

COLLEGE OF REGISTERED NURSES OF NEWFOUNDLAND & LABRADOR
MINUTES OF 2021 ANNUAL GENERAL MEETING BY WEBINAR
SIGNAL HILL CAMPUS, MUN, ST. JOHN'S
JUNE 15, 2021

The 67TH Annual General Meeting (AGM) of the College of Registered Nurses of Newfoundland and Labrador (CRNNL) was held via provincial webinar.

1. CALL TO ORDER

The Chair, Tracy MacDonald called the meeting to order at 1807h and thanked everybody for joining this evening. She acknowledged the Indigenous People as the First Peoples of this Country.

2. REVIEW OF ELECTRONIC PARTICIPATION

John Duff, Systems Officer, Signal Hill Campus, MUN advised of the process to follow if anybody encounters technical difficulties.

Tracy reported that the AGM documents are available either through:

- 1) An Email Request; or
- 2) CRNNL's website (AGM banner).

Business documents include the annual meeting agenda, rules and privileges, and the minutes of CRNNL's 2020 annual general meeting.

Power point presentations for this evening include the audited financial statements, Executive Director Report, and Chair Report. These presentations will be shown on screen for all joining by webinar.

How quorum is determined was described in accordance with By-law Article VI, Section 4: a) voting members present; and b) the majority of members of Council. The Chair named all CRNNL Council members participating in the meeting, indicating that quorum is obtained (n=13).

Questions related to all matters on the agenda were encouraged during the Open Discussion Forum.

3. WELCOME AND INTRODUCTIONS

The Chair welcomed all registrants and acknowledged Lynn Power, Executive Director and College staff who are social distanced in the meeting room.

She informed participants that through By-law Article VI, Section 1 – CRNNL has the authority to approve the annual meeting agenda. A motion to this effect was carried at Council's meeting on June 3.

4. MINUTES OF 2020 ANNUAL MEETING

Also stated in By-law Article VI, Section 1 Council has authority to approve the minutes of the AGM and this has been done. Any business arising from the June 16, 2020 AGM

is addressed in this year's annual report. Questions may be asked during the Open Discussion Forum.

5. **REPORT OF COMMITTEE ON NOMINATIONS AND ELECTION RESULTS**
Elaine Warren, Chair of the Committee on Nominations, presented the Committee's report. She announced the successful candidates and welcomed new Council members to their positions for the upcoming year.

The Committee Chair thanked the Committee on Nominations: Sarah Messervey, Elizabeth Sooley, Renee Luedee-Warren, Krista Lynn Howell, 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:

Tracy MacDonald, Central
Megan Hudson, Labrador-Grenfell
Neil Colbourne, Administration
Melissa Colbourne, Education-Research

She wished them well in their terms on Council.

John Duff explained how voting will work prior to the motion and will present results of the vote on screen.

Tracy read the motion and allowed time for comments. There were no comments on the motion.

MOTION 1:

Moved by Kimberley Legge
Seconded Glyn George

THAT the Report of Committee on Nominations be accepted and that the electronic ballots from the 2021-22 Election Results be deleted one week post the annual meeting noting generic demographic data will be retained for trending analysis.

CARRIED

6. **PRESENTATION OF AUDITED FINANCIAL STATEMENTS**
Lana Littlejohn, Director of Corporate Services presented the statements with Laurie Pittman, auditor from KPMG participating by webinar to answer any questions. The Director presented on the full set of statements approved by Council at their meeting on June 3, 2021. A summarized form was also included in the annual report. She defined financial statements and provided a breakdown of the contents of the statements:

auditors report, financials, and notes to financial statements. Ms. Littlejohn indicated that KPMG reported a clean audit and all financial requirements and required regulatory responsibilities of the College were met.

She noted that the cash at year end March 31 is high due to timing of registration while deferred revenue saw an increase due to increase in the number of members who renewed a license. No cash shortfall was experienced, and any excess cash was put into reserves as per Council policy. The Director referenced the notes included with the statement that provide further clarification and a more comprehensive assessment of the College's financial condition. She highlighted a note for subsequent events related to the pandemic effect as well as a new note included this year related to the flood that occurred at the CRNNL office and its related costs experienced by the College in July 2020.

In summary, the College received a clean audit report and were able to complete our mandate as a regulatory body and will continue to build reserves for Council directed funds (eg. future building and PCR). Any questions will be answered during the Open Discussion Forum.

7. APPROVAL OF AUDITORS FOR 2022-2024

John Duff repeated the process for voting on a motion. The Chair read the motion and allowed time for discussion on the motion.

MOTION 2:

Moved by Patricia Rodgers
Seconded by Kelly Barron

To reappoint KPMG as CRNNL's auditor for the fiscal year ends 2022 up to and including 2024.

CARRIED

8. ANNUAL REPORT

The Executive Director thanked everybody who joined the meeting. She reported, using examples throughout 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 College for the past year and ongoing initiatives under the framework of Public Confidence in Self-Regulation, Accountable Professionals, and Evolution of the Profession.

She reported on the College's activities during the pandemic in order to support the healthcare system for example emergency licenses, practice responses, communications on vaccinations, and involvement with numerous stakeholders.

The Executive Director expressed her appreciation for all facets of the organization including the dedicated and dependable Council and the staff at the College. She thanked

everybody on the front line and all nurses who played a major role in keeping the people of our province safe. The gratitude expressed by the entire province cannot be underscored. She expressed her confidence that standards were met and in instances surpassed. The nursing profession was a key player in the provincial response. On behalf of the College, she thanked everyone.

9. CHAIR'S REMARKS

The Chair reported that work continued during this past year; everybody rose to the challenge and, while exhausting, there is much to be proud of as we start to look forward with hope in the future.

Governance highlights reported by the Chair for the past year included the virtual annual meeting, the election of a new Chair and Vice-Chair with history made by having a public representative for vice-chair, and virtual Council meetings held in June 2020, October 2020, and March 2021. High points from each of the meetings were shared.

She described her role as Chair of the College Council as a privilege and spoke of the changes that we have embraced as we witness the ongoing transformation of our regulatory role and as the role of RNs evolves.

The Chair thanked all in attendance ensuring a strong organizational future with dedicated Council and staff.

10. OPEN DISCUSSION FORUM

Members were asked to limit their comments in order to accommodate as many participant questions as possible. Any second or follow up questions will be addressed after other members who are in the queue have had an opportunity to speak.

John Duff advised that council members can unmute to speak. Others on the line are invited to type in the chat or raise their hand to be unmuted for the purpose of asking a question. Phones will be opened periodically.

The following topics were explored in the Open Forum:

- **Reason for discontinuing the practice of submitting motions at AGMs.**

The Chair responded to say we are at a pivotal time in shifting away from Association roles and consequently, restructuring our governance processes. The ED followed to affirm that resolutions and motions was an Association feature and is not required by the RN Act. The Open Discussion Forum would serve the same purpose for tonight. Further we are saying that input does not only have to occur during an Annual Meeting. The goal is to open up discussion and engage with members and stakeholders throughout the year. This change also addresses feedback we heard that formal resolutions could be intimidating and thus limited in usership. Also noted was the fact that no resolutions or motions have been submitted to the last few annual meetings.

- **Comment on the proposal changes in the new CCP program coming this Fall or is it a work in progress?**

The ED advised that Council approved the process for the new program. The new approach developed from an extensive evaluation and audit of the current program, which has been in place for a number of years. Feedback showed that the program was cumbersome, and forms could be more user-friendly. College staff worked to streamline the process to support a clear and easy to use learner format. The new program will be structured differently. We are hoping to launch it with the new website where CCP information can be uploaded validating that on-the-spot learning is truly reflective of the intent of continuing competency. The ED reported that information on the new program will be included on the College's website. Nursing consultants for policy and practice are available to provide further information.

- **Recognizing CRNNL is no longer an association is it time to have an external auditor separate the Association assets from the College assets?**

The Director of Corporate Services advised that in accordance with Bill 57 the Association of Registered Nurses of NL (ARNNL) continues under the new College of Registered Nurses of NL (CRNNL) name and therefore the Association's assets and debts move to the College, it is the same organization. In the follow up to this reply, a member asked why did other regulatory bodies separate their funds when they stopped association roles? The ED recognized the question noting the value of having a public dialogue on the matters. She reported that those regulatory bodies were contacted by the College and the respective EDs confirmed that in cases where monies moved it was through various mechanisms such as grants and loans, not a separation of assets. There was recognition that in those jurisdictions there was a formally established new association to conduct some of the old association functions which is currently not the case in NL.

The ED informed the membership that CNA's AGM is taking place on Thursday and will include a vote to change the membership structure from a jurisdictional membership to an individual membership. Formation of an Atlantic association is under discussion by select individuals who have expressed interest.

Further follow up, a member asked if the association is continuing under the college name why are motions discontinued? The ED stated the key to understand the changes is our mandate. The College's role is to license, discipline, and set competencies and standards. Some of the programs and services may have changed over time and more will change in the future. We are all learning as we transition. The Chair welcomed conversations going forward stating the College needs to be true to our mandate as described in the legislation.

- **Public safety: nursing shortages and crisis.**

A member, leader of the RNUNL, commented on current healthcare system challenges in relation of RN staffing issues and the potential impact to public

healthcare. The member asked if there is a plan for CRNNL to speak out on this issue. The ED reported that CRNNL are following what is said in the media on healthcare, however, specific data is not known to us at this time. Employment is not the mandate of CRNNL. The College can contribute information on the supply of nurses. We do not sit at tables that discuss vacancies. However, would look forward to being involved in provincial Health Human Resources planning and will provide nursing licensure numbers to anybody requesting it. The Chair, as an RN employed in the healthcare system, commended the RNUNL on the marketing campaign as it speaks to what they see happening on the ground. To extend on the ED's comments, the College contribution regarding data is significant, and that has been used to inform public policy.

- **Education sessions on changes as a College?**

A member commented on the benefits of having sessions offered to educate the members on the changes that came with changing from an Association to a College. The ED was in full agreement stating there have been several communications on the matter, but not a one-time sit-down focused discussion.

- **Why all voting delegates for the CNA annual meeting will be held by CRNNL this year as opposed to an invitation to members to be a voting delegate as in previous years?**

The ED explained processes for CRNNL's current entitlement to hold ten votes at CNA and how a call is usually open for a maximum of six to seven external voting delegates for the years when we are physically at CNA for the convention. Given this year's significant changes in their governance and membership model, that CNA have been doing outreach and presentations on, it was a decision of the Council to share all CRNNL's votes amongst the Chair, ED, and the College representative on CNA Board. It was deemed critical to ensure that voters were well informed on all the information that will be voted on.

With no more questions or comments from the members online, the Chair thanked everybody for their discussions and advised that deliberations on the topics raised will be ongoing by Council. If you have further questions, members were encouraged to reach out to the ED.

11. **INTRODUCTION OF NEW COUNCIL (2021-2022)**

Tracy MacDonald, Chair & Central Region Councilor

Glyn George, Vice-Chair & Public Representative

Stephen Clark, Public Representative

Louise Pinsent Parsons, Public Representative

Kimberley Legge, Councilor at Large

Tonya Ryan, Councilor at Large

Patricia Rodgers, Eastern Region Councilor

Donna Luther, Western Region Councilor

Megan Hudson, Labrador-Grenfell Council

Krysta Simms, Practice Councilor

Kelly Barron, Advanced Practice Councilor
Neil Colbourne, Administration Councilor
Melissa Colbourne, Education-Research Councilor
Lynn Power, Executive Director

The Chair recognized and thanked outgoing Councilors: Stacey Knudsen, Crystal Northcott, and Valery Goulding for their contributions to Council over the last three years.

12. FINAL THANK YOU'S

Final thank you's were extended to CRNNL staff and to all members and the public who took some time to look back over the last 12 months by participating in this Annual General Meeting.

The Chair asked members to fill out a meeting evaluation. This is CRNNL's third AGM by webinar and we are open to any feedback for improvement. A link to the evaluation is also available on the CRNNL's AGM 2021 webpage.

13. ADJOURNMENT

The meeting adjourned at 1940h.