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|  | | | **October 17, 2019**  **Facilitator:** Rosemarie Enokson  **Members:** Sondra, Chris, Margaret, Wendy, Hannah, Robin, Heather J, Heather L, Heather P, Lola  (welcome everyone)  **Regrets:** |
| Item |  | TOPIC | |
|  |  | Meeting started at 1810h MST | |
| 1 |  | Approval of previous minutes – January 17, 2019  Motion: Heather J  Seconded: Margaret  Motion carried | |
| 2 |  | Approval of agenda (additions or deletions)  Motion: Rosemarie  Seconded: Chris  Motion carried | |
| 3 |  | **BUSINESS ARISING - none** | |
| 4 |  | **Guest Speaker: Jane Grametbaur – Prison Nursing** | |
| 5 |  | **NEW BUSINESS** | |
|  | 5.1 | **LNCAC Member details on the website (Chris M)**   * Issues discussed regarding website update issues and challenges with current webmaster.   Motion to seek a new webmaster and the executive members to retain possession of our current digital information and ensure that we have a service agreement.  Motion: Heather P  Second: Heather J  Motion carried  LNCAC executive to work on a new webmaster. Chris M to ask at the CNA for references/support.  **If you have a reference for a web master – please send to** [**secretary@lncac.com**](mailto:secretary@lncac.com) **by November 1, 2019** | |
|  | 5.2 | **CNA Update (Chris M)**   * Will forward the latest CNA Newlsetter – are asking for case reviews | |
|  | 5.3 | **Advertising Opportunities and Costs – Sondra**   * Deferred until our website is completed. * We have some great opportunities coming up with Canadian Lawyer | |
|  | 5.4 | **Newsletter (Rosemarie)**  Please send your articles to [secretary@lncac.com](mailto:secretary@lncac.com) for the spring edition – clinical updates, case reviews – does not have to be long. | |
|  | 5.5 | Community of Practice – Round Table  Rosemarie: working on a number of cases related to ER triage and Patients leaving AMA  Heather L: Working on a number of cases  Sondra: Was very busy over the summer – is looking for an OBGYN  Hannah: Working on her first case. Has been called a NP to court. Crown wanted to pay RN rate or allied health rate which is much less than the physician rates. Hannah is taking this forward on behalf of forensic nurses to the BC Nurses Association. | |
| 5 |  | **STANDING AGENDA ITEMS** | |
|  | 5.1 | **President’s Report:**   * covered | |
|  | 5.2 | **Secretary Report:**   * We have 34 members in the organization | |
|  | 5.3 | **Treasurer Report:**   1. **Treasurer Report - Heather Johannessen, RN, BScN, MA(ed), NP(c), LNC**   **Summer Overview/Summary:**  For Security and protection reasons, we transfer funds from PayPal on a regular basis to our RBC Bank account. Last transfer was:   1. February 27, 2019 - $1200.00   **As of October 17, 2019**  PAYPAL BALANCE: **[$636.10 CAD](https://www.paypal.com/businessexp/money)**  RBC ROYAL BANK BALANCE: **$15,533.75**  **ALL 2018 Tax Receipts have been done. Members get an automatic receipt immediately that they can use for submitting for taxes but our LNCAC Letterhead ones are done before end of April. They have all been sent out.**  **REVENUE:** Memberships & Advertising on Website  \*\*REMEMBER FEES DUE ANNUALLY JANUARY 1 OF EACH YEAR. DO NOT RENEW IN DECEMBER AS MEMBERSHIPS RUN ON AN ANNUAL JANUARY TO DECEMBER BASIS\*\*\*$130.00 CAD each member.  **ADVERTISING REVENUE**  Connect Experts: Chris Rokosh: Invoiced January 17, 2019 $540.00 for 2019 advertising on website: Cheque Received END OF JANUARY  **EXPENSES: 2019**   * CNA MEMBERSHIP DUES 2019 RENEWAL: $226.00 PAID VIA CHEQUE. Cashed Feb 6/19 * **GETFRIDAY** VIRTUAL ASSISTANT: $12/HR + Depending on type of project. Get Friday wants us to provide a current version of Quick Books in order to continue with them. * **Webmaster**: $25/hr. * **BLUEHOST FEES**: DOMAIN, HOSTING, GOmobi Mobile, Website Builder, Backup Pro, Sitelock , Privacy Protection (~$549.00/year) **Paid $294.51 to renew some of the above services on Feb. 26, 2019 that were due.** * **WEBEX RENEWAL**: Renewed In September 2019 * **DREAMHOST FEES**: $10.95 usd/month for the [www.lncac.ca](http://www.lncac.ca) site has been transferred to BLUEHOST now. These fees are cancelled now. * **CORPORATE RESOLUTION FOR THE ROYAL BANK STOUFFVILLE BRANCH:**   (STILL AWAITING THE ORIGINAL RESOLUTION SIGNED BY ALL MEMBERS FOR THE ROYAL BANK.**)**  **Signed: Heather Johannessen, RN, BScN, MA(ed), NP(c), LNC**  Treasurer LNCAC; Report: Subject to E +O (corrections) | |
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|  | 5.4 | **Director at Large:**   * deferred | |
| 6 |  | **Meeting adjourned at 1947 MST**  General member meeting: Jan 30, 2020  AGM: May 14, 2020  Exec meetings: Nov 21/19, Feb 20, 2020, March 5, 2020 | |