



Community Health Nurses of Alberta
(CHNA Alberta)
Annual General Meeting Minutes
September 5, 2012, 6:30pm to 7:30pm

Minutes

1. Membership Attendance :

Rosemary McGinnis (Chair)	Alison Nelson	Amanda Preston
Roxie Thompson Isherwood	Maryann Kusmirski	Genevieve Currie
Elaine Williams	Fletcher Hamilton	Lynn Corcoran
Judy Evans	Patty LeMay	

Regrets: Penni Wilson

2. Recorder: Patty LeMay

3. Acceptance of the 2012 AGM Agenda

2012 AGM Agenda accepted by Genevieve Currie/ Maryann Kusmirski.

4. Old Business

- a. Acceptance of the 2011 AGM Minutes.
2011 CHNA Alberta AGM meeting minutes accepted by Rosemary McGinnis/ Maryann Kusmirski. The minutes are posted on the web site.

5. New Business

- a. CHNA Alberta Executive Board Report to Members: Year 2011. Report reviewed.
 - i. **Financial Report:** Highlights included \$5,000 profit from the Ethics Workshop. The 2011 CHNA Alberta financial records were audited by Rosemary and Maryann; a formal submission was not forwarded as three items are still outstanding. Discussion regarding process: the 2011 auditors were to be nominated at the 2012 AGM. Noted that the 2010 financial records were not formally audited. Patty had briefly reviewed the 2010 financial records. Two receipts missing in 2010. A formal audit for 2010 will need to be completed. Alison has received other financial records from the past Treasurer; these items are to be reviewed for missing information from 2010/2011 records.

MOTION #1: *Move that the Financial Reports for 2010 and 2011, in draft, to be forwarded to the CHNA Alberta Finance Committee for review and preparation for Board review.* Roxie Thompson-Isherwood/Lynn Corcoran.

Discussion: *friendly amendment:* Move that the Finance Committee review the auditing process and make recommendations for future review to the Board. Roxie Thompson-Isherwood/Lynn Corcoran. Carried.

Action: Alison to forward financial information to Amanda; Patty to connect with Amanda once she has received information from Alison.

- ii. **Membership Report:** The Ethics Workshop in March 2011 contributed to an increase in membership registrations for the 2011 year. FNIH members were registered as a group, thus, some registrations did not contain the Zone information location.

MOTION #2: Move that the 2011 CHNA Alberta Report to the Members be accepted. Judy Evans/Elaine Williams. Carried.

b. CHNA Alberta Nominations and Election of Board Members for 2012 – 2014

General discussion. Alison is stepping down. She will keep her mentoring commitments to connect with committee members about administering the web site, and 'how to's' for Mail Chimp and Ready Talk.

- i. **President:** vacant. Members agreed to take turns rotating through this position currently.
- ii. **Vice-President (National):** Genevieve Currie. Nominated at 2011 AGM. Term started in 2012 to 2014.
- iii. **Vice-President (Provincial):** Rosemary McGinnis. Accepted by acclamation for another two-year term. End date September 2014.
- iv. **Treasurer:** Amanda Preston (Sept 2011-2013)
- v. **Membership Coordinator:** Elaine Williams (Sept 2011 – 2013)
- vi. **Co-Chair Education Coordinator:** Roxie Thompson-Isherwood. Accepted by acclamation for another two-year term. End date September 2014.
- vii. **Co-Chair Education Coordinator:** Lynn Corcoran. Accepted by acclamation for another two-year term. End date September 2014.
- viii. **Secretary:** Patty LeMay. Began position in February 2012. Accepted by acclamation for an official two-year term. End date September 2014.
- ix. **Communications:** vacant
- x. **Public Health Practice Lead:** vacant
- xi. **Home Health Practice Lead:** vacant
- xii. **Members at Large:**
 - 1. Judy Evans. Term for Secretary and Member-at-Large (Sept 2011 – 2013)
 - 2. Fletcher Hamilton: Term for Member-at-Large/Secretary/Member-at-Large (Sept 2011 – 2013)
 - 3. Penni Wilson (Sept 2011-2013)

MOTION #3: Move to accept nominations as written. Roxie Thompson-Isherwood/Lynn Corcoran. Carried.

- c. Draw for a free 2013 membership from AGM member attendees. Genevieve Currie is the winner.

6. Update: 2013 National CHN Conference, Kelowna, BC

Planning Committee has formed. Call for Abstracts will go out in the next ten days. Deadline for submissions: November 2nd. Reviewed other national conference locations:

- 2014 Ottawa
- 2015 St. John's

7. Adjournment

MOTION #4: *Move to adjourn CHNA Alberta 2012 AGM (1940 hours).* Roxie Thompson-Isherwood/Maryann Kusmirski. Carried.