

**COMMUNITY HEALTH NURSES OF ALBERTA
ANNUAL GENERAL MEETING
RED DEER LODGE, RED DEER, ALBERTA
FEBRUARY 3, 2007 (7:30 A.M.)**

Minutes recorded - Nina Hrycak
Welcome and brief history review - Alison Nelson (Interim President)

1. Introductions

i) Interim Executive Board members

President	- Alison Nelson
Vice-President	- Roxie Thompson-Isherwood
Treasurer	- Brenda George
Membership Coordinator	- Gayle Rutherford
Secretary	- Genevieve Currie
Resource Coordinator	- Nina Hrycak

ii) ACHNS Past President - Leslie Shand (absent)

2. Approval of Agenda

Motion: To approve agenda	
Mover:	- Sandy Phillips
Second:	- Joan Beaton
Motion Carried (36 members)	

3. Interim Executive Board Reports

i) Report from the President	- Alison Nelson (see attached report)
Motion: To accept President's report	
Mover:	- Rosemary McGinnis
Second:	- Alma Funk
Motion Carried (36 members)	

- ii) Report from the Treasurer - Brenda George (see attached report)

Brenda George noted that she will be resigning from her position as Treasurer (Note: Membership and Treasurer positions are intricately linked). Please see attached Treasurer's report for details.

Motion: To accept Treasurer's Report

Mover: - Tracy Kaczanowski

Secunder: - Ranjit Uppal

Motion Carried (36 members)

- iii) Report from the Membership Coordinator
(Incorporated with the President's Report)

- iv) Report from the Area Representative Coordinator
Verbal report by - Judy Evans

(See attached list of CHN on Alberta Area Representatives List and Vacancies)

Motion: To accept Verbal Report

Mover: - Yvonne Burland

Secunder: - Roxie Thompson-Isherwood

Motion Carried (36 members)

4. Special Report

Report from the Past President of Alberta Community Health Nurses Society
(ACHNS)

Regrets - Leslie Shand

5. New Business

- i) Election of Executive Board for 2007 - 2009

Motion: To nominate Shannon Parker for Membership Coordinator

Mover: - Brenda George

Secunder: - Maryann Kusmirski

Motion Carried (36 members)

The slate for new board members are as follows:

President (Alison has agreed to continue as President)	- Alison Nelson
Vice-President	- Roxie Thompson-Isherwood
Membership Coordinator	- Shannon Parker
Treasurer	- Yvonne Burland
Secretary	- Genevieve Currie
Resource Coordinator	- Nina Hrycak
On-Line Coordinator	- Maryann Kusmirski

Motion: Accept the slate for Executive Board

Mover: - Elaine Williams
Second: - Elaine Domning

Motion Carried (36 members)

ii) Election of Area Representatives for 2007

Area Representatives (Nominated from the floor for PHN)

PHN for Chinook Region	- Tracy Forster
PHN for Aspen Region	- Linda Kuraitis

Ballot vote: - All area representatives accepted as noted on the slate for 2007 (See attachment)

New area representative voted in for PHN in Chinook is

- Sharon Yanicki

iii) Review of CHNA Bylaws (Alison Nelson)

6. Meeting adjourned at approximately 8:30 a.m.

Note: After the AGM, Tracey Forster agreed to share the position of Resource Coordinator with Nina Hrycak.

Community Health Nurses of Alberta

Annual Report 2006

Membership (CHNA year January 1, 2006 to December 31, 2006)

- 87 paid memberships (\$20 each) from Community Health Nurses (CHNs) in every area across the province including Public Health Nurses, Home Health/Care Nurses and nurses working in/with communities.

Area (Regional Boundaries) where live	Dec 2006
Chinook	9
Palliser	2
Calgary	37
David Thompson	8
East Central	5
Capital	21
Aspen	1
Peace	3
Northern Lights	1
Total	87

Goals/Objectives (related to CARN Critical Success Factors)

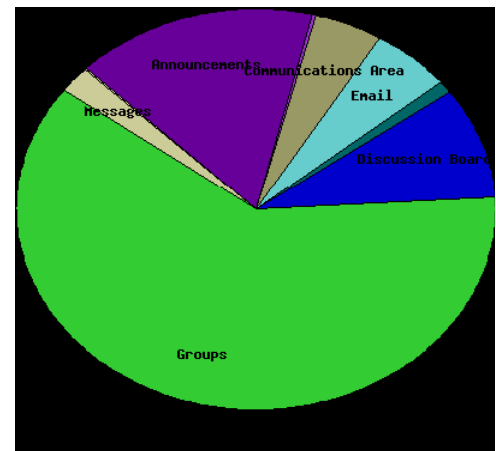
- To celebrate the collective knowledge, skills and expertise of CHNs in Alberta (*CARNA: Fostering Membership Confidence*)
- To create an on-line community of CHNs in Alberta (*CARNA: Communicating Strategically; Managing Resources with Wisdom and Foresight*)
- To fulfill the requirements of a CARNA SPG (*CARNA: Valuing and Achieving Excellence in Self-Regulation*)
- To develop further partnerships with other associations interested in community health (*CARNA: Promoting Effective Relationships*)
- To function as the Alberta representative to the Community Health Nurses Association of Canada (CHNAC) (*CARNA: Promoting Effective Relationships*)

Activities (CARNA year October 1/05 – September 30/06)

- *Contributed to CARNA's Critical Success Factors*
 - Held a provincial meeting with 12 potential area representatives March 17 & 18, 2006 with travel funding provided by Public Health Agency of Canada with support from the University of Calgary
 - Developed a contract with the Public Health Agency of Canada to develop, provide and evaluate a provincial workshop on the *Canadian Community Health Nursing Standards of Practice Implementation Toolkit*. (Workshop is Feb 2 & 3, 2007)

- Wrote several Updates from Alberta and an article for the national Community Health Nurses Association of Canada newsletter
- Submitted an abstract for the 1st National Conference for Community Health Nurses, May 3-5, 2007, Toronto, ON. Title - *The Phoenix Rises: The Evolution of a Virtual Provincial Association of CHNs*
- Co-submitted (with others across Canada) an abstract for the 19th IUHPE World Conference on Health Promotion, June 10-15 2007, Vancouver BC. Title - *Health Promotion Practice Among Community Health Nurses in Canada: Collaboration to Implement National Standards*
- *Benefited the Public*
 - Reviewed several CARNA standards/documents/guidelines including *Use of the Title Specialist in Registered Nursing Practice; Documentation Guidelines for Registered Nurses; Guidelines for Registered Nurses on Fitness to Practice and the Provision of Safe, Competent, Ethical Nursing Care*
 - Reviewed the *Canadian Community Health Nursing Standards of Practice Implementation Toolkit*
 - Participated in consultation process with the Public Health Agency of Canada for the national Public Health Competencies
- *Benefited CARNA members*
 - Developed an interactive online website (Blackboard) for members' only with over 1000 hits from members

<i>Blackboard Tool</i>	<i>Hits</i>	<i>% (hits=1053, %>2 reported)</i>
Announcements	172	16.3%
Communications/Email	105	9.97%
Discussion Board	95	9.02%
Groups	644	61.16%
Messages	23	2.18%



- Posted a spring and fall online CHNews newsletter on the members' only Blackboard
- Contacted all 2006 potential members by email who self identified with their CARNA registration that they were interested in community health nursing practice group

Activities for 2007

- Facilitate *Tools & Technology: Enhancing Alberta Community Health Nursing*, Provincial Workshop for Community Health Nurses, February 2 & 3, 2007, Red Deer Lodge, Red Deer, Alberta
 - Evaluate the workshop and prepare a report for the Public Health Agency of Canada
- Hold 1st CHNA Annual General Meeting and elections on February 3, 2007
- Establish Area Representative terms of reference, role description and orientation package

- Hold bi-monthly audio/web based meetings with area representatives
- Offer one face to face meeting with area representatives
- Update the www.chalberta.org website to include online membership registration with integrated online payments and easier streamlined access to members' only discussion boards and online resources/links
- Contact all 2007 potential members by email who self identified with their CARNA registration that they were interested in community health nursing practice group

Issues of Concern

- Effective ways to attract and retain members and board members/area representatives
- Sources of funding beyond membership
- Building members' and board members'/area representatives' capacity with online communication tools

Conclusion

Being a Specialty Practice Group with CARNA is valuable to CHNA as it provides

- Access to a list of potential interested members in community health nursing
- Communication with CARNA Regional Coordinators
- Space in Edmonton for face to face meetings
- Opportunities to provide a voice for community health nursing issues at the provincial level

Submitted by

Alison Nelson, RN MN

Interim President Community Health Nurses of Alberta

January 26, 2007

January 29, 2007

From the CHNA Interim Treasurer, Brenda George

To the CHNA Interim Board of Directors and Membership

- We started our account with a \$506.00 grant from AARN / now CARNA on February 27, 2006.
- Gifts in Kind:
 - University of Calgary Community Health Nursing Unit volunteered time & expertise for the CHNA website/Blackboard and workshop registration database set-up services free of charge.
 - University of Calgary Faculty of Nursing donated space, telephone service and meeting supplies for the Workshop Planning Meetings.
- Revenue:
 - \$20 Memberships have been the primary revenue source for 2006.
- Expenses:
 - Refreshments for the initial March/06 meeting to bring Community Nurses from across the province together to determine interest in a provincial specialty practice group = \$263
 - A nursing student was paid to complete a membership promotion project = \$250
 - Promotions (display, board, other) = \$86
- Note: Workshop expenses & revenue records will be balanced separately from memberships for 2007.
- CURRENT CHNA Account Balance
 - January 2, 2007 (end date of December statement) = \$1802.45
- Recommendations for 2007:
 - Possibly combine the positions of membership and finance, so that information and deposits are centralized with one person.
 - Have memberships go to the Treasurer/Membership Secretary's home address.
 - Continue to explore online payments with registration information submitted electronically (possibly not having cheques/deposits for membership)

Community Health Nurses of Alberta (CHNA)
c/o Faculty of Nursing
2500 University Dr. NW
Calgary, AB T2N 1N4

Email: chnalberta@shaw.ca

UPDATED AT THE AGM Feb 3/07 Red Deer Lodge, Red Deer Alberta
Community Health Nurses of Alberta (CHNA)
Executive Board and Area Representative Election 2007

In 2007, the positions of *President, Past-President, Vice-President, Area Representative Coordinator, On-line Communication Coordinator, External Communication Coordinator, Membership Coordinator, Resource Coordinator, and Treasurer* are available for election to the CHNA Executive Board. As well, there will be elections for 24 Area Representatives who live or work within the boundaries of each Regional Health Authority (2 X 8 areas plus 4 for Calgary/Capital plus 2 for FHIHB).

Voting is open to ALL current 2007 CHNA Members

Executive Board (select ONE for each position)

President

- Name: _____ Alison Nelson _____
- Name: _____

Vice President

- Name: Roxie Thompson-Isherwood
- Name: _____

Area Representative Coordinator

- Name: Judy Evans & Rosemary McGinnis (to share position)
- Name: _____

Online Communication Coordinator

- Name: Maryann Kusmirski
- Name: _____

External Communication Coordinator

- Name: Genevieve Currie
- Name: _____

Membership Coordinator

- Name: _____ Shannon Parker
- Name: _____

Resource Coordinator

- Name: Nina Hrycak
- Name: _____

Treasurer

- Name: Yvonne Burland
- Name: _____

Area Representatives (select TWO for each area, up to FOUR for Calgary & Capital)

Chinook

- Name: Sharon Yanicki (PHN)
- ~~Name: Tracey Forster (PHN) DEFEATED~~
- Name: Delores Hand (HCN)

Capital

- Name: Shirley Munro (PHN)
- Name: Rose Finvers (PHN)
- Name: _____
- Name: _____

Palliser

- Name: Tracy Kaczanowski (PHN)
- Name: Joanne Dunham (HCN)

Aspen

- Name: _____ Linda Kuraitis (PHN) _____
- Name: _____

Calgary

- Name: Magdalena Samson (PHN)
- Name: Sandy Phillips (PHN)
- Name: Ranjit Uppal (HCN)
- Name: Sharen Connelly (HCN)

Peace

- Name: Sasha Pike (PHN)
- Name: _____

DTHR

- Name: Yvonne Hoppins (HCN)
- Name: _____

Northern Lights

- Name: Michelle Major (PHN)
- Name: _____

East Central

- Name: Gloria DeJong (PHN)
- Name: Nellie Stachniak (HCN)

FNIHB

- Name: Wanda Tait
- Name: _____

Community Health Nurses of Alberta Area Representatives

Area	Area Representative	Email	Phone Number
Aspen <u>Public Health</u>	Vacant		
Aspen <u>Home Care</u>	Vacant		
Capital Health <u>Home Care</u>	Vacant		
Capital Health <u>Home Care</u>	Vacant		
Capital Health <u>Public Health</u>	Rose Finvers	rfinvers@cha.ab.ca	780-413-7942
Capital Health <u>Public Health</u>	Shirley Munro	smunro@cha.ab.ca	780-892-4663
Calgary Health <u>Home Care</u>	Ranjit Uppal	Ranjit.uppal@calgaryhealthregion.ca	403-943-1654
Calgary Health <u>Home Care</u>	Sharen Connelly	sharen.connelly@calgaryhealthregion.ca	
Calgary Health <u>Public Health</u>	Sandy Phillips	Sandy.phillips@calgaryhealthregion.ca	403-912-8401
Calgary Health <u>Public Health</u>	Vacant		

DO NOT REPRINT WITHOUT PERMISSION FROM THE COMMUNITY HEALTH NURSES F ALBERTA

Chinook <u>Public Health</u>	Sharon Yanicki	Sharon.yanicki@spha.ab.ca	403-394-7995
Chinook <u>Home Care</u>	Delores Hand	dhand@chr.ab.ca	403-388-6000
David Thompson <u>Public Health</u>	Vacant		
David Thompson <u>Home Care</u>	Yvonne Hoppins	yhoppins@dthr.ab.ca	403-341-2159
East Central <u>Public Health</u>	Gloria Dejong	Gloria.dejong@ech.ab.ca	780-853-5270
East Central <u>Home Care</u>	Nellie Stachniak	Nellie.stachniak@ech.ab.ca	
First Nations and Inuit Health	Vacant		
First Nations and Inuit Health	Wanda Tait	Wandatait@hc-sc.gc.ca	780-495-5557
Northern Lights <u>Public Health</u>	Michelle Major	mmajor@nlhr.ca	780-788-1740
Northern Lights <u>Home Care</u>	Vacant		
Palliser <u>Public Health</u>	Tracy Kaczanowski	tkaczanowski@palliserhealth.ca	403-793-6652
Palliser <u>Home Care</u>	Joanne Dunham	JDunham@palliserhealth.ca	
Peace <u>Public Health</u>	Sasha Pike	Sasha.Pike@pchr.ca	780-523-6450 local 6560
Peace <u>Home Care</u>	Vacant		

DO NOT REPRINT WITHOUT PERMISSION FROM THE COMMUNITY HEALTH NURSES OF ALBERTA

Community Health Nurses of Alberta (CHNA)
c/o Faculty of Nursing
2500 University Dr. NW
Calgary, AB T2N 1N4

Email: chnalberta@shaw.ca