000.00 from each. Silent auction in Manitoba room, closing after last break on Saturday. Silent auction has both OPANA and NAPAN© items and their bid sheets will be color coded. Syllabus will be handed out at registration Saturday morning with a welcoming letter from Laura McNulty. Saturday night is open. Ramona commented on how lucky they were to get the sponsorships from Masimo and Medtronic and maybe we could approach them as a sponsor for Standards translation costs. Laura did a quick survey around the room and we had representation from all provinces except BC and PEI.

CNA quarterly update: Network – Laura McNulty reported that there has been no progress with the name change. They have a group studying it and follow up will now be with Tammy Robicneau. Laura gave an explanation of what the network is for those who were new in the room.

Certification exam is now being offered twice a year which will hopefully attract more to write now that the time between registering and writing is significantly shortened, as before people were reluctant to pay then have to wait 6 months to write. Laura McNulty was asked if the cost of the exam would go down now that it is computerized but she didn't think so as CNA was struggling financially. Ramona Hackett commented that RANO (Registered Nurses Association of Ontario) had broken away from CNA years ago and now CNA was trying to open an Ontario CNA chapter to get members back. RANO is more political whereas CNA is educational. They pay the college for their licences and RANO is a second optional fee.

The study guide is available to anyone who has registered to write the exam, free to members and \$50.00 for non-members.

Lorna Jensen BC joined the meeting by phone at 1002.

Standards, GAC and ICPAN deferred to later on agenda.

Conference Bursary: Thao Le QC, Alison Virtue SK, Sharon Peabody NB, Trica Garrioch MB, Marsha Tanner NS, Priscilla Tran ON. There were three left BC, AB north and south and they were awarded to Lara Peiffer SK, Cindy Power NB and Michelle Best NL as they were the only other applicants that had not received any funding. Angie Winter will mail a cheque to the winners and Laura McNulty asked Lorna Jensen to create certificates and email them back to her so that we can have them printed to give out at the AGM on Saturday. Thank you Lorna.

Nominations: Laura Van Loon went over the positions needed – President Elect 2 yr term; Secretary Elect; Secretary (unless Sandra Langille willing to stay on) and Treasurer Elect. Laura McNulty asked everyone to look at their provincial associations for nominees. Ramona Hackett offered her name for Secretary. Laura Van Loon asked for scrutineers for the AGM. Chief scrutineer – Kathy Jellow with Cindy Power and Michelle Best. Kathy will oversee the counting that would be done by Cindy and Michelle if a vote was needed and in the event of a discrepancy, Laura Van Loon would oversee a recount. In the event of a tie there would be a revote.

5. **Financial Reports** – Angie Winter reported that she had 6 Standards left, did we want to order more (cost is \$1,300 for 25 copies). After discussion it was decided to offer the PDF Standards when the 6 were gone as we already have inquiries for the next edition and it hopefully will be

ready late next spring. Angie with Chris Douglas's help has been shipping them but this will move to Leigh-Anne Marshall as she is taking over as Treasure. Sandra Langille offered to help Leigh-Anne with the shipping.

5.1 Yearend statement: Angie Winter reviewed the financial report with discussion re annual expenses like insurance, charitable status fees and accountant fees for auditing books. Some expenses that were paid by Laura McNulty are not on the books as she didn't submit them to Angie for refunds. Closing Balance as of October 31 was \$20,498. Angie needs to know who is going to have signing authority so she can have her bank send the papers to their bank to make the necessary changes.

Angie made motion to accept yearend statement, seconded by Chris Douglas. All in favour, motion carried.



Financial
Statement.docx

5.2 Review engagement: After a short discussion about our Accountant doing the yearly review Angie Winter made the motion to keep Randy Bousfield for the review engagement as he knows us well and is reasonably priced. Seconded by Laura Van Loon. All in favour, motion carried. This review is necessary for CRA to maintain our charitable status.

5.3 Proposed budget: Angie Winter reviewed the proposed budget with discussion around the room. Motion made by Angie Winter to accept proposed budget as presented and seconded by Cindy Power. All in favour, motion carried. Laura McNulty explained that we were passing these reports so they could be presented at the AGM with the BOD's approval. Copies of these reports will be made for the AGM on Saturday.



Final Statement
March 31 2016 and F

6. Provincial Annual Reports: Laura McNulty asked Lorna Jensen to post all the provincial reports on the website under AGM instead of printing them. Laura will present them at the AGM to be accepted and they can be reviewed on line by the membership.

7. ICPAN: Laura Van Loon presented her ICPAN report.



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Laura Van Loon presented her cheque to NAPAN© for the \$1,000.00 ICPAN Bursary which she is going to donate yearly. Laura McNulty and Angie Winter accepted the cheque on behalf of NAPAN©. Laura Van Loon presented her wishes for guidelines and requirements for applying for the bursary and asked that the BOD decide who receives the bursary. The application form was reviewed and accepted by the BOD with small adjustments to be done at a later date. A very big Thank you to Laura Van Loon from all.

7.1 Global Advisory Council (GAC): Trica Garrioch is NAPAN© representative on the GAC. Trica explained that the GAC is made up of a representative from each member country. Their projects come from the ICPAN Exec. Their first one was to create a document on how to make a successful bid by a country to host upcoming conferences. The group met 3 times by skype plus numerous emails back and forth. They plan to have the documents finished by November or December and receive a new project in January. The GAC is a very diverse group.

Laura McNulty received an email from Lorna Jensen with Certificates for the Conference Bursary winners. Laura showed them to everyone. Great job Lorna, thank you.

- 8. Certification:** We only have 17 writing this year! How do we promote certification? Laura Van Loon proposed we make certification our theme for Peri Anaesthesia Nurses' Week. She thought we could have a poster of the map of Canada with pin points of all who have written. Poster submissions to be done by January. Laura McNulty will ask CNA for our exact numbers from each year. CNA has said they will work with employers to promote certification. At Sunnybrook Hospital certification is written on name badges. Trica Garrioch described Manitoba's study group for the first exam and is hopeful for a repeat for next year's exam. Laura McNulty would like to be able to make WebEx available to study groups across the country.
- 9. Website:** Lorna Jensen presented her website report. Lorna updates the website regularly. She is missing the financial report from 2015 and asked Angie Winter to email it to her. Lorna asked all provincial Presidents to check their information on the website and to email her and Laura McNulty any changes that need to be done. When she has the changes done she will email you back to review the changes to make sure they are correct. Lorna has set up a section on the website for each association and any documents that you want put on the website need to be sent in both word document and PDF form because everything is also stored on a google drive. Lorna asked that we use the email darren6@telus.net.

The website login is NAPANcmember and the password is Moncton. Historically the password has been changed to the city that is hosting the conference but since it is so late in the year and associations have already sent it out we will not change it until next year. Because not all associations have the same calendar year we will change the password in January 2018 with the name of the city hosting the conference that year.

All the NAPAN© documents are available on the website and can be viewed once a member logs in. The documents are also stored on the Google drive, which is secure and backs it's self-up so we won't lose anything. Lorna asked the BOD for a decision on who should have access to the google drive. After some discussion, Cindy Power made a motion that the NAPAN© Executive would only have access to the google drive. Motion seconded by Thao Le. All in favor, motion carried. Motion made by Chris Douglas to send all old paper records from Louisa Bartlett to Lorna to review and store on google drive, then dispose of the hard copies. Seconded by Angie Winter. All in Favor, motion carried. The google drive already has documents on it dating back to 2007 and is great place to archive our records and help with future hand over of Executive positions in the future.

Lorna Jensen made a motion to accept her Website Report with the date change from Nov 5 to 4th. Motion seconded by Trica Garrioch. All in favor, motion carried.



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- 10. News Letter:** Laura McNulty announced that Ramona Hackett has offered to be editor of the newsletter 'The Eye Opener'. Ramona has been editor of the OPANA Newsletter 'The Monitor' for several years. Ramona asked the BOD what we would like to see in the newsletter. After discussion a quarterly publication was agreed upon and content of, but not limited to, ICPAN updates, Certification information, articles of interest, education, national conferences, reports from each association, highlights from the associations, directory and funnies. Ramona asked that each association send her all their members' emails so she could send the newsletter out to all members even though in the past the newsletter had always been sent to the provincial presidents who in turn forwarded it to their members. Each association would have to have permission to share their member's emails with Ramona. This could be done by adding a clause on their membership forms asking them to allow their email to be shared with NAPAN©. As the newsletter will be in English, Quebec members will have to email Ramona if they do not wish to receive it. Ramona Hackett made the motion that she, as editor of the 'Eye Opener' would open a gmail account in the name of NAPAN©.me@gmail.com to send the newsletter from, directly to all members. The return address would be NAPAN© Newsletter. Seconded by Laura Van Loon. All in favor, motion carried.

Before breaking for lunch Laura McNulty asked everyone to give some thought to our next conference. Where are we going to have it, technically it should be in the west, Alberta? BC? We need to be able to announce it tomorrow.

Lunch Break

Following some discussion re hosting the next conference, Alberta (Chris Douglas and Angie Winter) felt they couldn't do it by next spring, but would seriously look at 2018. BC are having their AGM tomorrow November 5th and not sure if they will have a new Executive that would take on a conference. Trica Garrioch made a motion that in the absence of a conference committee in BC to host the conference next year, NAPAN© will take the leadership role and assume the responsibility of hosting the conference with the profits returned on a 75% bases to NAPAN© and 25% to BC. Motion seconded by Angie Winter. All in favor, motion carried.

- 11. Fundraising:** Laura Van Loon presented her fundraising report. Laura Van Loon made a motion to accept her report as well as all the provincial reports. Seconded by Angie Winter. All in favor, motion carried.



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- 12. Standards review:** Laura McNulty reported that the Standards committee met yesterday Nov 3, with lots of young people in the room willing to step up and take on different tasks. Laura McNulty has taken on the role of chair. There is going to be a definite reorganization of our standards. There are a lot of big teaching resources in our standards that are costing us money to publish them and we have already paid to have them translated. Therefore the Airway Resource, Pediatric Resource and maybe others are going to be moved to the website with a link

in our standards to the website. The resource called 'On Staffing' is going to be called 'Practice Recommendation'. Will keep the standards the way they are but the first 5 are going to fall under Nursing Process. They are trying to make them easier to follow, because the feedback received was that the standards were very hard to follow and the language very academic, not user friendly, leaving it open to interpretation. This will make it a more compact document thus lowering the amount of translation needed and lowering the cost to print. We are going to have to look at adding capnography to our standards as it is now a CAS requirement. Some resources need to be updated as they are out dated. Kathy Jellow is going to be the committee's Secretary and Laura Walker the Literary Reviewer. Committee is aiming to have the Standards done by June 2017.

13. NAPAN© Membership Dues: Membership dues are \$10.00. Associations are asked to have dues to national by December.

14. Nominating Committee: Covered under 'Business arising from minutes'.

15. New Business

15.1 Turn over- Laura McNulty has a small presentation for the BOD and the new members coming on and also members leaving. It is time we recognized the people that are taking leadership roles, not just seeing them as people sitting at the table. We give up our time and take the commitment to be leaders not only at national level but leaders at the home level as well and we need to recognize each other. It's not all about one, it's about all of us. We're here for ourselves but it starts in the chairs, the beds and the stretches, those are the people we are here for. Our patients are the reasons why we are here enhancing our education and building standards to make it better, safer for them.

15.2 Constitution & By Laws- There are no proposed changes to the C & B's, last changes were in 2014. Any changes to the C & B has to be done throughout the year because they have to be sent out to the membership 60 days prior to the AGM to be reviewed and then voted on at the AGM.

Lorna Jensen spoke with Jane Ngai re BC hosting the NAPAN© Conference next year. Jane is going to take it to their AGM tomorrow. Jane feels there is people willing to take over the Executive and is hopeful they will take on the conference with the help and guidance of NAPAN©.

15.2 Conference planning Guidelines- Ramona Hackett sent an email to NAPAN© with several questions re conference planning. First question was regarding financial support from NAPAN© - how is the seed money given and paid back? Laura McNulty responded that NAPAN© provided the seed money (\$2000.00) to the hosting association and it was then paid back to NAPAN© from conference profits then remaining profits divided 75% to hosting association and 25% to NAPAN©.

Next Ramona asked about the free registrations for the NAPAN© Executive, ASPAN and CNA Representative and Advisory Council. The registrations amounted to about \$3,000.00 and is a lot to ask the hosting province to absorb. She was wondering if we could look at this. After

much discussion regarding why it was important to have the Executive's registration free as they are all volunteers and we need some incentives to attract people. A CNA Representative has always been invited to speak at our opening ceremonies. ASPAN has been invited and we are then invited to their conference. We have not had an active Advisory Council in many years. NAPAN© does not have a surplus of money, our only income is our standards and silent auction. Laura Van Loon made a motion to remove the free Advisory Council registration, but to continue to send them notification of the Conference. Seconded by Leigh-Anne Marshall. All in favor, motion carried. Motion for NAPAN© to sponsor the CNA Representative for their meals at the conference was made by Cindy Power. Seconded by Ramona Hackett. Motion made by Leigh-Anne Marshall that if NAPAN© invited an International Representative from another International PeriAnaesthesia group, they would have free registration and NAPAN© would cover the cost of meals for that representative. Seconded by Angie Winter. All in favor of both, motions carried. Hosting conference committee is responsible to advise NAPAN© of the meal costs. Ramona Hackett asked if we would like her to update the attachment to Conference Guidelines with the Sponsorship letter. Laura McNulty suggested that she bring it back to the BOD for consideration. Some associations already have a similar letter but this may be a way to standardize the letter.

Laura McNulty announced we had 712 members from the totals from all the reports. We had 711 in 2015 and 528 in 2014

A suggestion for the upcoming conference was to have a proposed agenda posted 90 days prior to the conference, with the understanding that there can still be changes. Potential attendees need content and time lines to apply for funding and make travel arrangements. The conference committee is responsible to keep the BOD updated with the conference planning and provide a detailed report with total revenues and expenditures after conference.

- 16. Adjournment:** Laura McNulty made the motion to adjourn the meeting at 1635. Seconded by Lara Peiffer. All in favor, motion carried.

Next meeting - November 5, 2016 AGM