

NPAC Executive Board of Directors Meeting Minutes  
**May 13, 2019 7:30PM EST (8:30 – 10:30 AST)**

<b>LOCATION</b>	Teleconference	<b>QUORUM (Y/N)</b>	Y
<b>ATTENDEES</b>	Lenora Brace, Teresa Chulach, Lindsey Cassell, Stan, Carolle		
<b>REGRETS</b>	Alison, Jinelle,		
<b>CONSENT AGENDA ITEMS</b>			
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION REQUIRED</b>	
Introduction & opening	Lenora opened the meeting at 7:41 EST		
Approval past minutes April 17, 2019	Motion to approve: Lindsey Seconded: Lenora <b>Approved</b>		
Approval of Agenda - Items to add	Motion to approve: Lindsey Seconded: Teresa <b>Approved</b>		
<b>UPDATES</b>			
<b>ITEM -completed</b>	<b>Discussion</b>	<b>ACTION Required</b>	
Reminder: Recovery email – <a href="mailto:admin@npac-aiipc.org">admin@npac-aiipc.org</a>			
Bilingual Website: Jose working on translation Duncan will build the site	Jose working on translation/ Stan re- wording /Duncan: building site	In process In process	
<b>ICN NP/APN 2020 –</b> 1.Sponsorship Bronze \$5000,000 not taxable – 50% paid- remainder due March 2020 2.A full conference registration will be drawn for a new member and a renewing member			
<b>To DISCUSS AND VOTE ON:</b>			
<b>ISMP-</b> Institute for Safe medication Practices in Canada <a href="https://www.ismp-canada.org/medrec/5questions.htm">https://www.ismp-canada.org/medrec/5questions.htm</a> Endorse with recommended amendment of prescriber <a href="https://www.ismp-canada.org/subscription.php">https://www.ismp-canada.org/subscription.php</a>	Amendment has been done Discussion re endorsement.		
<b>Membership software option: (Lenora in lieu of Stan)</b> <b>Guild membership platform proposal</b> Regular member: \$50.00 + tax / Student: \$55.00 + tax Cost of stripe / Cost of member / Cost of Guild	Discussion – Guild too expensive Discussion re fee costs	Kerri to assess membership platforms; info to be shared with Stan	
Consider a full ICN 2020 conference registration for a student member	Discussion – re number of student members & resultant costs	Lenora liaise with Stan re student membership	
<b>Project home page messaging: re</b> 1) importance of NP's sitting at the National Table; & 2) importance of NPAC-AIIPC membership We need someone to take the lead on this project. Communications director is ideal for this.	Discussion – clarification re this – A banner across the home page	Carolle to work on these the next 2 months; will liaise with BOD as needed	
Follow-up with CNA – NP Insurance Barriers (Stan) : Josette's email  CNA new Lead: Government Relations: Sarah Nolan	Report re conference call: Sarah & Josette. Discussion re branding and messaging – Co-branding Use of NPAC's generic Insurance letter		

<p><b>AGM Preparation – June 5, 2019 7 pm EST:</b></p> <ol style="list-style-type: none"> <li>1) Bylaw amendments are ready. Stan will monitor responses during AGM and provide vote response. Only regular members will receive the login to the page link with Bylaw amendments voting platform in google forms</li> <li>2) Jinelle will provide the Treasurer report and a Budget</li> <li>3) Stan will you provide an overview of number of members per province and territory.</li> <li>4) Reveal strategic plan—in development.</li> </ol>	<p>Discussion re provincial / national associations sharing membership platform</p>	
<p><b>Current Two-Year Terms as Directors:</b></p> <p>Teresa [FT] Jan 2018 – AGM 2020 Secretary  Stan [2<sup>nd</sup> FT] Jan. 2018 – AGM 2020 Membership  Lenora [PT] May 2018 – AGM 2020 President  Alison [PT] July 2018 – AGM 2020 President Elect  Lindsey [PT] Sept. 2018 – AGM 2020 NP Council Chair  Carolle [FT] Jan. 2019 - AGM 2021 Communications  Jinelle [PT] Feb. 2019 – AGM 2020 Treasurer</p>		
<p><b>Proposal to consider and vote on:</b></p> <p>Rationale: to bring as many Canadian NP's together for AGM in 2020.  PLAN: <b>2020 AGM</b> – held during the ICN NP/APN Conference in Halifax, Nova Scotia  Potential for 4 new directors or renewal if necessary.  A call will need to be sent out June 2020.</p>	<p>Discussion re concerns of members:</p> <ul style="list-style-type: none"> <li>▪ Insurance barriers</li> <li>▪ Title alignment</li> <li>▪ Issues that affect day to day practice of nurse practitioners</li> </ul>	
<b>WRITTEN STRATEGIC PLAN DEVELOPMENT</b>		
<p><u>Strategic Focus Titles (Lenora)</u></p> <ul style="list-style-type: none"> <li>*Advocacy</li> <li>*Collaboration with National Stakeholders</li> <li>*Engagement with Nurse Practitioners</li> <li>*Support for Canadian NP Associations</li> <li>*Sustainable</li> <li>*Value</li> <li>*Visible</li> </ul>	<p>Discussion re sub points</p>	<p>Plan: completion by June 5, 2019 AGM</p>
<b>STANDING WORK</b>		
<p><b>Quarterly Newsletter</b></p> <ul style="list-style-type: none"> <li>▪ by communications director; input from Board.</li> <li>▪ to include Treasurer report</li> <li>▪ sent by EA via MailChimp to members; website post</li> </ul> <p><b>Treasurer report</b></p> <ul style="list-style-type: none"> <li>▪ simplified version prepared for website quarterly end months <i>March, June, September &amp; December</i>.</li> </ul> <p>Each new report will replace the previous one.</p>		
<p><u>Approved meeting minutes:</u> NP Council &amp; BOD meeting:  Posted: members only section website: 1-year duration  Brief minute taking.  Bilingual highlights: Carolle.  Lindsey &amp; Teresa – send minutes to Duncan to link</p>		
<b>CONFERENCE SUPPORT/ EVENT ATTENDANCE</b>		
<p>Consideration: BOD book/ pay for conference/  submit expense for re- imbursement – include receipts  All invoices and expense claims to <a href="mailto:invoicing@npac-aiipc.org">invoicing@npac-aiipc.org</a></p>		

Quebec NP conference: April 4-5, 2019		Attendance: President
Alberta conference: April 6-7, 2019		Attendance: Stan Alison
NPANS: May 2-4, 2019		Attendance: Carolle Presentation: Lenora
NPAS (Saskatchewan) May 3-4, 2019		Attendance: Teresa
Roundtable Lyme Disease – Ottawa, Ontario		Attendance: Teresa
May 27, 2019 - Montreal, Quebec - 2019 Choosing Wisely Canada National Meeting: Taking Action		Lindsey & /or Lenora
BC Conference: May 30- June 1, 2019		Booth / Banner /Pens Lenora presenting
NPAO conference: Toronto, Sept. 12- 13, 2019		Booth /Banner/Pens? Carolle?
Advocacy: Pan- Canadian Vision for Nursing Roundtable National invitation from PNATF		June 12, 2019 Ottawa: Lenora
<b>ADDITIONAL ITEMS</b>		
CCRNR	Lenora – letter in process re NPAC inclusion	
NP week proclamation (Stan & Alison)	Discussion re process to be in line with workings of parliament & radio silence.	
Report – Lyme Disease Framework – Multi-disciplinary meeting / Sask. NP conference	Discussion – Lyme Disease – emerging illness / knowledge evolving Sask. NP conference – Title alignment ‘NP’ achieved	

Adjourned: EST: 9:00 /AST: 10:00 Motion to Adjourn: Lenora

Next BOD: Wednesday, July 10, 2019: 7:30 – 9:30 EST (8:30 – 10:30 AST)