

NPAC Executive Board of Directors Meeting Minutes
April 17, 2019 7:30PM EST (8:30 – 10:30 AST)

LOCATION	Teleconference	QUORUM (Y/N)	Y
ATTENDEES	Lenora Brace, Teresa Chulach, Alison Ross, Lindsey Cassell, Jinelle, Stan		
REGRETS	Carolle		

CONSENT AGENDA ITEMS		
ITEM	DISCUSSION	ACTION REQUIRED
Introduction & opening	Lenora opened the meeting at 7:39 EST	
Approval past minutes March 27, 2019	Motion to approve: Alison Secunder: Lindsey Approved	
Approval of Agenda - Items to add	Motion to approve: Alison Seconded: Lindsey Approved	

UPDATES		
ITEM -completed	Discussion	ACTION REQUIRED
Reminder: Recovery email – admin@npac-aiipc.org		
ICN NP/APN Banner on website	Thanks to Stan!	
Bilingual Website: Jose working on translation Duncan will build the site		In process In process
ISMP – Institute for Safe Medication Practices in Canada - April 30, 2019	Zoom	April 30, 2019 – Any NPAC BOD may attend
*Membership software options? Stan	Discussion: exploring options	Continue as is for now.
To DISCUSS AND VOTE ON:		
ICN NP/APN 2020 – sponsorship/ exhibit options	Discussion: different options.	Bronze sponsorship: ICN NP/APN conference - on behalf of NPAC.
Biennial NPAC-AIIPC partnership conference with a provincial partner to resume in 2021 (Lenora)	Discussion – re the value of this partnership conference.	Ongoing planning & discussion of the Biennial partnership conference
Project: Home page messaging: 1) Importance of NPs presence at the National Table 2) Importance of NPAC-AIIPC membership	Discussion: need more ideas	BOD: – send ideas to Lenora
Advocacy email to MLA in Nova Scotia ❖ Support to Nova Scotia for removal of the Collaborating MD requirement for Nurse Practitioners	Discussion: <i>Important for successes to be showcased</i>	Lenora: start update on website re Advocacy work: successes made visible.
Canadian Association of Radiologist – (Alison)	Discussion: 4 participating groups MD groups – Family practice, Emerg, Rural MD, and NP's.	Alison to follow-up Teleconference & face to face meeting: May 2019 Plan: Guidelines release: Sept. 2019
Follow-up: CNA – NP Insurance Barriers CNA - new Lead, Government Relations: Sarah Nolan	Discussion: Re NPAC Liaison with CNA & Government Relations Lead	Stan will liaise – with Josette CNA

<p>AGM planning - 1 month notice to membership Bylaw Amendments: ready for the AGM</p>	<p>Readiness: -Bylaws voting: tested & reviewed -Translated website, treasurer report, Budget development. - Minimum: 20 regular members to attend; 4 NPAC BOD - Weekly Social media reminders - Pragmatic conferencing capacity</p>	<p>Proposed date: June 5, 2019 Time: 7:00 pm EST (8:00 pm AST) (4:00 pm PST)</p>
ONGOING FORMATS		
<p>Quarterly Newsletter includes Treasurer report Treasurer report – simplified version website quarterly month ends March, June, Sept & December.</p>		
<p>Approved meeting minutes & Board meetings – Posted: members only section website: 1-year duration Brief minute taking. Bilingual highlights: Carolle. Lindsey & Carolle – send minutes to Duncan to link</p>		
CONFERENCE SUPPORT/ ATTENDANCE		
<p>Consideration: BOD book/ pay for conference/ submit expense for re- imbursement</p>		
<p>Quebec conference: April 4-5</p>	<p>Discussion points: Quebec NP 's interest in NPAC Lenora in discussion with: Minister of Health – Quebec re NP scope Luc Mathieu: Regulatory Body President Issues: NP certification exam</p>	<p>Lenora attended Will work in conjunction with provincial counterpart</p>
<p>Alberta conference: April 6-7</p>	<p>Discussion: Connections: provincial president (Teddy) and BOD, NP -Advanced Practice Leads Issues: Acute care vs Primary care NP needs; NP representation within Alberta NPAC promotion: NP council; encouragement to Alberta members to run for NPAC Board seat.</p>	<p>Stan & Alison attended Good connections made</p>
<p>NPANS May 2-4</p>		<p>Lenora presenting May 2nd. Attendance May 4. Carolle also NPAC booth</p>
<p>Saskatchewan: May 3-4, 2019</p>		<p>Teresa: Logo pens</p>
<p>May 10, Roundtable Lyme Disease – Ottawa</p>		<p>Teresa</p>
<p>May 27, 2019 - Montreal, Quebec - 2019 Choosing Wisely Canada National Meeting: Taking Action</p>		<p>Lindsey & Lenora attending</p>
<p>BC Conference: May 30- June 1, 2019</p>		<p>Lenora – Booth – presenting at Gala - Logo pens – Banner</p>
<p>NPAO conference: Toronto, Sept. 12- 13, 2019</p>		<p>Booth option & can take Large Banner. Logo Pens? Carolle?</p>
<p>Advocacy National invitation – Pan- Canadian Vision for Nursing Roundtable from PNATF</p>		<p>June 12, 2019 – Ottawa Lenora</p>

ADDITIONAL ITEMS		
Treasurer (Jinelle) supplementary approval for credit cards: Lenora & Alison	Forms were sent to David – Accountant Automatic payments: only by Lenora and Kerri – Virtual assistant	Plan: Everything to be paperless
<u>Automatic payment:</u> Member – membership platform – quarterly Mailchimp – monthly Everything on primary card		
<u>Minutes Book</u> – include Bylaws, current directors, and uploaded into Corporations Canada		Teresa to follow-up with Minutes Book
APN Framework - Lenora did not receive this for review.		Released – without NPAC endorsement.
Membership (STAN) Ideas: conference coverage	~ 80 memberships from Ontario	

Adjourned: EST 9:55 / AST: 10:55

Motion to Adjourn: Lenora

Next BOD meeting will be scheduled: Monday, May 13, 2019: 7:30 – 9:30 EST (8:30 – 10:30 AST)