

OCTOBER 21, 2011 ANNUAL GENERAL MEETING

MINUTES

Location: Boardroom, Suite 201-1847 West Broadway, Vancouver, British Columbia

Present: Rob Calnan, Susan Duncan, Lynette Best, Julie Fraser, Suzanne Johnston, Leanna Loy,
Paddy Rodney, Maureen Shaw, Sally Thorne, and Jo Wearing

Ex Officio: Nora Whyte

Call to Order by Susan Duncan

The meeting agenda was approved as circulated.

1. Review of Financial Statement

The financial statement for the year ending March 31, 2011 was presented.

Moved by Sally Thorne, seconded by Suzanne Johnston:

To adopt the financial statement as prepared by MNP.

Carried unanimously.

2. Directors Report

The Directors Report for 2010 to 2011 was presented and discussed (attached).

Moved by Susan Duncan, seconded by Suzanne Johnston:

That the Directors Report for 2010-2011 be adopted as presented.

Carried unanimously.

3. Proposed Bylaw Changes

Draft changes to the Bylaws as reviewed at the pre-annual meeting Board Meeting were presented.

On motion duly made, and unanimously carried, IT WAS RESOLVED as a special resolution that the existing Bylaws of the Association be deleted and replaced with the Bylaws presented to the Meeting and attached as Schedule A.

Chair of the Meeting

Directors Report for 2010-2011

The year ending on March 31, 2011 was a remarkable one for the Association of Registered Nurses of British Columbia (ARNBC) with the formation of a ten-member founding Board of Directors, a highly successful initial general meeting of the RN Network held in May 2010, and incorporation under the Society Act on July 22, 2010.

The Directors Report covers highlights and achievements of this past year, organized by priority activities of our commissioning period.

As stated in the Constitution, the purposes of the society are:

- (a) to establish a professional organization for registered nurses within British Columbia;
- (b) to provide a provincial voice and forum for registered nurses to contribute to advancing the health of British Columbians through participation in the development of health and social policy;
- (c) to establish a professional organization that supports and advances the role of the professional nurse in providing accessible, efficient and effective health care that meets the highest standards;
- (d) to collaborate with other professional nursing organizations provincially and nationally;
- (e) to foster inter and intraprofessional consultation and collaboration among registered nurses and other health care providers; and
- (f) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Association.

Project Start Up and Communications

Work of the Board of Directors, a Project Manager, and Consultants contributed to the development of a Commissioning Work Plan that was reviewed and revised throughout the year. Another important document was the development of a Dissemination Strategy that encompassed communications, government relations, and a media relations strategy.

The Board's Communications Committee focussed on working with two consulting firms, Linus Software and Monkeytree Creative, on an overall strategy and on decisions needed for the design of the ARNBC website. The Committee prepared content for Updates distributed to the RN Network of BC and also developed a working set of guidelines for web postings. The services of consultants were used for the developing the initial business plan, to obtain advice on telecommunications infrastructure and ongoing support, and for legal advice on setting up a non-profit society.

The Board created plans for communicating with stakeholder groups and began giving presentations to key audiences. Individual Board members held informal meetings with groups including the Chief Nursing Officers, the

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BC Nurse Practitioners Association, groups of faculty in several Schools of Nursing, and a nursing practice council in one Health Authority.

Developing & Defining the Organizational Structure

Considerable work was done in 2010-11 to develop the Constitution and Bylaws, study options for governance models, and begin planning for future annual meetings and elections. These activities established the groundwork for stakeholder consultation planned for 2011-12 that will involve presenting options and obtaining feedback about the type of organization and membership structure that will most effectively serve BC nurses.

Initial Services and Programs

Development of job descriptions for an Executive Director and an Administrative Assistant were developed in anticipation of being in a position to recruit and employ staff. Some of the proposed projects outlined in the Commissioning Work Plan, such as writing briefing papers on potential services to be offered by ARNBC, were deferred until a later date following consultations with nurses. In anticipation of policy development work as a major function of the new Association, the Board adopted a policy screening tool.

Project Management

A Project Manager was engaged on contract to provide support to the Board of Directors, carrying out initiatives on behalf of the Board and overseeing other contractors to complete components of the Commissioning Work Plan. This work involved coordinating resources and meetings and maintaining constant communication with the Board. The Project Manager participated in all Board and Committee meetings, communicated with CRNBC and CNA, set up the financial records, compiled background documents and meeting minutes, and assisted the Board to obtain services of other contractors as needs arose.

In terms of operational support, ARNBC established an interim office in Vancouver and obtained the services of an Administrative Assistant on a part-time basis during the latter part of the year. The office provides the Association with meeting space, telephone and teleconferencing facilities, and a mailing address. The Administrative Assistant maintains a filing system and assists with meeting scheduling, correspondence, and maintaining financial records.

Collaboration with Other Nursing Organizations

A goal for the start-up year was to develop partnerships with other nursing organization, including CRNBC, BCNU, and CNA. Meetings were held with all three organizations as the Association sought to define its unique mandate and develop cooperative strategies for future relationships. By the end of the year, ARNBC was engaged in discussions with CRNBC and CNA about options to share resources during a transition period to a fully operational professional nursing association with universal membership for registered nurses and nurse practitioners in BC.