



Chair: Heather McQuinn, President

Date: February 11, 2019

Time: 1800-2000hrs

Location: NANB Building,
2nd Floor, Lounge

Present:

Heather McQuinn Sharon Hall-Kay
Liena Roussel Paula Pickard

1.0 Call to Order at 1800 hours

1.1 Welcome – Heather McQuinn welcomed members to the meeting.

1.2 Introductions – Round table of introductions completed, with mention of those who sent regrets.

1.3 Approval of last meeting's Minutes – January 14, 2018 Minutes approved with minor wording edits. Motioned by Sharon Hall-Kay and 2nd by Liena Roussel.

1.4 Agenda – 4.0 added: Survey Chapter Members. Approved as presented, motioned by Sharon Hall-Kay and 2nd by Liena Roussel.

2.0 Reports & Updates

2.1 Nominations for NANB Nursing Awards – The award deadline has been extended to March 29, 2019.

- Heather has provided a recommendation to NANB to move the NANB Awards deadline permanently to March, since Fall and January are busy times of the year.
- The awards criteria were reviewed and each Chapter member is encouraged to identify and nominate a potential NANB member that is applicable to apply for the NANB awards.

2.2 Updating Workplace Representative List – The York-Sunbury Chapter Work Place list was reviewed and updated. Potential work place reps identified for those areas that do not have a rep. Debbie Richardson has been confirmed to be workplace rep for OSI clinic. Awaiting response regarding the Nursing Home reps from Julie Weir. Liena Roussel will follow up with the York Manor work place rep to obtain reps for each wing of York Manor

3.0 Suggestions on how to use Chapter funds:

3.1 2019 January to December: Expense Budget Discussion – Sharon Hall-Kay presented a draft 2019 Expense Budget for York Sunbury Chapter, based on the previous 10-year expenditures and annual monies received from NANB (approximately \$1600/year): Administration Fees \$140.00, Chapter Meeting Expenses \$200.00, Nursing Week Expenses \$200.00, and Contributions to NANB Activities \$50.00. Expenses exceeding amounts budgeted, and additional new expenditures require discussion, motion, and approval.

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After the group reviewed the draft 2019 Expense Budget, and had extensive discussion based on feedback that Heather had received from members via phone and email supporting present costs, the following recommendations were made:

- **Banking Administrative fees:** \$150/year
- **Chapter Meeting Expenses:** Total of \$325.00/year. A breakdown of this total: \$200.00/year for door prize and refreshments, plus \$125.00/year for honorarium guest speakers for Chapter meetings (\$10-25/ speaker x 5 sessions) = \$125.00/year
- **Nursing Week Expenses:** Total of \$425.00/ year. A breakdown of this total: \$200.00/year for prizes, \$200.00/year for complimentary meals (1 meal for guest speaker, 2 meals for Workplace Reps and 2 for random member draws = 5 meals @ \$40/each = \$200, \$25.00 for honorarium for guest speaker. These amounts are minimums and may be increased if needed, and as funds are available.
- **Contributions to NANB AGM fundraising activities** (ie: Silent Auction): \$50/year
- **Remaining Funds:** The use of additional funds will be discussed, motioned, and approved by the Chapter for such uses: professional development/education events; sponsorship to CNA Biennial and/or NANB AGM.

Sharon Hall-Kay motioned that: 1) an ongoing, operational expense budget of \$950.00/year be approved, 2) and expenses exceeding amounts budgeted, and additional new expenditures, will require discussion, motion, and approval of the Chapter. This was 2nd by Heather McQuinn. All were in favour.

4.0 Survey Chapter Members – Mary Lou Batty has forwarded feedback to Heather McQuinn, suggesting the possibility of surveying York Sunbury Chapter members, and offering significant incentives for those providing feedback. The group discussed possible means of surveying Chapter members and survey questions. Sample survey questions identified:

- 4.1.1 What would entice you to attend a Chapter meeting? Such as: refreshments, door prizes, guest speakers, location, other
- 4.1.2 If a guest speaker attends the NANB Chapter meeting, what topics would be of interest to you? ie: nursing stories, nursing-related educational topics, personal development educational topics, ie: pension information, coping with stress
- 4.1.3 What do you feel the NANB Chapter should do for you and your nursing profession?
- 4.1.4 Do you feel it would be important for the Chapter to provide sponsorship opportunities to attend nurse related professional activities? Ie: CNA Biennial Meeting, NANB Board & Annual General Meetings

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ACTION: Paula Pickard will identify if a free survey tool is available, ie: survey monkey, and draft 3-5 survey questions for the next Chapter meeting.

5.0 Reminder of Upcoming Events

- Next Chapter Meeting: After discussion, it was decided to have the next meeting on Monday, March 18, 2019 at 1800 due to March Break at the first of the month. Topics for discussion at next meeting:
 - Survey questions and incentives for completing the survey
 - NANB Board meeting update
 - Nurses Week planning

- February Board Meeting, Feb. 25-26 (Monday & Tuesday)
- May 6-12 Nurse's Week - Chapter Dinner
- NANB Annual General Meeting - June 5, Delta Hotel. Resolutions due Apr. 1, 2019.

6.0 Draw for Door Prize: recipient Patty Garland

7.0 Adjournment at 2000hrs

Minutes prepared by: Paula Pickard