NPAC Executive Board of Directors Meeting Minutes

**October 30, 2019 7:30PM EST (8:30 – 10:30 AST)**

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| **LOCATION** | Teleconference | | | **QUORUM (Y/N)** | | Y | |
| **ATTENDEES** | **Lenora Brace**, **Teresa Chulach, Jinelle**, Stan, **Lindsey**, **Carolle** | | | | | | |
| **REGRETS** |  | | | | | | |
| **CONSENT AGENDA ITEMS** | | | | | | | |
| **ITEM** | | **DISCUSSION** | | | **ACTION REQUIRED** | | |
| Introduction & opening | | Lenora opened the meeting at EST 7:50 | | |  | | |
| Approval past minutes  October 9, 2019 | | Motion to approve: Carolle  Seconder: Lindsey **Approved** | | |  | | |
| Approval of Agenda | | **Approved** | | |  | | |
| **UPDATES/REMINDERS** | | | | | | | |
| **ITEM -completed** | | | **Discussion** | | | | **ACTION Required** |
| **ICN NP/APN 2020** –  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 | | |  | | | | Need to decide when to do the draw.  Early bird registration ends May 31, 2019  2,500  1,600 |
| NPAC Corporate Bylaws – Sept. 22, 2019 are filed with NFP Corporations Canada | | |  | | | |  |
| NP of the Year Award | | |  | | | | $500. |
| 20 hours a month for VA | | |  | | | | $800 monthly \*\*\*\*\*\*\* |
| Duncan’s cost for Bilingual Website development | | |  | | | | $500 |
| NPAC’s Strategic Focus EN & FR are on the website | | |  | | | |  |
| **TO DISCUSS AND VOTE ON** | | |  | | | |  |
| **NPAPN** Registration for directors (Lenora)  1.Lenora EOC member has complimentary pass  2 We have 1 complimentary pass for the $5000 sponsorship  3. I propose the $**800.00 registration** & **gala tickets** be paid for all of us by NPAC who want to attend.  If we get a President-elect that person can have this as well.  4. We are responsible for our own travel and accommodations. Book accommodations early | | | .  $800 X5 = $4,000  $135 X7 = $945 | | | | Open ongoing discussion |
| It is time to send out a call for President Elect (Lenora)  Deadline to apply **Nov. 16, 2019** the end of NP week.  Announcement will be by **Nov. 30, 2019** | | | Discussion re interest from members. No applicants to date. | | | | Lenora sent call for President – Elect **October 15, 2019** |
| Canadian Life and Health Insurance Association (Lenora)  Wed, May 27 – Friday, May 29, 2020  Claims and Anti-Fraud Conference,  Windsor, Ontario | | | Networking event: $3107.50 +200  *2 reps from NPAC included in cost*  *Extra: travel/hotel/incidentals*  *Payment due:*  ***Mar 28, 2020***  ***Cancellation fee: 100- April 24, 2019***  ***Stan interested to attend***  Discussion re NPAC moving forward with this | | | | Lenora will work with Jinelle on this |
| **Membership software option:** (Stan)  New proposal by Guild | | | Discussion re cost, item for NP Council, possible memberships fee increase.  Per member cost annually: $7.00 | | | | Lenora will review proposal |
| [**https://www.bartonassociates.com/locum-tenens- resources/nurse-practitioner-scope-of-practice-laws**](https://www.bartonassociates.com/locum-tenens-%20%20%20resources/nurse-practitioner-scope-of-practice-laws)  **Lynn from CIHI proposed a partnership (Lenora)** | | | Canadian Institute for Health Information. – discussion re partnership | | | | Lenora to explore with CIHI |
| NP Week – Nov. 10- 16, 2019 (Stan)  <https://www.aanp.org/about/about-the-american-association-of-nurse-practitioners-aanp/media/np-week> | | | No opportunity for Proclamation in 2019.  No applicants.  Discussion re photos of NP | | | | Will receive photos of NP’s in work setting and post to website during NP week |
| Submit feedback from our organization to the CNA regarding their “Promise” (Jinelle) | | | Discussion re  \* The move away from specialties toward a focus on areas of practice.  \* Titling of Clinical Nurse specialists  \* CNA understanding of NPs’ concerns re Titling and role description | | | |  |
| **Project home page messaging:**  RE: importance of NP’s sitting at the National Table & importance of membership | | | 2/5 completed the worksheet as of Oct. 28, 2019 | | | | Ongoing |
| Member photos of themselves etc. to use in social media membership drive. (Lindsey) | | | Good response from members – photo representation of NP practice  No applications for NP of the year award. | | | | Ongoing |
| Follow-up with CNA – NP Insurance Barriers (Stan)  : Josette’s email  CNA new Lead: Government Relations: Sarah Nolan | | | Discussion re Obtaining logos from NP Associations that communicate support for Campaign against Insurance Barriers to NP practice. | | | | Lenora to provide info to NP Council  To obtain Logos from NP associations |
| NPAPN 2020 Program Profile NPAC - Invitation to edit | | | 2/5 done Oct 28, 2019  Opportunity to highlight what NPAC does as an Advocacy association. | | | | More feedback needed  Sooner the better. |
| **Current Two-Year Terms as Directors:**  Teresa [FT] Jan 2018 – AGM 2020 Secretary  Stan [2nd FT] Jan. 2018 – AGM 2020 Membership  Lenora [PT] May 2018 – AGM 2020 President  Lindsey [PT] Sept. 2018 – AGM 2020 NP Council Chair  Carolle [FT] Jan. 2019 - AGM 2021 Communications Jinelle [PT] Feb. 2019 – AGM 2020 Treasurer | | |  | | | |  |
| **2020 NPAC AGM** (Lenora)  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 May- June 2020.  **Anne Keller**, venuewest event planner  August 30 – Sept. 2, 2020.  We need a date and estimated timing, as well as an estimated number of attendees and required set-up would be helpful. 50- email sent to Deb and Anne  We can co into more details regarding Food & Beverage and AV in the future | | |  | | | |  |
| **STANDING WORK** | | |  | | | |  |
| ***Quarterly Newsletter***   * by communications director; input from Board. * include Treasurer report * sent by EA via MailChimp to members; website post   ***Treasurer report***   * simplified version prepared for website quarterly end months *March, June, September & December.*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved meeting minutes: NP Council & BOD meeting:  Posted: members only section website: 1-year duration  Succinct minute taking.  Translation: Carolle: send translated minutes to Lindsey or Teresa – whichever is applicable  Lindsey & Teresa – send minutes to Duncan to website post | | | Word document can use MailChimp templates | | | |  |
| **CONFERENCE SUPPORT/ EVENT ATTENDANCE** | | |  | | | |  |
| Submit for expense reimbursement for out of pocket costs and include receipts.  Don’t put expenses on NPAC Visa care on your expense claims.  All invoices and expense claims to be sent in a separate email to: [invoicing@npac-aiipc.org](mailto:invoicing@npac-aiipc.org)  Send all invoices to [invoicing@npac-aiipc.org](mailto:invoicing@npac-aiipc.org)  Kerri & Jinelle are organizing in QuickBooks.  Reimbursements are e-transferred by Jinelle to you. | | |  | | | | Exact receipt amounts |
| Wage coverage for directors attending national table events.  NOT conferences (Lenora) | | |  | | | |  |
| **NB** Conference has a block membership. Recent conference | | | Support $500 – Letter sent - response received – Thanking us. Contact: Chantal Ricard | | | |  |
| **NPAM** conference – Winnipeg. **November 15-16, 2019**  Block member | | | Support $500 – Letter sent - Response received – Thanking NPAC – Contact Cindy Fehr | | | |  |
| **ADDITIONAL ITEMS** | | |  | | | |  |
| Additional agenda items will be asked for at the beginning of the meeting and will be added | | | Discussion: NP council members to encourage jurisdictions to celebrate NP week, and to send information/ photo NPAC so that it can be displayed on Social medial  Re- visit to Letter to Federal Health Ministers (ready but not sent prior to election)  Finances: 2020 Forecast reviewed.  Have increased spending with EA than.  Quick- books took more time | | | | Lenora will revisit letter  Lenora will look at C. Carlson document  (from previous)  **Tentative Dec. meet Dec. 20, 2019** |

Adjourned: EST: 8:42/ AST: 9:42 Motion: Lindsey Seconder: Carolle

Next BOD: **November 20, 2019 7:30 – 9:30 EST (8:30 – 10:30 AST)**