



College of **Registered Nurses**  
of Newfoundland & Labrador

**2020**

# **ANNUAL MEETING BUSINESS DOCUMENTS**



# 66TH ANNUAL GENERAL MEETING



# Table of Contents

Agenda.....	1
Annual Meeting Rules and Privileges.....	2
Minutes of 2019 Annual General Meeting.....	4



**66TH ANNUAL GENERAL MEETING**  
**Tuesday, June 16, 2020**  
**Provincial Webinar/Teleconference**

**AGENDA**

1900	<b>Call to Order</b>	<b>Elaine Warren</b> , Chair
	<b>Review of Electronic Participation</b>	<b>Event Coordinator</b>
	<b>Welcome &amp; Introductions</b>	<b>Elaine Warren</b> , Chair
	<b>Minutes of 2019 Annual General Meeting</b>	<b>Elaine Warren</b> , Chair
1920	<b>Report of Committee on Nominations</b>	<b>Julie Nicholas</b> , Past President
	Election Results	Chair, Committee on Nominations
	Motion to Accept Report & to Destroy Electronic Ballots*	
1930	<b>Presentation of Audited Financial Statements</b>	<b>Lana Littlejohn</b> , Director of Corporate Services <b>Will Penney</b> , CPA, CA, KPMG
1940	<b>Annual Report</b>	<b>Lynn Power</b> , Executive Director
2010	<b>Open Discussion Forum</b>	<b>Elaine Warren</b> , Chair
2040	<b>Chair's Remarks and Transfer of Office</b>	<b>Elaine Warren</b> , Chair
2050	<b>Incoming Chair's Remarks</b>	<b>Tracy MacDonald</b> , Chair
2055	<b>Introduction of New Council</b>	<b>Tracy MacDonald</b> , Chair
2100	<b>Adjournment</b>	<b>Tracy MacDonald</b> , Chair

**\*Proposed Motion: to accept the report of the Nominations Committee and to delete the electronic ballots one week post the annual meeting, noting that generic demographic voting data shall be retained for trending analysis.**

## **Annual General Meeting (AGM) Rules and Privileges - 2020**

**The 2020 AGM is the second meeting held via webinar using technology to facilitate meeting procedures. The rules and privileges were revised in 2019 to accommodate this format.**

### **1. Meeting Participation**

- 1.1 The 66<sup>th</sup> Annual General Meeting of the CRNNL is available to all CRNNL members and to the public via webinar. The meeting is also available for observers via telephone access.
- 1.2 All voting at the AGM will take place electronically. The voting procedure will be forwarded to members who pre-register for the meeting (“Pre-registered members”).
- 1.3 Pre-registered members or duly appointed public representatives on Council (“public representatives”) attending the AGM may move, second and vote on procedural motions<sup>1</sup> and resolutions.
- 1.4 Members attending the AGM by telephone who have not pre-registered are permitted to participate in the AGM as observers only and may be invited to speak during business sessions, time permitting, at the discretion of the chairperson.
- 1.5 Members of the general public and nursing students are permitted to attend the business sessions as observers only.

### **2. AGM**

- 2.1 The Council has the authority to approve the minutes of the Annual General Meeting.
- 2.2 The Council has the authority to approve the agenda for the Annual General Meeting.
- 2.3 The Council has the authority to approve the rules and privileges for the Annual General Meeting.

### **3. Resolutions Session**

- 3.1 Resolutions presented at the Resolutions Session of the AGM will be:
  - (i) submitted in writing by a member, group of members, or public representative (i.e. with a mover and seconder) by the deadline set out in the “Call for Resolutions” as published in *THE COLLEGE CONNECTION* and posted to the website (May 15, 2020);

<sup>1</sup>Procedural motions – motions for approving routine process required at an AGM (e.g. Motion to accept the Report of the Nominations Committee and to Destroy Electronic Ballots from Council elections)

- (ii) validated by the Resolutions Committee with the mover and seconder to ensure the intent is clear and reflected in the wording such that dialogue at the AGM may be focused on intent versus grammar/language;
  - (iii) reviewed by the Governance Committee; and
  - (iv) posted on the CRNNL's website prior to the AGM.
- 3.2 Resolutions presented in the Resolutions Session of the AGM will be discussed and voted on as posted on the website, without amendment. All comments made in response to a resolution will be recorded and provided to Council to inform deliberations regarding the subsequent action by Council on resolutions.
- 3.3 A resolution may only be moved and seconded by a pre-registered member or public representative.
- 3.4 The chairperson shall call pre-registered members and public representatives' in the order in which they indicate via webinar they wish to speak alternating with pre-registered members and public representatives attending by telephone. The chairperson shall make every effort to respond to speakers in the order in which they indicate they wish to speak. The chairperson has discretion to call for members attending by telephone as observers if time permits.
- 3.5 A pre-registered member or public representative may speak only once to any one resolution for a maximum of three minutes. The chairperson shall use discretion in limiting or extending debate.
- 3.6 Once three (3) consecutive speakers have spoken on one side of a resolution (in favour or against) the chair will ask for any speakers that wish to speak to the other side of the resolution (in favour or against). If no such speakers, the chair will give the mover of the motion three (3) minutes to close debate, if the mover wishes to do so, and then call for the vote.

#### **4. Authority of the Chairperson**

- 4.1 The chairperson shall ensure the meeting proceeds in a fair and effective manner and has authority to decide on procedural matters that may arise where a procedure is not set out in these rules.

ASSOCIATION OF REGISTERED NURSES OF NEWFOUNDLAND & LABRADOR  
MINUTES OF 2019 ANNUAL GENERAL MEETING BY WEBINAR  
ARNNL HOUSE, ST. JOHN'S  
JUNE 10, 2019

---

The 65<sup>TH</sup> Annual General Meeting (AGM) of the Association of Registered Nurses of Newfoundland and Labrador (ARNNL) was held via provincial webinar.

1. CALL TO ORDER

The President, Elaine Warren called the meeting to order at 1900h and indicated that the annual meeting is available for the first time by webinar as well as audio conference. She is delighted to chair the first technology-based provincial AGM.

2. INSTRUCTIONS FOR ELECTRONIC PARTICIPATIONS

The President reviewed the process for joining the meeting via webinar and phone. Instructions were sent to those pre-registered via email. She also made mention of the business documents that will be referred to during the meeting and advised that the AGM documents are on ARNNL's website. A Live Chat option or phone number was provided for anybody experiencing technological issues connecting to the meeting.

A description of how Quorum is determined was described in accordance with Bylaw Article V, Section 4: a) voting members present; and b) the majority of members of Council.

Questions were encouraged and could be submitted at any point during the meeting to be addressed at a specific time dedicated for questions and comments on the agenda.

A sample vote was carried out at start of the meeting to ensure any member intending to vote was able to utilize the voting process that will be used during the meeting.

3. WELCOME AND INTRODUCTIONS

The President welcomed all registrants and acknowledged Beverly Pittman, President Elect; Lynn Power, Executive Director; and Don Ash, Parliamentarian.

She reminded all that the AGM Rules and Privileges were recently changed in consultation with the Parliamentarian. The revised Rules and Privileges were posted on ARNNL's website and shared for everybody's access.

4. MOTION TO ADOPT THE ANNUAL MEETING AGENDA

Members were directed to the proposed agenda in the Business Documents.

MOTION 1:

Crystal Northcott/Steve Clark

**THAT the annual meeting agenda be adopted.**

CARRIED

5. MINUTES OF 2018 ANNUAL MEETING

The rules and privileges of the annual meeting give authority to Council to approve the minutes of the annual meeting and this has been done. Any business arising from the June 8, 2018 annual meeting is addressed in this year's annual report. Questions may be asked during the Open Discussion Forum.

6. REPORT OF COMMITTEE ON NOMINATIONS AND ELECTION RESULTS

Julie Nicholas, Chair of the Committee on Nominations, presented the Committee's report. She announced the successful candidates and welcomed new Council members to their roles for the upcoming year.

The Chair thanked the Committee on Nominations: Sarah Messervey, Elizabeth Sooley, Renee Luedee-Warren, Krista Lynn Howell, Julie Nicholas and Christine Fitzgerald (staff resource) for their important work over the year.

**Results:**

Successful and unsuccessful candidates were notified by the Committee Chair of the results in early April. All were thanked for putting their names forward for election.

Successful candidates:

Kelly Barron, Advanced Practice Councilor

Krysta Simms, Practice Councilor

She wished Kelly and Krysta well in their terms on Council.

Ms. Nicholas recommended adoption of the Report of Committee on Nominations including Election Results.

MOTION 2:

Valery Goulding/Marie Budden

**THAT the Report of Committee on Nominations be accepted.**

CARRIED

MOTION 3:

Tracy McDonald/Glyn George

**THAT the electronic ballots from the 2019-20 Election Results be deleted one week post the annual meeting noting generic demographic data will be retained for trending analysis.**

CARRIED

7. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

Lana Littlejohn, Director of Corporate Services presented the statements with Will Penney, auditor from KPMG present to answer any questions. She stated that it is the first year ARNNL included a summarized format of the statements in the printed annual report. The Director presented on the full set of statements approved by Council at their meeting earlier in the day (June 10, 2019). She defined financial statements and presented a breakdown of the contents of the statements specifying that money at year end March 31 is high due to licensure time, however, this money will be used throughout the year. She indicated that a

clean audit was reported and all financial requirements and required regulatory responsibilities of the Association were met. The Association will continue to build reserves for Council directed funds (e.g. future building).

8. ANNUAL REPORT

The Executive Director reported, using examples walking through the annual report, on progress towards the overall Strategic Outcomes of Council and related projects and initiatives. She highlighted some of the key achievements of the ARNNL for the past year and ongoing initiatives under the framework of Public Confidence in Self-Regulation, Accountable Professions, and Evolution of the Profession. She began her presentation with reference to the historic amendments to the RN Act defining the imperative role played by the regulator in the lives of Newfoundlanders and Labradorians with one of the most significant amendments being the organization's upcoming name change from the Association to a College.

She invited all members to become engaged with ARNNL and thanked the many members and public representatives for their support, expertise and time voluntarily contributed to ARNNL. The ED also acknowledged the invaluable team of enthusiastic and dedicated ARNNL staff.

Questions regarding the annual report can be asked during the Open Discussion Forum.

The President thanked the ED and staff for their excellent work.

9. PRESIDENT'S ADDRESS

The President presented on some of Council's activities over the past year also highlighting the amendments to the RN Act. She reported on the action taken for each of the resolutions and the motion from the 2018 AGM. The President concluded with thanks to Council and staff for their support in her first year as President and acknowledged the value and insight that the public representatives on Council bring to the Council table. She is honored to be the 29<sup>th</sup> ARNNL President and the last, as the organization's changing to a College will see a move from President to Board Chair.

10. OPEN DISCUSSION FORUM

A member asked about the possibility of receiving the annual meeting documents earlier in the future.

The ED explained that this is the first time a summary of the financial statements was included in the annual report which meant the annual report could not be distributed until approved by Council when they met earlier in the day. The request will be taken under advisement and might require keeping the financial statements as a separate document or posting a 'draft' of the business documents.

A member asked if ARNNL would commit to exploring the use of a Canadian exam for RN licensure? Also, what other provinces are changing to the use of the Ontario (CNO) model for education program approval.

In answer to the member's question on the approval of the RN and NP Programs, the ED responded to say the CNO program approval process was developed through quite a robust process and was offered to all jurisdictions to consider. Other jurisdictions are currently exploring the Program. To date we are the only province using Ontario's program but she is aware that three others are exploring options.

ARNNL was part of the CNO education program development pilot with the CNS IEN/Re-Entry Program. The ED believes some jurisdictions are waiting to learn from our experience. We had no approval process in place for the IEN/Re-Entry program and while developing one from scratch would have been doable, it would have been a significant initiative. ARNNL also needed a current program approval process for the NP program so it was timely to explore it's use for the NP program. The ARNNL BN review process is expected to be the year 2022 so a final decision on utilization on the CNO program will be made at a later date.

Regarding the question on commitment to explore the use of a Canadian exam for licensure, the ED advised members that the Canadian Association of Schools of Nursing (CASN) have invested in the development of an exit exam that they hope to launch by the end of 2019. Information on this exam will continue to be shared with Council as it becomes available. A regulatory exam is required for licensure and we have a current contract with all obligations met with NCSBN to use the NCLEX exam. The annual report includes the NCLEX exam results and NL has a 93% pass rate, one of the highest provincial rates in Canada. The exam is meeting our regulatory requirements at the moment, however, we are following closely what CASN are developing and look forward to any opportunities that may arise in the future.

Members from different areas of the province submitted comments expressing how impressed they were with how well the webinar was run especially given the motion to explore an electronic annual meeting was only raised last year. The Provincial Chief Nurse thanked the President, President Elect, Executive Director and all other members of Council and ARNNL staff for their unwavering commitment to nursing in NL and extended her congratulations on changes to the RN Act and that Government looks forward to work with ARNNL in the future.

### 11. INTRODUCTION OF NEW COUNCIL (2019-2020)

Elaine Warren, President  
Beverly Pittman, President Elect  
Stephen Clark, Public Representative  
Dale Colbourne, Public Representative  
Glyn George, Public Representative  
Louise Pinsent Parsons, Public Representative  
Patricia Rodgers, Eastern Region Councilor  
Tracy MacDonald, Central Region Councilor  
Marie Budden, Western Region Councilor  
Anastasia (Stacey) Knudsen, Labrador-Grenfell Region  
Crystal Northcott, Administration Councilor  
Valery Goulding, Education/Research Councilor  
Krysta Simms, Practice Councilor  
Kelly Barron, Advanced Practice Councilor  
Lynn Power, Executive Director

The President recognized and thanked outgoing Councilors: Megan Hudson and Valda Duke for their contributions to Council over the last three years.

### 12. FINAL THANK YOU'S

Final thank you's were extended to Don Ash, Parliamentarian; ARNNL Staff, and to all members and public who took the time to look back over the last 12 months by participating in the AGM.

The President encouraged members to fill out a meeting evaluation that was emailed to all AGM registrants as we are open to all feedback.

13. ADJOURNMENT  
The meeting adjourned at 2045h.



College of **Registered Nurses**  
of Newfoundland & Labrador

55 Military Road  
St. John's  
NL | Canada  
A1C 2C5  
Tel (709) 753-6040  
1 (800) 563-3200 (NL only)  
Fax (709) 753-4940  
[info@crnnl.ca](mailto:info@crnnl.ca)