

COLLEGE OF LICENSED PRACTICAL NURSES  
Board Meeting  
May 6, 2010

Minutes

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

Meeting number #114

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Ms. P. McDonald, Interim Executive Director  
Ms. J. Harden, Recorder

**REGRETS**

Ms. J. Chisholm, LPN

**MINUTES**

**Call to Order at 10:03am**

The Chair of the Board reported that there has been a change in direction of leadership at the College and that Patricia McDonald has been appointed Interim Executive Director and would be reporting directly to the Board.

**1.0 Agenda**

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

Moving: In-Camera Session to the end of the meeting  
Adding: Board Elections under the Executive Director's Report  
Adding: Nurse Protected Title under New Business  
Adding: Notes to Financial Statements, Year Ended December 31, 2009 under Finance Committee.

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

**CARRIED**

## **2.0 Minutes from March 22, 2010 Regular Board Meeting**

The members considered the Draft Minutes of Meeting #112 of the Board held on March 22, 2010 and agreed to amend the Draft Minutes by:

Adding: The time the Board returned to regular session after the second In-Camera Session.

**Motion #2** – THAT the Minutes of the March 22, 2010 Meeting of the Board be accepted as amended.

**CARRIED**

## **3.0 Minutes from the April 1, 2010 Board Meeting held via Electronic Means**

The members considered the Draft Minutes of Meeting #113 of the Board held on April 1, 2010 and agreed to amend the Draft Minutes and bring them to the next Board meeting.

## **4.0 Business Arising from Previous Minutes**

### **4.1 AGM Update**

A member of staff provided an update on the AGM.

### **4.2 Resolutions Submitted by Registrants at the AGM**

The members discussed the resolutions process at the AGM.

## **5.0 Report from the Chair**

The Chair welcomed the Interim Executive Director and reported on the education sessions and meetings she had recently attended.

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

### **6.1 Internal Financial Statements**

The members considered internal financial statements for January to April 2010. The Board agreed to file the statements.

**Action:** Interim Executive Director to provide breakdown of March 2010 staff training expense.

### **6.2 Baseline Competencies**

The members discussed the Baseline Competencies document and were advised that the final draft would be brought back to the Board for approval.

### **6.3 Board Elections**

The members discussed the low voter turn-out in previous board elections and agreed to send an election reminder to registrants with the 2010 AGM notice and to hold further discussions at the 2010 strategic planning meeting.

## **7.0 Committee Reports**

### **7.1 Registration Committee**

#### **7.1.1 Education Program Recognition**

The members reviewed the curriculums of the Northern Lights College Generic Program and the Academy of Learning Access Program.

**Motion #3** – THAT the Board recognize the Northern Lights College Generic program.

**CARRIED**

**Motion #4** – THAT the Board recognize the Academy of Learning Access program.

**CARRIED**

#### **7.1.2 Standards of Practice**

The members reviewed the revisions to the Standards of Practice Entry-Level document.

**Motion #5** – THAT the Board accept the Standards of Practice Entry-Level document.

**CARRIED**

#### **7.1.3 Practice Guidelines**

The members discussed the three practice guidelines on Consent, Peripheral Infusion Therapy and Medication Administration.

**Motion #6** – THAT the Board accept the Practice Guidelines on Consent, Peripheral Infusion Therapy, and Medication Administration.

**CARRIED**

### **7.2 Finance Committee**

The members discussed Notes to Financial Statements, Year Ended December 31, 2009.

**Action:** P. McDonald and Paul Ruscica to report on Notes to Financial Statements, Year Ended December 31, 2009 at the next board meeting.

### **7.3 Inquiry Committee**

M. Spina reported on the activities of the Inquiry Committee and acknowledged the work of the Inquiry and Discipline Department Coordinator in preparing a presentation on the inquiry process for the Committee. It was suggested that a letter of commendation be added to her personnel file.

**Action:** M. Spina to write a letter of commendation to be added to the coordinator's personnel file.

## **8.0 New Business**

### **8.1 Nurse Protected Title**

The members considered a Briefing Note and email regarding the use of the protected title 'Nurse' by an LPN in a business.

### **8.2 College Expense Claims**

The members discussed College expense claims policies and the Treasury Board guidelines.

**Motion #7** – THAT College expense claims policies follow Treasury Board guidelines and be annually updated with approval by the Board.

**CARRIED**

**Action:** P. McDonald to add current College expense claims policy and Treasury Board guidelines to Agenda for next meeting.

**Meeting adjourned at 2:20 pm**

### **In Camera Session**

At 14:25 the Chair of the Board moved to hold an in camera session to discuss personnel matters of a confidential or sensitive nature. The session ended at 16:20.

**APPROVED BY THE BOARD OF DIRECTORS – June 11, 2010**

  
**BERNICE CROCKETT, CHAIR**