

NPAC Executive Board of Directors Meeting Minutes
November 20, 2019 7:30PM EST (8:30 – 10:30 AST)

LOCATION	Teleconference	QUORUM (Y/N)	Y
ATTENDEES	Lenora Brace, Teresa Chulach, Lindsey, Carolle		
REGRETS	STAN, Jinelle,		
CONSENT AGENDA ITEMS			
ITEM	DISCUSSION	ACTION REQUIRED	
Introduction & opening	Lenora opened the meeting at EST 7:44		
Approval past minutes October 30, 2019	Motion to approve Lenora Secunder: Carolle Approved		
Approval of Agenda	Approved: Carolle Second: Teresa		
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	Discussion re transfer of funds to the member after they have attended the conference. All members agreed. Draws for this also to be part of membership drive. Discussion re Xmas message from each BOD along with a photo of NP practice.	Need to decide when to do the draw. 1.Renewing member draw the month of Dec. 2019. Draw will be done early Jan. 2020 A form will be on website. Send drive on social media and by MailChimp. Member to receive funds after conference attendance. 2.New member draw the first week March. Must become a new member Jan. 1 – Feb. 29, 2020. Early Bird Registrations ends May 31, 2020. 2,500 (other half of Bronze sponsorship) 1,600 (800X2): membership fees	
20 hours a month for VA		\$800 monthly	
Duncan's cost for Bilingual Website development		\$500	
Duncan sent link to Carolle to do a final review and give okay to go live!		Carolle	
1018.50 Nov. 4 800 Oct. 28 380 Oct. 4 420 Oct. 4 420 Sep. 25 <u>+420 Aug. 21</u>		VA Cost thus far	

3458.50 Total		
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	Lenora \$800 x 5 = \$4,000 \$135 x 7 = \$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	No nominations to date. Call for President Elect position sent out October 15, 2019 Discussion re need to send email out monthly re open President Elect position.	Call out for President Elect to go out monthly on home page.
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 <i>2 reps from NPAC included in cost</i> <i>Extra: travel/hotel/incidentals</i> <i>Payment due: Mar 28, 2020</i> <i>Cancellation fee: 100 - April 24, 2019</i>	NPAC is registered. Payment to be done at later date. Plan for President to attend along with Stan.
Membership software option: (Lenora & Lindsey) New proposal by Guild	Lenora had a phone call with Colin from Guild. Plan: To have a NP Council meeting where Colin can provide information to the members about the platform. Next NP council meeting – Jan 13, 2020 possible date. Initial set up costs.	Lenora to obtain feedback from groups that are using the Guild platform. Lenora to check with Colin re the possible date of Jan 13, 2020.
https://www.bartonassociates.com/locum-tenens-resources/nurse-practitioner-scope-of-practice-laws Lynn from CIHI proposed a partnership (Lenora)		Nov. 25 is the call 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. Discussion re how the midwives received proclamation.	To make note of new Federal Minister of Health
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	Project on hold for now.
Member photos of themselves etc. to use in social media membership drive. (Lindsey)	Past use of photos of NP very positive.	
Follow-up with CNA – NP Insurance Barriers (Lenora) : Josette's email CNA new Lead: Government Relations: Sarah Nolan	Discussion re every NP association Logo on NPAC	Lenora to contact Duncan in setting this up. To have every NP Association

	<p>website. Discussion re linking the logo to the Provincial association.</p>	logo on website.
NPAPN 2020 Program Profile NPAC - Invitation to edit	2/5 done Oct 28, 2019 -	Remaining members to review.
<p>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</p>		
<p>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.</p> <p>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</p> <p>We can go into more details regarding Food & Beverage and AV in the future</p>		
STANDING WORK		
<p>Quarterly Newsletter</p> <ul style="list-style-type: none"> ▪ by communications director; input from Board. ▪ include Treasurer report ▪ sent by EA via MailChimp to members; website post <p>Treasurer report</p> <ul style="list-style-type: none"> ▪ simplified version prepared for website quarterly end months <i>March, June, September & December</i>. <hr/> <p><u>Approved meeting minutes:</u> 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</p>	Word document can use MailChimp templates	
CONFERENCE SUPPORT/ EVENT ATTENDANCE		
<p>Submit for expense reimbursement for out of pocket costs and include receipts. Don't put expenses on NPAC Visa card on your expense claims. All invoices and expense claims to be sent in a separate email to: invoicing@npac-aiipc.org Send all invoices to invoicing@npac-aiipc.org Kerri & Jinelle are organizing in QuickBooks.</p>		Exact receipt amounts

Reimbursements are e-transferred by Jinelle to you.		
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	Lenora met with Deb Hart – Nova Scotia re Titling of NP in Nova Scotia. Must hold RN license to be a Nurse Practitioner.	

Adjourned: EST: 9:38 AST: 10:28 PM

Next BOD: **Dec. 18, 2019 8:30 – 10:30 PM**