



## 2015 LNCAC Annual General Meeting

May 9, 2015

Members present: Heather Johannson, Angela Sibbald, Heather Preston, Marlene Rodger, Carmela Sorbara, Maureen Power, Rosemarie Enokson, Chris Rokosh, Lynda Welch, Sondra Rutman, Angela Sibbald, Carly De Groot, Lorna Murphy, Pat Kermeen, Brenda Lane, Pauline Barratt, Heather Leonard, Lisa Constable

Non Members present: Kathy Sinclair, Rupi Dhaliwal, Diane Lane, Patricia Barret

- 1.** Meeting Called to Order at 4:25 pm
- 2.** Minutes of Last Meeting May 4, 2014

Motion to accept: Heather Preston  
Second: Heather Johannesson  
Motion carried

- 3.** Approval of May 9<sup>th</sup> AGM

Motion to accept: Lisa Constable  
Second: Heather Johannesson  
Motion carried

- 4.** President's Report

This past year has been a year spent in regrouping and reorganizing. We utilized the services of GetFriday, a virtual assistant, to assist us with setting up and sending out meeting reminders, designing of an ID card on website profile page, setting up quick books and helping us to keep track of our funds via quick books – providing reports. We worked on developing a whole new website – a very time consuming task that is now fully functional. We have faced many challenges with this and many of the glitches have now been resolved. The LNCAC's first newsletter was sent out in the fall of 2014 and our latest edition was distributed this past April, 2015. We are currently seeking your feedback in coming up with an innovative name for our newsletter.



We are developing partnerships with our American LNC counterparts by sharing educational resources. Many of our practice documents such as bylaws and standards of practice were based on American documents. We want to continue to partner with them.

**As a Board we have had to make some tough decisions for the coming year:**

Chapter Presidents have been allowed to participate and take part in the decision making process on the LNCAC executive board for the last few years. However, while the chapter bylaws recognize the representation of our chapter presidents on the board, the LNCAC Bylaws do not contain language to support their inclusion on the LNCAC Executive Board. After considerable discussion, we have decided not to include language in the national bylaws that would support their being on the national board. We have taken this one step further by:

- ✓ Proposing to amalgamate the chapters and consolidate our resources so we can be stronger. We need to focus on increasing our membership numbers and strengthening the LNCAC as a whole.
- ✓ We have made a decision not to send transfer payments to the two chapters this year. We have decided that at this time it is not a prudent or responsible thing to do as we need the capital to strengthen the membership base and market the numbers.

The amalgamation would only be temporary. We will consider reinstating the chapters once we have increased our membership numbers and strengthened the national association. Once we do amalgamate the chapters, we need:

- the chapter presidents to focus on Chapter development, on building the chapters and focusing on the goals for which they were created – to provide networking opportunities among themselves and the legal community.
- Our chapters have been struggling with doing this for many reasons and so we would like to see the chapter leadership focus their energies on building their own groups. In doing so, this will help to strengthen us as a whole.

**We need to focus on growing our membership and engaging in networking opportunities within our organization and the legal community.**

**Strategies to increase overall membership for the LNCAC –**

- in order for us to reach our goals for the coming year:



- ✓ Adding the position of a Director-at-Large – someone on the board who can assist in reaching out to potential partners in order to obtain advertisers for our newsletter and the website.
- ✓ Reaching out to other nursing practice groups – forming partnerships on various initiatives in order to increase membership.

The Legal Nurse Consultants Association is a Canadian organization that needs to incorporate a business model. As consultants we are not limited by borders. Registered Nurses should be allowed to join as active members no matter where they are from as long as they are RNs. WE will not demonstrate discrimination. As long as we have 60% Canadian Registered Nurse membership, we can be members of the CNA and be eligible for certification when the time comes.

### **LNCAC Committee Updates**

The Education Committee's dedicated members are looking forward to bringing you interesting and timely education sessions that will assist and motivate you with your legal nurse consulting work.

In June of this year, the Education Committee will host presentations from both the medical and legal fields. We will also be offering more webinars this coming fall – stay tuned. If anyone has suggestions for topics or presenters please contact the Education Chair, Mari Lyn Kelly ([mhkelly@telus.net](mailto:mhkelly@telus.net)).

The Website Committee has spent this past year working on the design and content elements for the new LNCAC website at [www.lncac.com](http://www.lncac.com). The new website includes changes to the registration process, content, and updated Missions and Value Statements. Members will soon be able to access “members only” content on the LNCAC website.

The Bylaws Committee has finished updating the LNCAC National Bylaws; these were forwarded to the LNCAC executive for review.

### **5. Treasurer's Report**

We currently have \$1100.46 in our Paypal account and \$11 405.70 in our Royal Bank of Canada Account

- Purchased a banner, website, marketing
- Now have accounting program to manage the books



## 6. Secretary's Report

### Interim Secretary Report

According to all documents provided thus far, membership from last year per documents is 61 however AGM 2014 report stats membership was at 74.

Current Membership as of today: 43 (excel attached)

Goal of Board: Improved Communication:

Eblast Constant Contact tool introduced. Two eblast have gone out within the past month.

Open rate: average 32%, industry high in comparison to other Association open rates

Membership decline consistent with legal nurse specialty as well as Association trends globally. In comparison to AALNC – original legal nurse association and standard, enrollment has declined to just over 2300 members. Membership for AALNC peaked and hovered around 4000 for a 25 yr old organization, approximately mid 2004 membership 3,400. Attendance at most recent annual forum was approx. 9% of membership thus LNCAC in comparison is doing slightly better in this regard attracting members.

Membership in legal nursing is directly affected by marketing of “anyone can do this, earn \$125 / hr, target malpractice as the opportunity of legal nursing: data is not industry norm, specialty continues to be difficult to launch, most are unable to achieve success thus statistically peaks and valleys of membership continue as the norm seen this year with LNCAC and consistently with AALNC organization with a continued decline in numbers overall. AALNC original legal nurse organization striving to assist those wanting to practice with education materials helping them to understand what is involved in a successful business model. AALNC has been attracting LNCAC members who are paid members – the majority of AALNC members are not members of LNCAC. Those members of AALNC who are in Canada were included in eblasts to demonstrate opportunity for improved education and strength of organization – to date – none have joined LNCAC in addition to AALNC.

Membership also hit very hard by recent decline in economy as well thus resulting in members being unable to continue to pay dues and resulting Chapter closings not only in legal nursing but Association wide globally. There remains some significant strong organizations globally both US/Canada that continue to expand in numbers and Chapters – but this is not the norm ASHRM and RIMS for example.

Improve educational opportunities via – WebEx. Relatively few members participate in these, recent attendance between 1-5 individuals not inclusive of Board Members.



Number of individuals registered for AGM: 10

Roll Call taken – R. Enokson volunteered to serve as Secretary and here report will show attendance.

Respectfully submitted:

Interim Secretary (February 2015 through present)

Maureen T Power RN BS MPH LNCC

Webex – not well attended.

At the AGM meeting

- 9 in the room
- 10 online

## 7. Bylaws

Maureen gave an overview of the bylaws and thanked those who worked on the bylaws.

We need to ensure the Bylaws comply with Not for Profit rules.

Decision was made to provide the 2012 bylaws with the 2015 proposed amendments highlighted for comparison to the membership for review and voting over the next 60 days. Voting will be done electronically.

## 8. The Importance of Certification

Certification information will be sent out by email

## 9. Recognizing Contributions of Committee Volunteers

Thank you to all those who have been involved in LNCAC over the past year

## 10. Announcement of New Executive Board members

President: Angela Sibbald

Treasurer: Heather Johannessen



Vice President: Heather Leonard  
Secretary: Rosemarie Enokson

Meeting Adjourned at:

Heather Preston moved we accept heather Leonard as vice president. Seconded by Lorna Murphy

Motion carried

Pat Kermeen moved we accept Rosemarie Enokson as secretary. Seconded by Heather Preston

Motion carried

Heather Preston moved that we postpone election of a director at large until such time that the bylaws have been voted on. Chris Rokosh added that the incoming executive must have an opportunity to approve the new bylaws.

Motion carried

Meeting Adjourned at: 5:45 pm