

**LNCAC Annual General Meeting Agenda**

**April 29th, 2017 at 900 a.m. MST, 1000 a.m. PST, 1200 p.m. EST**

**Attendees (17 total) : Dianne D, Heather L, Heather P, Heather J, Rosemarie E, Chris M, Mireille M, Colleen S, Marlene R, Wendy P, Diane, Lynda W, Karen Unrau, Sondra Rutman**

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| ITEM | TIME | TOPIC |  |
| 1. | 900amPST  1000amMST  1200pm EST | Meeting called to Order at 1000 am MST |  | Dianne Dyer |
| 2. | 5 min | Approval of 2016 AGM minutes from February 27th 2016  Motion: Rosemarie  Second: Heather P  Approved |  | Dianne Dyer |
| 3. | 5 min | Approval of Agenda (additions or deletions)  Motion: Rosemarie  Second Heather L  Approved |  | Dianne Dyer |
| 4. | 5 min | **President’s Welcome and Report**  **See below**  **Rosemarie thanked Heather for her service to the LNCAC.** |  | Heather Leonard |
| 5. | 5 min | **Results of Nominations for Executive Positions**  **Affirmations**  **President: Heather Preston**  **Vice President: Chris Moffitt**  **Secretary: Rosemarie Enokson**  **Ongoing Positions:**  **Treasurer: Heather Johnanneson**  **Director At Large: Dianne Dyer**  **Heather Preston thanked Heather Leonard and the executive as well as welcomed the new executive.** |  | Heather Leonard |
| 6. | 10 min | **Director at Large Address:**  **Dianne is a voting delegate and will be representing the LNCAC at CNA Biennial, and upcoming at this year’s AGM June 2017 in Ottawa** |  | Dianne Dyer |
| 6. | 10 min | **Secretary’s Report**  **We have 46 members so far this year (up from 30 at this time last year). We had 60 paid members last year.**  **Ongoing issue is member emails that bounce back – please ensure you add** [secretary@lncac.com](mailto:secretary@lncac.com) **to your safe senders list.** |  | Rosemarie Enokson |
| 7. | 10 min | **Treasurer’s Report**  **See below**  **Approved** |  | Heather Johannesson |
| 8. | 950am PST  1050am MST  1250pm EST | **Adjourn Annual General Meeting Business Portion at 1045 am MST** |  | Heather Leonard |
| 9. | 955am PST  1055am MST  1255pm EST | **Guest Speaker – Melissa A. Rico, B.Sc., B.A.(Hons) LLB Partner Carbert Waite LLP, Calgary Alberta**  **Nurse Defense Teams: The Litigation Process, Legal Standards of Care and How to Avoid Litigation** |  | Dianne Dyer |
| 10. | 1055am PST  1155am MST  1355pm EST | **Guest Speaker – Jay M. Guthrie, QC Partner, Field Law Edmonton, Alberta**  **The Chain of Command, Causation and Practical Advice** |  | Dianne Dyer |
| 11. | 1200am PST  100pm MST  200pm EST | **Thank you to Guest Speakers and Adjournment of LNCAC AGM – Next General Membership Meeting TBD** |  | Heather Leonard |

**LNCAC AGM Reports**

**April 29, 2017**

**President’s Report**

For the past two years it has been a pleasure to serve as the President of the LNCAC. I would like to thank the other members of the LNCAC Executive and recognize the many hours spent volunteering to keep this Organization alive, vibrant, and moving forward. I truly appreciate the teamwork, dedication and support of the Executive members Dianne, Rosemarie, Heather J and Heather P, and for your many contributions.

Over the past two years we have trialed some ideas that we hope will gain traction in future years, such as planning in-person, live educational/networking opportunities for our members to have a chance to meet, face to face and share what they are doing in their own careers, provide continuing education regarding the role of the nurse as an expert witness, and to support and inspire one another in our unique roles.

The LNCAC has worked hard to get our name out there – to advance our goal of being recognized within the legal and nursing communities as a resource. One way we have done this is by publishing a color copy of our fall 2016 newsletter and mailing it out the old-fashioned snail-mail way! The paper copy of the newsletter went to 250 law firms specializing in medical malpractice across the Country. We also emailed out copies of out newsletter to 250 more lawyers at various law firms, for a total of 500 lawyers who have had the opportunity to read and learn more about us. We also purchased a half page color ad which ran in the spring and fall 2016 editions of the BC Trial Lawyers’ Magazine, the Verdict. This publication has a readership of approximately 6000 people from the legal field.

The LNCAC has been working very hard to revamp our website to improve the form and content. We acknowledge that there have been many bugs to be worked out and want to thank our members for their patience while we get the website corrections made. Thank you to Heather Johannesson, our Treasurer, who has taken the lead on the website and coordinates with Jon, our webmaster on our behalf. Thank you to both Heather and Jon for their ongoing efforts.

This year the LNCAC renewed its membership with the Canadian Nursing Association as a Specialty Group. The CNA is currently reviewing the criteria which they use to define Specialties. To this end we were asked, and did participate in a survey to see if our group meets the requirements for membership as a Specialty. The survey questions and responses were emailed to the membership along with previous minutes, for your reference. I am very pleased to tell you, despite the fact that our current membership numbers are not large enough to support the development of a certification exam, the CNA still considers us a specialty group of nursing. So, our status remains!

Dianne Dyer has been helping to expand awareness of the LNCAC through her enthusiastic representation of our group at the CNA Biennial Conference in St. John’s Nova Scotia in June of 2016. Dianne will again represent us at the CNA AGM in Ottawa this June. Dianne has been chosen both times to be a voting delegate, which means she gets to vote on our behalf on the resolutions brought forward and is able to participate in the networking meetings as well. Thank you, Dianne, for being willing to represent us and for stirring interest in our Organization. We are proud of you and your efforts on behalf of the LNCAC.

In closing I would like to thank the executive again – it has been a pleasure working with you during the past two years. I would like to welcome the new executive members and wish them all the best. I will be here to provide support and to continue to participate in the LNCAC.

Thank you,

Heather Leonard,

President LNCAC May 2015-April 2017

**TREASURER REPORT**

**OVERVIEW**

Good afternoon everyone, LNCAC is confident in continuing to make fiscally responsible financial decisions and looking out for the financial well being of the organization. We have as a Board been making the major financial decisions together during our executive meetings. We have had to spend a reasonable amount of money this past year to advance the organization and to further its professional image in the marketplace.

We have not purchased any further LNCAC banners or marketing materials and brochures etc. for use at conferences that board members have attended. We have had small amounts of printing and mailing costs for sending out the LNCAC Newsletters.

Our largest expense is our website maintenance which has many features of front and back office and the hosting. The main content of our site was reviewed 2 years ago by Patricia Jordon a content editing expert to ensure that the site was compliant and met federal website regulations for content and privacy and spam etc. Since then no further consultation or costs were required. Our webmaster charges us a very reasonable rate of $25/HR to maintain and update issues. He converted our site from a difficult code system done by a previous webmaster and has converted the site to a Word Press site. Some new back-end features are still be implemented. The PayPal integration feature has been for the most part seamless and only a few members experienced technical difficulties.

We have a basic booking audit trail in place which is prepared annually and as requested by LNCAC by Get Friday Accounting Team. GetFriday who is our virtual assistant has provided us with certified booking clerks who do profit and loss statements monthly and, year end statements and organize all receipts and statements in ledger format. We are happy to work with them and give us a basic formal bookkeeping paper trail. To save on costs our $65-month service fee was cancelled in July 2016 and we now just pay fee for service when required. LNCAC continues to use a deposit record book for compliance + reconciliation.

For Security and protection reasons, we transfer funds from PayPal on a regular basis to our RBC Bank account. We did this on the following dates:

1. February 9, 2016 - $1500
2. April 5, 2016 - $500
3. December 15, 2016 - $500
4. February 15, 2017 - $1500.00

As we needed to grow the organization from a numbers perspective it was only fiscally and fiduciary responsible to look at the flow of funds from National to Chapters and the Board not only stopped the flow of funds to the chapters, the Chapters have folded due to lack of participation and the funds from there account were transferred this year to the National account. (February 16, 2017-$1500, February 17, 2017-$2000, February 20, 2017 - $1146.54) This additional Capital is helpful to strengthen the membership base and market increased numbers. We are still seeking additional advertising and sponsorships for the website and the organization to sustain the organization.

Signed: Heather Johannessen, RN, BScN, MA(ed), NP(c), LNC

Treasurer LNCAC

Report: Subject to E+O (corrections)

**As of April 28, 2017**

PAYPAL BALANCE: $745.91 CAD

RBC ROYAL BANK: BALANCE: $12,662.49

**REVENUE:** Advertising on Website

* Connect Experts as needed for Education Courses, June 8, 2016 $200.00
* May 2016: $300 Canadian Institute: Website Advertising
* June 2016: $200 Connect Experts: Website Advertising
* October 2016: $450 Canadian Institute: Website Advertising
* Revenue: Membership Fees: $130.00/YEAR
  + 2016 – 60 Members: $7800.00
  + 2017 – 45 Members: $5850.00

**EXPENSES:**

* CNA MEMBERSHIP RENEWAL 2017: $226.00
* January to July 2016: GETFRIDAY VIRTUAL ASSISTANT: $65./HR
* October 20, 2016: $367.25: Printing: 250 Copes Newsletter –(Heather Leonard)
* October 28, 2016: $130.00 Get Friday: Accounting Year End Financials
* Nov. 8, 2016: $551.25 The Verdict Magazine: Trial Lawyers Assoc. BC (Paid by Visa. Reimburse Treasurer by etransfer)
* Nov. 7, 2016: Envelopes + Postage to mail LNCAC Newsletters $263.07 (Heather Leonard)
* Dec. 7, 2016: Webmaster: $100, 4 hrs at $25/hr
* Dec. 31, 2016: Webmaster: $100, 4 hrs at $25/hr
* Jan. 2. 2017: Webmaster: $100, 4 hrs at $25/hr
* January 27, 2017: Etransfer Heather Leonard- (x)
* BLUEHOST FEES: DOMAIN, HOSTING, GOmobi Mobile, Website Builder, Backup Pro, Sitelock, Privacy Protection
* Dianne Dyer: $500.00 Travel expenses to attend conference
* **WEBEX RENEWAL DUE**: April 2017

LNCAC 2015 Interim Financial Report

January 1, 2016 – April 29, 2017

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| --- | --- | --- |
| Opening Balance | PayPal BALANCE  RBC BANK BALANCE | $745.91  $12662.49 |
| Revenue | * Membership Dues- $130.00 ANNUAL * Educational Events * Advertising * Sponsorships * (2017 Annual Membership Receipts have all gone out) End of February already | (60) Members 2016: $7800.00  (45) Members 2017: $5850.00 |
|  | | |
| Expenses | * Administrative Costs:   + Banking   + Webmaster/Website   + BLUEHOST hosting fees   + GetFriday (USD as required)   + Banking: RBC Acct #01879-1026665   + Posters/Banners   + DREAMHOST Hosting fees   + WEBEX (online conferencing) * Educational Sessions   + Webinar Sessions   + – AGM anticipated * AGM Expenses * Speaker Honorariums/Gifts |  |
|  | | |
| Year End Balance | PayPal and RBC total balance | **$13,408.40** |