

AGM Information, instructions and surveymonkey link emailed to members Sept 22/08

Active on Blackboard Sept 29 to Oct 6, 2008

Kusmirski, Maryann

Nelson, Alison

Parker, Shannon

Rutherford, Gayle

Thompson Isherwood, Roxie

Thread: AGM Agenda

Post: [AGM Agenda](#)

Author: Alison Nelson

Posted Date: September 22, 2008
12:42 AM

Last Modified Date: September
22, 2008 8:14 PM

Status: Published

Here's how the AGM will work

CHNA members sign into <http://blackboard.ucalgary.ca> **anytime between Sept 29 and Oct 5, 2008**. There is **NO SET TIME** that you need to be online and can sign in anytime 24/7. Reviewing and voting will take about 30 minutes of your time.

Your username is **firstname_lastname_nu**, **password is CHNA2008** for current 2008 CHNA members (see below if you need to renew your membership)

Once in Bb, click on Community Health Nurses of Alberta (to the right under My Courses)

Go to the Members' Discussion (blue/green left button)

Click on the 2008 AGM Forum

Review the 2007 Report to Members

Review the Proposed Bylaw Changes

Review the Proposed Slate for Election

After a motion is made on the Forum to accept the above, please VOTE at

http://www.surveymonkey.com/s.aspx?sm=9WI0quNII2AkZ154t0io_2bQ_3d_3d

a link will be available to the surveymonkey on the Forum

After Oct 5, 2008, minutes of the AGM will be compiled and sent to members/posted on the Blackboard.

All comments on the format of the 2008 AGM as well as on the Report, Bylaw Changes and Proposed Slate are very welcome and can also be posted on the Blackboard or emailed to chnalberta@shaw.ca

Thread: 2007 Report to Members

Post: [2007 Report to Members](#)

Author: Alison Nelson

Posted Date: September 21, 2008
11:56 PM

Last Modified Date: September
22, 2008 8:14 PM

Status: Published

Please click on the attachment to view the 2007 Report to Members from the CHNA Executive Board.

Thread: Proposed Bylaw Changes

Post: [Proposed Bylaw Changes](#)

Author: Alison Nelson

Attachment: [Community Health Nurses of Alberta Bylaws Oct 2008.doc](#) (83.5 Kb)

Posted Date: September 21, 2008
11:58 PM

Last Modified Date: September
22, 2008 8:14 PM

Status: Published

Please review proposed Bylaw changes [HERE](#). Click on the attachment to view. **Note the major sections are highlighted in the document in yellow**. The other changes are just wording or updating to new terms etc.

Thread: Proposed Slate for Election to Executive Board Post: Proposed Slate for Election to Executive Board Author: Alison Nelson	Posted Date: September 22, 2008 12:18 AM Last Modified Date: September 22, 2008 8:13 PM Status: Published
Here is the proposed slate for election to the CHNA Executive Board for 2008.	
Vice-President - Maryann Kusmirski Online Coordinator - Roxie Thompson-Isherwood Treasurer - Tracey Forster Secretary - VACANT Outreach Coordinator - VACANT	
If you know of anyone who is interested in filling the above vacant positions, please email chnalberta@shaw.ca or alison.nelson@cancerboard.ab.ca	

Thread: Motion to Accept Report, Bylaws, Slate Post: Motion to Accept Author: Roxie Thompson Isherwood	Posted Date: October 3, 2008 4:44 PM Status: Published
Hi Everyone, I move that we accept the 2007 Report to Members, the Proposed Bylaw Changes, and the Proposed Slate for Election to the Executive Board. Seconder? Roxie Thompson Isherwood	

Thread: Motion to Accept Report, Bylaws, Slate Post: RE: Motion to Accept Author: Maryann Kusmirski	Posted Date: October 5, 2008 7:21 PM Status: Published
I second the motion	
Maryann Kusmirski	

Thread: Voting to Accept Report, Bylaws, Slate Post: Voting to Accept Report, Bylaws, Slate Author: Alison Nelson	Posted Date: September 22, 2008 12:21 AM Last Modified Date: September 22, 2008 8:13 PM Status: Published
Please vote HERE to accept the 2007 Report to Members, Proposed Bylaws and Proposed Slate for Election.	
CLICK here to vote through surveymonkey.com	

Results of Online Voting: 10 members voted

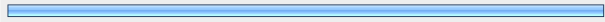
2007 Report to members – accepted 10/10, 100%
Proposed Bylaws – accepted 10/10, 100%
Slate for Election – accepted 10/10, 100%

 **Response Summary**

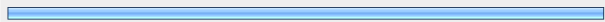
Total Started Survey: 10
Total Completed Survey: 10 (100%)

Page: CHNA Annual General Meeting Vote 2008

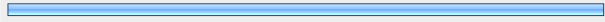
1. I accept the 2007 Report to Members as presented.

	Response Percent	Response Count
Yes 	100.0%	10
No	0.0%	0
Abstain	0.0%	0
<i>answered question</i>		10
<i>skipped question</i>		0

2. I accept the Proposed Bylaw Changes as presented.

	Response Percent	Response Count
Yes 	100.0%	10
No	0.0%	0
Abstain	0.0%	0
<i>answered question</i>		10
<i>skipped question</i>		0

3. I accept the Proposed Slate for Election to the CHNA Executive Board as presented.

	Response Percent	Response Count
Yes 	100.0%	10
No	0.0%	0
Abstain	0.0%	0
<i>answered question</i>		10
<i>skipped question</i>		0

Community Health Nurses of Alberta

2007 Report to Members

Membership Report (CHNA membership year January 1, 2007 to December 31, 2007)

Submitted by Shannon Parker, RN BN, Membership Coordinator

- ◆ 76 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 members live	Dec 2007
Chinook	10
Palliser	2
Calgary	25
David Thompson	6
East Central	5
Capital	20
Aspen	3
Peace	3
Northern Lights	1
Other	1
Total	76

Financial Report (January 1, 2007 to December 31, 2007)

Submitted by Tracy Forster, RN BN, Interim Treasurer

2007 Revenues	2007 Expenses
<i>PHAC contract = \$6,600</i>	<i>Workshop Speakers/Coordination = \$5,060.82</i>
<i>Membership (PayPal) = \$1772.58</i>	<i>Hotel = \$6,450.32</i>
<i>Workshop Registration Fees = \$2888.54</i>	<i>Bank Charges = \$161.65</i>
TOTAL REVENUES = \$11,261.12	TOTAL EXPENSES = \$11,672.79
2006 Year End Assets = \$6,250.09 (confirmed)	
2007 Net Balance = minus \$411.67 (the records are missing \$155.39)	
2007 Year End Assets = \$5993.81 (confirmed)	

Board Activities (January 1, 2007 to December 31, 2007)

Submitted by Alison Nelson, RN MN, President

- Developed, provided and evaluated a provincial workshop on the *Canadian Community Health Nursing Standards of Practice Implementation Toolkit* Feb 2 & 3, 2007 in Red Deer with 80 participants through contracted funding provided by Public Health Agency of Canada with support from the University of Calgary and the Calgary Health Region.
- Hosted an evening reception and *Celebration of Community Health Nursing in Alberta* with regional presentations of highlighted practices on Feb 2, 2007 at the Red Deer CHNA workshop
- Held the first CHNA Annual General Meeting and elections on February 3, 2007
- Participated in the consultation process with the Public Health Agency of Canada for the national *Public Health Competencies*
- Wrote several *Updates from Alberta* for the national Community Health Nurses Association of Canada newsletter
- Participated in the Nova Scotia equivalent of the *Canadian Community Health Nursing Standards of Practice Implementation Toolkit* workshop in Halifax on March 20 & 21, 2007
- Presented at the *1st National Conference for Community Health Nurses*, May 3 to 5, 2007, Toronto, ON. Title - *The Phoenix Rises: The Evolution of a Virtual Provincial Association of CHNs*
- Co-presented (with others across Canada) at the *19th IUHPE World Conference on Health Promotion*, June 10 to 15 2007, Vancouver BC. Title - *Health Promotion Practice Among Community Health Nurses in Canada: Collaboration to Implement National Standards*
- Attended the University of Alberta *Public Health Symposium*, November 15 & 16, 2007
- Reviewed the *National Core Competencies for Immunization Providers and Working Group Draft Terms*
- Recruited 15 out of 24 area representatives from public health and home care/health nursing (4 for Capital, 4 for Calgary, 2 each for all other areas as defined by RHA boundaries and 2 from First Nations and Inuit Health)
 - Held an area reps face to face meeting and dinner on Feb 2/07 at the Red Deer CHNA workshop
 - Developed an area reps page on the members' only online Blackboard
 - Held 2 area rep meetings via web/audio conference

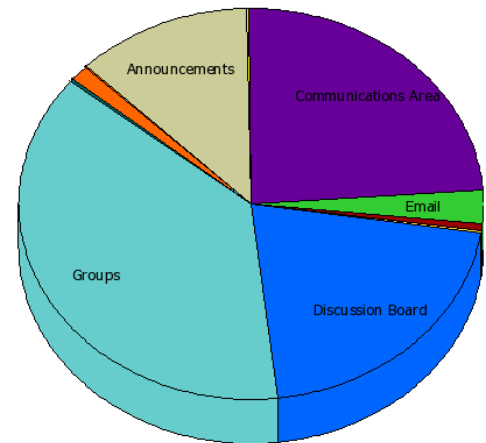
Community Health Nurses of Alberta (CHNA)

www.chnalberta.org

Email: chnalberta@shaw.ca

- Maintained an interactive online CHNA members' only web forum (Blackboard) with 5875 hits from members

<i>Blackboard Tool</i>	<i>Hits</i>	<i>% (%>2 reported) Total hits=5875</i>
Announcements	718	12%
Communications	1407	24%
Email	162	3%
Discussion Board	1221	21%
Groups	2210	38%



- Acted as CHNA's representative on the National Board of Community Health Nurses Association of Canada (CHNAC), as well as being a member of the Education Subcommittee.
 - Represented CHNA's voice within the national scene.
 - Acted as the Chair of the Program Committee for the 2008 National CHN Conference held in Toronto.
 - Facilitated conversation with CHNAC regarding the development of provincial associate status for CHNA.
- Developed and distributed a small poster to CHNA members summarizing the role, standards and values/beliefs of community health nursing as outlined in the *Canadian Community Health Nursing Standards of Practice*
 - Gave permission to the Community Health Nurses Association of Canada to share/adapt the above CCHNSoP poster with other interested provincial community health nursing groups
- Hosted a members' only discussion (postings and replies) on the *Canadian Community Health Nursing Standards of Practice* (including follow-up from the Red Deer Workshop) on the CHNA Blackboard from March 12/07 to March 26/07
- Surveyed members on their continued interest in online members' only discussions (23/23 yes or maybe interested in online discussions, most interested in quarterly asynchronous 2-week timeframes with topics focusing on area/provincial initiatives or programs)

Board Members 2007/2008

Alison Nelson, President
 VACANT, Past President
 Roxie Thompson Isherwood, Vice President
 Judy Evans, Area Representative Coordinator (Co)
 Rosemary McGinnis, Area Representative Coordinator (Co)
 Maryann Kusmirski, Online Communication Coordinator
 Genevieve Currie, External Communication Coordinator (maternity leave mid term)
 Shannon Parker, Membership Coordinator
 Nina Hrycak, Resource Coordinator (leave mid term)
 Yvonne Burland, Treasurer (resigned mid term)
 Tracey Forster, Interim Treasurer

A big thank-you to the 2007/2008 CHNA board members, Genevieve Currie, Nina Hrycak and Yvonne Burland who have moved on from the board. Their contributions to CHNA are appreciated.

Community Health Nurses of Alberta By-Laws

~~August 10, 2005~~ October 2008

Article I. Name and Location

Section 1.01 The name of the organization is *Community Health Nurses of Alberta*, hereinafter referred to as 'CHNA'.

Section 1.02 The office of the CHNA shall be located ~~in the Community Health Nursing Unit, Faculty of Nursing, University of Calgary~~ at the Membership Coordinator's address or at such a place as determined by the Executive Board.

Article II. Affiliation

Section 2.01 CHNA shall be a Specialty Practice Group (SPG) of the ~~Alberta College and~~ Association of Registered Nurses of Alberta (AARNCARN).

Section 2.02 CHNA shall be a provincial affiliate community health nursing group of the Community Health Nurses Association of Canada (CHNAC).

Article III. Purpose

Section 3.01 CHNA's vision: *The recognition of Community Health Nurses (CHNs) in Alberta for their unique contribution to the health and well being of all Albertans.*

Section 3.02 CHNA's mission: *To advance the profile of community health nursing in Alberta, ~~through the use of Internet technology.~~*

Section 3.03 CHNA's guiding principles: *The Community Health Nursing Standards of Practice (CHNAC, ~~2003~~2008) and the Principles of Primary Health Care (WHO, 1978).*

Section 3.04 The Goals of CHNA are:

(a) To ~~celebrate~~ acknowledge and advance the collective knowledge, skills and expertise of community health nursing practice CHNs in Alberta.

- 1) *To provide on-line access to community health nursing resources and best practice innovations.*
- 2) *To provide opportunities for continuous learning ~~through future educational workshops~~ for CHNs*
- 3) *To support and disseminate ~~and support~~ community health nursing research*

(b) To increase the public's awareness of the knowledge, skills and expertise of CHNs in Alberta

1) To maintain a public CHNA website

2) To promote community health nursing and CHNA through various public communication avenues

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(b)(c) To create an on-line a community of practice for CHNs in Alberta

1) To provide an on-line forum for ~~supportive~~ professional networking

2) To engage CHNA members in CHNA activities

2) ~~To generate on-line solutions and suggestions to overcome practice challenges~~

3) ~~To provide student nurses with on-line opportunities to network with CHNs in various practice settings.~~

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(e)(d) To fulfill the requirements of an ~~AARNA~~ CARNA SPG

1) To submit an annual report and regular provincial council updates to CARNA

2) To respond to requests from CARNA for document reviews

~~1)3)~~ To be present attend when possible at the AARN-CARNA annual convention

~~(d)~~(e) To develop further partnershipshave relationships with other associations interested in community health

1) To ~~develop a formal~~ maintain a relationship with the Alberta Public Health Association (APHA)

2) To develop a relationship with the Home Care Association of Alberta (HCAA)

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~~2)3)~~ To be present when possible at other promote and attend conferences related to community health nursing

~~(e)~~(f) To be the Alberta representative provincial community health nursing group in to the Community Health Nurses Association of Canada (CHNAC).

1) To ~~participate in~~ promote the CHN certification ~~exam~~ through the Canadian Nurses Association (CNA)

2) To support national and provincial CHNAC activities

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Article IV. Membership

Section 4.01 Any practicing or non-practicing nurse, with an interest in community health nursing, who is a member or an associate as defined by the ~~AARN-CARNA~~ by-laws, shall become a member of CHNA upon payment of an annual membership fee.

Section 4.02 Community Health Nursing is defined as nursing practice specializing in promoting the health of individuals, families, communities and populations, and promoting an environment that supports health (CHNAC, ~~20032008~~).

Section 4.03 The membership year shall be from January 1 to December 31 each year.

Section 4.04 ~~Membership Fees: Membership fees shall be paid annually. This fee shall be an amount as may from time to time be fixed by the Executive Board and ratified at the Annual General meeting, o-r special vote by the membership.~~

Section 4.05 Privileges of active membership include:

- (a) The right to vote
- (b) The right to hold office
- (c) The right to have direct access to CHNA members' only Blackboard on-line resources and participate in CHNA on-line discussions.

Article V. Executive Board

Section 5.01 Executive Board: The Executive Board shall be composed of the President, Past-President, Vice-President, ~~Regional Area~~ Representative Coordinator, On-line ~~Communication~~ Coordinator, ~~Secretary, External Communication Coordinator~~, Membership Coordinator, ~~Resource Outreach~~ Coordinator, and Treasurer.

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- (a) Duties of President: The President shall supervise the business and affairs of the CHNA and represent it during her or his term in office. The President shall be an ex-officio member of all committees and perform all duties incidental to the office. The President shall preside at all meetings of the Executive Board and general membership.
- (b) Duties of Past-President: The Past-President shall act as an advisor to the President and Executive Board and as the CHNA historian. The Past-President shall chair the nominating committee.
- (c) Duties of the Vice-President: The Vice-President shall be the designated representative for CHNA at the national CHNAC meetings. The Vice-President shall preside at meetings and fulfill the duties of President in the absence of the President. The Vice-President shall become President in the successive term of office.
- (d) Duties of the Regional Area Representative Coordinator: The Regional Area Representative Coordinator shall seek Regional Area Representatives who live or work within the boundaries of each of the Regional Health Authorities health regions within ~~the province of Alberta~~ Alberta Health Services. The Regional Area Representative Coordinator shall communicate with the Regional Area Representatives on a regular basis to keep them informed of CHNA business and to keep the Executive Board informed on issues that are brought forward by the Regional Area Representatives.
- (e) Duties of On-line ~~Communication~~ Coordinator: The On-line ~~Communication~~ Coordinator shall maintain and update the CHNA website and Blackboard site. The On-line ~~Communication~~ Coordinator shall coordinate the creation and monitoring maintenance of ~~on-going~~ on-line discussionsactivities.
- (f) Duties of ~~External Communication Coordinator~~ Secretary: The ~~External Communication Coordinator~~ Secretary shall be responsible for all correspondence and records and keep accurate minutes of all CHNA meetings. The ~~External Communication Coordinator~~ Secretary shall be responsible for

the safekeeping and distribution of the CHNA display. The ~~External Communication Coordinator~~Secretary shall submit notices of meetings and news for publication to the AlbertaRN and other publications and through the CHNA Blackboard site. The ~~External Communication Coordinator shall~~ Secretary shall act as a liaison with ~~AARN-CARNA~~ and other ~~AARN-CARNA speciality practice~~interest groups.

- (g) Duties of the Membership Coordinator: The Membership Coordinator shall keep an up-to-date record of CHNA membership and be responsible for membership renewals. The Membership Coordinator shall be responsible for ~~s~~ enrolling and updating CHNA members in ~~submitting names to Blackboard administrators for on-line membership privileges and maintaining an up-to-date list of members on-line.~~ The Membership Coordinator shall be responsible for ~~maintaining up-to-date e-mail contact lists for the use of the Executive Board for the purpose of communicating with the membership~~ liaisoning with the CHNAC membership coordinator.

- (h) Duties of the ~~Resource Outreach~~ Coordinator: The ~~Resource Outreach~~ Coordinator shall be responsible for ~~maintaining creating various online and face to face opportunities for CHNA members to engage with each other, the Area Representatives and/or the Executive Board.~~ up-to-date resources on-line with hard copies as needed. The Resource Coordinator shall ensure that all resources posted on the CHNA web-site be current, relevant, and respectful of Canadian copyright laws. Resources may be sought by the Resource Coordinator or obtained through other sources such as through CHNA member suggestions. The Outreach Coordinator shall coordinate the promotion and facilitation of CHNA events and activities.

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- (i) Duties of the Treasurer: The Treasurer shall select a suitable bank and arrange signing authority. The Treasurer shall maintain accurate account of CHNA funds and prepare an annual budget and year end report for approval by the Executive Board.

Section 5.02 Terms of Office: The members of the Executive Board shall hold office for a term of two (2) years following their

election at the AGM. Efforts will be made to have one-half of the members of the Executive Board elected each year to ensure continuity from year to year.

Section 5.03 Powers of the Executive Board:

- (a) Creation of other committees: The Executive Board shall have the power to create committees as it may time to time deem advisable. The membership and terms of reference for these committees are to be decided by the Executive Board.
- (b) The Executive Board shall represent and manage the CHNA in all its business affairs, subject to the provisions of these by-laws. The board shall supervise all publications and statements issued on behalf of the CHNA or using the name of the CHNA in any manner whatsoever.

Section 5.04 Meetings of the Executive Board:

- (a) At least four (4) meetings of the Executive Board will be held each fiscal year. These meetings shall be either asynchronous on-line or a combination of face-to-face with synchronous on-line. Asynchronous meetings will be held within a maximum of a 7-day period of time.
- (b) The president shall call a meeting at her/his discretion or upon written request from a majority of the Executive Board.
- (c) Should a situation occur that does not permit a formal meeting ~~or audio conference~~, the president shall consult with available members of the Executive Board and take such actions as deemed in the best interest of CHNA. The interim action shall be documented and subject to ratification by e-mail vote or at the next meeting of the Executive Board.

Section 5.05 Quorum for Executive Board Meetings: Five A simple majority of board members shall constitute a quorum at any meetings of the Executive Board.

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Section 5.06 Vacancies: Should a vacancy occur on the Executive Board, the Executive Board shall appoint a CHNA member to fill the position for the remainder of the term.

Section 5.07 Nominations and Elections

- (a) The nominating committee shall be composed of the Past-President and two (2) other members of CHNA.
- (b) Duties of the nominating committee shall include:
 - 1) *Planning succession for the appropriate number of the Executive Board to maintain continuity;*
 - 2) *Soliciting candidates for nomination for open positions from within the CHNA membership*
 - 3) *Overseeing the election procedure.*
- (c) Elections: Elections of the Executive Board shall be completed on-line using up-to-date technology to ensure confidentiality and security.

Article VI. Financial Accountability

Section 6.01 *There shall be a finance committee consisting of the Treasurer, President, and ~~Past-Vice~~-President.*

Section 6.02 *The signing officers of CHNA shall be the Treasurer or an appointed delegate who is accountable to generally accepted accounting principles.*

Section 6.03 *The financial records of CHNA shall be audited once each year by two members of the SOCIETY elected for that purpose at the Annual General Meeting. The auditors' report and financial statement shall be presented at the next Annual General Meeting.*

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~~Section 6.03~~**Section 6.04** *The fiscal year of the CHNA shall end on ~~March~~ December 31 each year.*

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Article VII. Meetings

Section 7.01 *Every effort will be made to make decisions by consensus but when this is not possible or appropriate a decision will be made by simple majority vote.*

Section 7.02 *Annual General Meetings will be held at any time within the calendar year, providing that members receive a minimum of ~~90-30~~ days notice of the AGM by email and through an announcement on posted on the CHNA Blackboard site including an agenda and any other relevant materials (see Section 8.01).*

Section 7.03 *Annual General Meetings will be conducted using current technology such as through website asynchronous discussions or through a combination of face-to-face and synchronous discussion.*

Section 7.04 *Additional general membership meetings of the CHNA may be called at any time and place at the discretion of the Executive Board or at the request of at least 10 members.*

Section 7.05 *The number of CHNA members participating in any general meeting shall constitute a quorum.*

Article VIII. Amendments

Section 8.01 *By-law amendments: These by-laws may be added to, altered, repealed or amended at the CHNA Annual Meeting by a majority of the votes cast provided that the notice of such Annual Meeting has been advised that such amendments would be dealt with at that time.*