

COLLEGE OF LICENSED PRACTICAL NURSES  
Board Meeting  
September 17, 2009

Minutes

Held at  
260-3480 Gilmore Way  
Burnaby, BC,  
(Boardroom)

Meeting number #108

**BOARD MEMBERS PRESENT:**

Ms. B. Crockett, Chair, LPN  
Ms. S. Skratek, Vice Chair, Public Member  
Ms. J. Chisholm, LPN  
Ms. V. Gerbrandt, LPN  
Dr. M. Lamoureux, Public Member  
Ms. K. Nduwayo, LPN  
Ms. M. Overton, LPN  
Mr. P. Ruscica, LPN  
Ms. M. Spina, Public Member  
Ms. S. Trimblett, LPN  
Ms. J. Vereecken, LPN  
Mr. T. Wharton, Public Member

**STAFF PRESENT:**

Mr. J. Mayr, Executive Director  
Ms. P. McDonald, Deputy Registrar  
Ms. S. Swartz, Recorder

**MINUTES**

**Call to Order at 10:00**

**1.0 Oath of Office**

The Executive Director administered the Oath of Office to the members in attendance. The members, having taken the Oath, signed a certificate representing their undertaking to adhere to tenants of the Oath.

**2.0 Agenda**

The members considered the Draft Agenda and agreed to amend the draft agenda by adding:

- Item 9.1 – Risk Audit
- Item 9.2 – Potential Conflict of Interest
- Item 9.5 – IV Therapy

**Motion #1** – THAT the agenda be accepted as amended.

**CARRIED**

**3.0 Approval of the Draft Minutes from the June 12th Annual General Meeting**

The members considered the Draft Minutes of meeting #106 of the Board held on June 12<sup>th</sup>, 2009.

**Motion #2** – THAT the Draft Minutes of the June 12<sup>th</sup> 2009 AGM be approved.

**CARRIED**

**3.1 Approval of the Draft Minutes from the June 13<sup>th</sup> Board Meeting**

The members considered the Draft Minutes of meeting #107 of the Board held on June 13<sup>th</sup>, 2009 and agreed to amend the Draft Minutes by changing Item 4.2, Motion #3 to read:

THAT the Board authorise the Executive Director to retain a consultant to assist the Standard Revision Project in the matter of Academic Achievement.

**Motion #3** – THAT the Minutes of the June 13<sup>th</sup>, 2009 meeting of the Board be accepted as amended.

**CARRIED**

**4.0 Business Arising from the Minutes**

**4.1 October Planning Session**

The members discussed the October Planning Session and agreed that the Executive Director could plan the session.

The members also discussed having Parliamentarian John Noonan provide Roberts Rules of Order training in the near future.

**Motion #4** – THAT John Noonan (Registered Parliamentarian) provides Roberts Rules of Order training for all new members and any other current Board members and Committee members who would like to attend, on December 2<sup>nd</sup> or December 4<sup>th</sup>.

**CARRIED**

**4.2 Election Results**

The Executive Director presented the results of the 2009 Board elections.

The results were as follows:

Total ballots mailed out:	8242
Total "Return to Sender":	67
Total ballots returned for counting:	467
Total spoiled ballots:	0

Successful candidates and new board members by District:

District 1 – Lower Mainland:	<b>Kathy Nduwayo</b>
District 2 – Coast Island:	<b>Janet Vereecken</b>
District 3 – Cariboo/Peace River:	<b>Muriel Overton</b>
District 4 – Okanagan:	<b>Jillian Chisholm</b>

**Action:** The Executive Director to write a letter of thanks to all the candidates who ran for election and to start planning for next year.

**Motion #5** – THAT the election results be approved.

**CARRIED**

## **5.0 Report from Chair**

### **5.1 Chair's Report**

The Chair welcomed the new members and stressed the importance of attending meetings.

## **6.0 Report from the Executive Director**

### **6.1 Telephone System Update**

The telephone system update is complete and went smoothly. The College's system is now separate from the Government's and has increased functionality.

### **6.2 Reduced Fees for Early Renewal**

The Board discussed the proposal to offer a "green" dividend to registrants who renewed early and on-line.

**Motion #6** – THAT the College implement a plan to offer a \$10 green dividend to registrants who renew on-line by October 7<sup>th</sup> 2009 for the current renewal cycle.

**CARRIED**

**Motion #7** – THAT the Executive Director develop a comprehensive on-line license renewal plan.

**CARRIED**

### **6.3 Internal Financial Report**

The Internal Financial Report was presented.

### **6.4 Quality Assurance Department Database**

The Board was advised that the College can comply with Freedom of Information laws by adapting the current database and that a second one will therefore not need to be purchased.

### **6.5 Activities Related to Scope of Practice**

An information update was provided, including pandemic planning; redefining the meaning of "supervision", vaccinations and the use of LPNs is increasingly broader areas.

**Action:** The Executive Director is to continue work on broadening the definition of "supervision" and have it included in the definition of "order".

## **7.0 Committee Reports**

### **7.1 Inquiry**

M. Spina described to new members the function of the Inquiry Committee and thanked Pat McDonald and her team for their involvement.

### **7.2 Registration**

**Motion #8** – THAT the Board appoint Shelley Trimblett as Chair of the Registration Committee.

**CARRIED**

**Motion #9** – THAT the Committee Reports be accepted as presented.

**CARRIED**

### **8.0 In Camera**

The Board held an In Camera session to discuss the Executive Director Evaluation Panel's results.

## **9.0 New Business**

### **9.1 Risk Audit**

**Motion #10** – THAT a bi-annual Risk Audit be conducted in October 2009.

**CARRIED**

**Motion # 11** – THAT Fasken Martineau DuMoulin be retained to carry out the Risk Audit.

**CARRIED**

### **9.2 Conflict of Interest**

Muriel Overton explained that she had a potential Conflict of Interest regarding her attendance at an upcoming union organised conference. The Board agreed that it would not be an issue.

### **9.3 Immunization Certification**

The Board considered a proposal to fund registrants who wanted to become immunization certified and investigate partnering with the BCCDC for their online program or alternatively investigate having local community colleges deliver the program.

**Action:** The Executive Director to investigate the similarities between the BCCDC and College's immunization certification program and the viability of having LPNs complete the BC CDC online Immunization program.

**Motion #12** – THAT up to \$95,000 be allocated to support LPNs gaining access to the BCCDC immunization program.

**CARRIED**

### **9.3 Quality Assurance Program**

**Motion #13** – THAT the College re-establish the Quality Assurance Committee and that the Committee undertake to establish and maintain a quality assurance program to promote high practice standards amongst registrants.

**CARRIED**

**Motion #14** – THAT Kathy Nduwayo be appointed Chair of the Quality Assurance Committee.

**CARRIED**

**Action:** The Executive Director to request one member of the previous committee to join the new committee.

### **9.3 Appointment of the Deputy Registrar**

**Motion #15** – THAT Pat McDonald continues as Deputy Registrar.

**CARRIED**

### **9.5 IV Therapy**

**Action:** The Executive Director to investigate partnering with someone to set standards for IV Therapy.

### **9.6 End of Term Recognition**

Cut glass paperweights are being prepared and will be presented to members of the past Board.

### **9.7 Board Travel & Accommodation**

**Action:** Executive Assistant to check out other Hotel options in the area.

## **10 Board Meeting Assessment**

The Board members reviewed the summary evaluation data from their previous meeting.

**Motion #16** THAT the meeting by adjourned.

**CARRIED**

**Meeting adjourned at 4:25pm**

**APPROVED BY THE BOARD OF DIRECTORS – December 3rd , 2009**

*Bernice Crockett Chair*  
**BERNICE CROCKETT, CHAIR**

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