



Community Health Nurses of Alberta (CHNA Alberta)

Annual General Meeting

June 17, 2009, 5:30pm to 6:00pm
Coast Plaza Hotel, Calgary, AB

Minutes

1. Members in Attendance = 24
2. Recorder – Julie Burns, Chair - Alison Nelson
3. Acceptance of the 2009 AGM Agenda
 - a. Acceptance Moved by Maryann Kusmirski
4. Old Business
 - a. Acceptance of the 2008 AGM Minutes
 - i. Acceptance Moved by Roxie Thompson Isherwood
5. New Business
 - a. CHNA Executive Board 2008 Report to Members
 - i. Presented by Alison Nelson, President
 - ii. Financial year end assets as of Dec 31/08 = \$4400
 - iii. Members as of Dec 31/08 = 44
 - b. Proposed 2009 CHNA Bylaws Changes
 - i. Acceptance Moved by Gayle Rutherford, Seconded by Alma Funk, PASSED
 - c. CHNA Alberta Rebranding
 - i. New logo/branding revealed
 - ii. Membership gift (cube note holder and CHNA Alberta business cards)
 - d. Nominations and Election of Executive Board for 2009-2011
 - i. Acceptance of Slate (Lynn Corcoran, Outreach Coordinator; Elaine Williams, Membership Coordinator) Moved by Maryann Kusmirski, Seconded by Judy Evans, PASSED
 - e. Nominations and Election of Area Representatives for 2009-2010
 - i. Acceptance of Slate, Moved by Rosemary McGinnis, Seconded by Roxie Thompson Isherwood, PASSED
 - ii. Thank-you and Recognition Certificates for Area Reps
 - f. Draw for a free 2009 membership from AGM CHNA member attendee
6. Reminders
 - a. APHA 2009 Public Health Summer School Aug 17-19, 2009, Calgary, AB, see www.apha.ab.ca

Membership Report (CHNA membership year January 1, 2008 to December 31, 2008)

Submitted by Shannon Parker, RN BN, Membership Coordinator

- 44 paid memberships (\$30 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 members live	Dec 2008
Chinook	5
Palliser	2
Calgary	17
David Thompson	5
East Central	2
Capital	11
Aspen	0
Peace	1
Northern Lights	1
Other	-
Total	44

Financial Report (January 1, 2008 to December 31, 2008)

Submitted by Tracy Forster, RN BN, Treasurer

2008 Revenues	2008 Expenses
Memberships by Cheque - \$964.00	National Conference Deposit - \$2,500; QuickBooks - \$150.00
Memberships by PayPal - \$379.75	Posters - \$40; CHNAC membership - \$125.00; Bank Fees - \$53.38
TOTAL REVENUES = \$1370.23	TOTAL EXPENSES = \$2,868.38
2007 Year End Assets = \$5993.81 (confirmed)	2008 Net Balance = minus \$1498.15
2008 Year End Assets = \$4495.66 (confirmed)	

Board Activities (January 1, 2008 to December 31, 2008)

Submitted by Alison Nelson, RN MN, President on behalf of the CHNA Executive Board

- Attended the APHA Public Health Forum October 2008.
- Represented CHNA as the Alberta provincial group on the National Board of CHNAC, as well as being a member of the Education Subcommittee.

- Negotiated with CHNAC Executive Board for provincial group status for CHNA entitling CHNA members to group membership in CHNAC beginning in 2008.
- Acted as the Chair of the Program Committee for the 2008 National CHN Conference held in Toronto.
- Co-chaired the 2009 National CHN Conference.
 - Negotiated with CHNAC Executive Board for the naming of Calgary as the venue for the 2009 National CHN Conference and the joint sponsorship and hosting by CHNAC and CHNA.
 - Participated in the 2009 National CHN Conference initial planning weekend (4 board members).
 - Participated on the 2009 National CHN Conference Planning Committee (3 board members).
 - Participated on the 2009 National CHN Conference Finance Committee (1 board member).
 - Reviewed abstracts for the 2009 national CHN Conference planning Committee (2 board members).
 - Chaired the 2009 National CHN Conference Hospitality Committee.
 - Chaired the 2009 National CHN Conference Marketing Committee.
- Recruited 14 of 24 Area Representatives from public health and home health/care nursing (target: 4 for Capital, 4 for Calgary, 2 from each of 7 areas as defined by former RHA boundaries and 2 from First Nations and Inuit Health). Northern Lights and Peace areas have no Area Representatives currently. All other areas have at least 1 Area Rep.
 - Held 5 Area Representative meetings via telephone, web/audio conference.
 - Created and approved Area Representative Terms of Reference
 - Supported an Area Rep to have a display at a provincial United Nurses of Alberta meeting.
 - Supported dissemination and discussions about the Canadian Community Health Nursing Standards of Practice at the area level.
- Maintained an interactive online CHNA members' only web forum (Blackboard) with 763 hits from members. Blackboard hits are down significantly from 2008 due to a focus on the national conference planning.

Blackboard Tool	Hits	% (%>2 reported) Total hits=763
Announcements	188	25%
Content	74	10%
Communications	51	7%
Email	48	6%
Discussion Board	217	28%
Groups	173	23%

CHNA Executive Board 2008

Alison Nelson, President
 VACANT, Past President
 Maryann Kusmirski, Vice President
 Roxie Thompson Isherwood, Online Coordinator
 Judy Evans, Area Representative Co-Coordinator
 Rosemary McGinnis, Area Representative Co-Coordinator
 Shannon Parker, Membership Coordinator
 Tracey Forster, Treasurer
 VACANT Outreach Coordinator

A special thank-you to Judy Evans and Shannon Parker for all their hard work on the Executive Board over the last 2+ years. Their commitment to the Community Health Nurses of Alberta is appreciated!

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