**LNCAC 2019 Annual General Meeting Minutes**

**May 30, 2019 at 1700 or 5PM PST, 1800 or 6PM MST, 2000 or 8PM EST**

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| Attendees: Rosemarie E, Heather J. Heather P, Dianne D, Chris M, Hannah, Sondra, Wendy, Kuldip  |

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|  ITEM | TIME | TOPIC  |  |
| 1. | 1700 PST1800 MST2000 EST | Call Meeting to Order (5 min) |  | Heather Preston |
| 2. |  5 min | **Approval of Agenda (additions or deletions)**Approval of 2018 June 2, AGM minutesMotion: DianneSecond: Wendy and Heather J! |  | Heather Preston |
| 3. |  5 min  | President’s Welcome and ReportThank You Heather for your service to the LNCAC as our president!! |  | Heather Preston |
| 4. |  5 min | **Treasurer’s Report****Motion to Accept: Sondra****Second: Rosemarie****See appendix for full report.** |  | Heather Johannesson |
| 5. |  5 min | **Results of Nominations for Executive Positions****Affirmations****President – Sondra** **Motion to Accept: Dianne****Second: Wendy****Secretary – Rosemarie****Motion to Accept: Dianne****Second: Hannah****Director at Large - Lola****Motion to Accept: Wendy****Second: Sondra** |  | Heather Preston |
| 6. |  5 min | **Treasurer’s Report – see Appendix 1****Motion to Accept:****Second:** |  | Heather Johannesson |
| 7. |  5 min | **Secretary’s Report**Hello Everyone! It has been my pleasure to be your secretary for the past 2 years. We have 35 paid members to date. We were able to publish a fall newsletter but have not had enough content submitted for a spring version. I am optimistic to publish another newsletter in the fall. I challenge everyone to submit one item (big or small) related to your area of practice. It may be a clinical update, case review or practice tip.**Motion to Accept: Dianne****Second: Sondra and Heather J** |  | Rosemarie Enokson |
| 8. |  5 min | **Director at Large Address**Over the last year I attended the Executive and membership meetings and participated in the planning processes and discussion. I organized the 2019 AGM agenda and connected with the speakers and invited them to the event. I will attend the Canadian Nurses Association (CNA) Annual Meeting in Vancouver on June 1st as a CNA member and will represent LNCAC at the meeting. I will file a report on my experience the meeting for the LNCAC newsletter.  I have enjoyed my experience as a member of the LNCAC Executive over the last two years.**Motion to Accept: Sondra****Second: Rosemarie****Thank you, Dianne, for your service to the LNCAC as our Director at Large!** |  | Dianne Dyer  |
| 9.  | 5 min | **Vice President’s Report****Motion to Accept:** **Second:**  |  | Chris Moffitt |
| 10. | 10 min | **Discussion Topics:****Names & e-mails on web site:** We have discussed putting LNC name/expertise and contact details on our website. This was approved at the Executive level. Will need to get approval of the membership and make sure members are informed of the process.Hannah identified that upon renewal we have the option to identify what will be public information and what won’t.**Motion:** LNC members will send approval letters to Chris Moffit to publish their names on LNCAC website. Motion: HannahSecond: WendyApproved! |  | Heather Preston |
| 11. | 5 min | **Adjourn Annual General Meeting Business Portion Adjourned at 1850MST****Motion to Accept:****Second:** |  | Heather Preston |
| 12. | 1740 PST1840 MST2040 EST | **Guest Speaker – Hannah Varto****Topic: Strangulation/Assault: Assessment & Post Assault Care****30 minutes** |  | Hannah Varto |
| 13.  | 1810 PST1910 MST2110 EST | **Guest Speaker – Colin Parker****Topic: Top Sales Strategies to Build Your LNC Business****30 minutes**  |  | Colin Parker |
| 14. | 1840 PST1940 MST2140 EST | **Thank you to Guest Speakers and Adjournment of LNCAC AGM****Motion: Chris****Second: Heather J****Date of Next Membership Meeting: Oct 11, 2018 6:00 pm MST**General member meeting: Oct 17/19AGM: TBAExec meetings: June 2019, Sept 19/19, Nov 21/19 |  | Heather Preston |

**Appendix 1**

**LNCAC AGM - TREASURER REPORT**

**May 30, 2019**

**Treasurer Report - Heather Johannessen, RN, BScN, MA(ed), NP(c), LNC**

**OVERVIEW**

Welcome! My name is Heather, and this is my 6th consecutive year in this role as Treasurer and I look forward to serving again this year. My background is 29 years in nursing. I have worked 13 years in the hospital setting in Med-Surg, Paediatrics, Nursing Informatics, Rehab and as a Clinical Resource Reviewer. I have also worked in the community as a VON nurse. Additionally, I have 12 years of experience as a Nurse Case Manager at the Workplace Safety & Insurance Board specializing in Personal Injury Cases, Serious Injuries, Trauma, Occupational Health and Rehabilitation. I have a BScN with Honours from York University and a Master’s in Education from Central Michigan with Magna cum laude status. I am one course shy from completing my Nurse Practitioner Certificate. I have been an LNC since 2012. I am also the Chairperson for the LNCAC website and welcome input from all members.

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; especially on website development.

We have not purchased any further LNCAC banners or marketing materials and brochures etc. for use at conferences that board members have attended in 2018/19. We have had small amounts of printing and mailing costs for sending out the LNCAC Newsletters. At this time, we are out of brochures and marketing materials and we will be looking into pricing to get more done in the near future.

Our largest expense is on-going website development & maintenance which has many features of front and back office and the hosting. The main content of our site was reviewed few 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 that require coding and an annual $450 renewal fee for ongoing maintenance. 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 being 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 have been asked by GETFRIDAY to provide them with the Quick Books Software program for them to continue doing our books. At this moment we have not purchased a copy so our books need to be updated. Last year it cost $240 to have our books updated and provide us with a basic year end balance statement. We are happy to work with them and give us a basic formal bookkeeping paper trail. We just pay fee for service when required. LNCAC continues to use a deposit record book for compliance + reconciliation at the Royal Bank.

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. January 24, 2018 - $1000.00
2. February 14, 2018 - $1500.00
3. January 18, 2019 - $1200.00
4. February 28, 2019 - $1200.00

We are still seeking additional advertising and sponsorships for the website and the organization to sustain the organization.

On May 29, 2018, I changed our account from an RBC Business Variable Pricing Account to an RBC Business E-Account. The previous account was charging us $6.00/month in fees for depositing cheques. With the new account we can deposit cheques by taking a photo and electronically submitting them or by depositing them in the ATM Machine. This only cost 22 cents per cheque. Based on our membership numbers this will save us a good amount. Thanks for attending our 2018 AGM.

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

 Treasurer LNCAC; Report: Subject to E +O (corrections)

**As of May 30, 2019**

PAYPAL BALANCE: May 27, 2019**: $678.73 CAD**

RBC ROYAL BANK BALANCE: MAY 30, 2018 **$15,833.75** (Prior year balance: $**$14,752.98** CAD)

**REVENUE:** Memberships & Advertising on Website

* Connect Experts Annual Website Advertising: $500
* Canadian Institute: Website Advertising as required
* Revenue: Membership Fees: $130.00/YEAR
	+ 2018 – 35 Members: $4,550.00
	+ 2019 – 35 Members: $4,550.00

**EXPENSES: 2018/19**

* CNA MEMBERSHIP DUES 2019 RENEWAL: $226.00
* In June 2019 in Ottawa: Dianne Dyer will attend CNA as a selected voting delegate representing LNCAC as one of 10 voting delegates for the Specialty Practice Groups. She received $500.00 travel expenses from LNCAC on May 20, 2019
* **GETFRIDAY** VIRTUAL ASSISTANT: $22/HR + Depending on type of project
* Last May 28, 2018: $240.00 USD Get Friday: Accounting Year End Financials
* **Webmaster**: $450 -2019 Annual renewal (DUE IN OCTOBER 2019), $25/hr Webmaster has a creative media SALE : early annual renewal till end of May for $150.00 OFF ANNUAL SERVICE.

-2019: MARCH $75, APRIL $50, MAY $50

* **BLUEHOST FEES**: DOMAIN, HOSTING, GOmobi Mobile, Website Builder, Backup Pro, Sitelock, Privacy Protection. PAID Feb 28, 19-$32.4 USD for hosting and domain renewals AND ON Feb 26, 2019: $294.51 USD c-Panel word press website features
* **Sitelock**: $110/year USD. Gives us weekly risk score and website scanning results: malware, virus protection (Currently doing reviews on a more sophisticated website protection + intervention services)
* **WEBEX RENEWAL**: May 2018 $468 USD Paid by secretary VISA to be reimbursed
* **DREAMHOST FEES**: $10.95 usd/month for the [www.lncac.ca](http://www.lncac.ca) site. Cancelling SOON.

**LNCAC 2018 Interim Financial Report**

January 1, 2019 – May 30, 2019

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| **Opening Balance** |  PayPal BALANCERBC BANK BALANCE |  $678.73$15,833.75 |
| **Revenue** | * Membership Dues- $130.00 ANNUAL
* Educational Events
* Advertising
* Sponsorships
* (2018 Annual Membership Receipts have all gone out for taxes)
 | (35) Members 2018: $4,550.00**(35) Members 2019: $4,550.00** |
|  |
| **Expenses** | **Administrative Costs:**BankingWebmaster/WebsiteBLUEHOST hosting fees: $10.95 USD/monthGetFriday (USD as required)Banking: RBC Acct #01879-1026665Posters/BannersDREAMHOST Hosting fees-$10.95 monthly for the .ca siteWEBEX $468.00 USD (online conferencing)Sitelock Protection-$110/year**Educational Sessions**-Webinar Sessions/Conventions– AGM anticipated**AGM Expenses** Speaker Honorariums/Gifts |  |
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| **Year End Balance** | PayPal and RBC total balance | $15,431.71 (Last YR)**$16,512.48 (2019)** |

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| Year End Balance | PayPal and RBC total balance | **$14,831.71** |