

COLLEGE OF LICENSED PRACTICAL NURSES  
Board Meeting  
of April 30, 2009

Minutes

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

Meeting number #105

**BOARD MEMBERS PRESENT:**

Ms. B. Crockett, Chair, LPN  
Ms. R. Dyck, LPN  
Ms. V Gerbrandt, LPN  
Ms. G. Herrington, LPN  
Ms. B. Lail, LPN  
Mr. P. Ruscica, LPN  
Ms. S. Skratek, Vice Chair, Public Member  
Mr. T. Teite, LPN  
Ms. S. Trimblett, LPN (via conference call)  
Mr. T. Wharton, Public Member

**STAFF PRESENT:**

Mr. J. Mayr, Executive Director  
Ms. E. Baxter, Sr. Practice Consultant  
Ms. J. Harden, Recorder

**REGRETS:**

Dr. M. Lamoureux, Public Member  
Ms. M. Spina, Public Member

**MINUTES**

**Call to Order at 11:02**

**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 7.6 – Resolution to amend Schedule B of the Bylaws – Approved PN programs

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

**CARRIED**

### **3.0 Approval of the Draft Minutes from the March 19 meeting of the Board**

The members considered the draft Minutes of meeting #104 of the Board held on March 19, 2009.

**Motion #2** – THAT the Minutes of the March 19, 2009 meeting be approved as presented.

**CARRIED**

### **4.0 Business Arising from the Minutes**

#### **4.1 International Education Program – visit request**

The Executive Director provided an update to the members regarding the Practical Nursing program that is currently underway in Jamaica. A representative of the Government of Jamaica has invited the Executive Director to attend Jamaica for the purpose of reviewing the program. Other Canadian PN regulators have already agreed to attend. The Executive Director advised the members that he felt there may be an appearance of a conflict of interest and requested that the members consider sending a Board member as the College's representative. The total cost of the trip is borne by the Jamaican Government.

**Motion #3** – THAT the College respectfully decline the invitation from the Jamaican Ministry of Labour and Social Security, indicate the College's willingness to continue the longstanding relationship that currently exists between the governments and work to establish a process to assess applications for the exam and licensure.

**DEFEATED**

1 member abstained

(Request to be noted -V. Gerbrandt)

**Motion #4** – THAT the College accept the invitation from the Jamaican Ministry of Labour and Social Security to travel to Jamaica for the purpose of participating with other Canadian regulators to review the practical nurse program.

**CARRIED**

3 members abstained

### **5.0 Report from Chair**

#### **5.1 Chair's report**

The Chair requested that the members of the Board consider the issue of honorariums for attending College related meetings. The Chair has been invited to attend the annual meeting for the College of Psychiatric Nurses of BC. The Executive Director advised that the College would reimburse expenses for all College related business. The members agree that any member of the Board conducting Board business is eligible to receive honoraria. Board members are comfortable with Chair receiving honorarium for attending AGMs.

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

#### **6.1 Quarterly Financial Report**

The Executive Director presented the first quarter financial statements for 2009 and responded to questions from the members of the Board.

## **6.2 Affirmation of Board resolution by electronic means.**

The members affirmed the Board's vote conducted via electronic means on April 20<sup>th</sup>, 2009, to approve the distribution of the Notice of the Audited Financial Statement for the year ended 2008 by email wherever possible and by postcard notice when no email address is on record. The motion to be affirmed stated:

**Motion #5** – Be it resolved that the College of Licensed Practical Nurses of BC make available the audited financial statements of the College for the year ended December 2008 on the College's website and notify registrants by email and/or postcard advice.

**Affirmed**

## **6.3 Senior Practice Consultant's Report**

A project to revise the Standards of Practice was presented to the members of the Board. The members discussed Board representation. The Executive Director advised the members that the steering group was not a committee and therefore would not require 1/3 public representation as the work of the group would be first approved by a committee and subsequently by the Board. V. Gerbrandt declined to participate on the steering group. B. Crockett agreed to participate. T. Wharton volunteered in the event that a public member is required.

**Motion #6** – THAT the Board of College establish a steering group to oversee a project to revise the Standards of Practice with membership including at least one member of the Board with the remainder of the members to be determined by the Senior Practice Consultant.

**CARRIED**

The Senior Practice Consultant advised the members that the Research Report entitled "Building Practical and Psychiatric Nursing Capacity in British Columbia" was completed and a preview consultation copy sent to the Ministry of Health Services.

The members received a briefing note on the issue of Standards of Education. The Executive Director advised the members that the amendments to the Health Professions Act have eliminated all references to Standards of Education. Despite the Bylaws of the College listing the Standards of Education Committee, the changes to the law mean that the Committee no longer exists as there is no mandate under the law.

**Action:** The Executive Director will add this item to the agenda for the next meeting.

## **7.0 Committee and Panel Reports**

### **7.1 Finance Committee**

The Chair of the Finance Committee advised the members of the Board that the Finance Committee had met, reviewed, and agreed to recommend that the Board approve the draft financial statements to the Board. Mr. Ruscica requested that the members affirm the Board's resolution conducted via electronic means on April 14th, 2009.

**Motion #7** – THAT the members affirm the vote of the Board to approve the audited financial statements as submitted by the firm McDonald Rickett for the year ended December 31, 2008.

**Affirmed**

### **7.2 Registration Committee**

The Chair of the Registration Committee advised that the members of the Committee are reviewing its framework and processes. She advised that the members of the Committee had requested the Executive Director assess the current examination refund policy when a candidate chooses not to attempt the exam.

**Action:** The Executive Director advised will review the refund policy and report back on changes.

### **7.3 Award of Distinction Panel Recommendations**

The members of the panel advised that 18 nominations had been received and that a scoring assessment grid was used to rank the nominations. The panel agreed that three registrants would be honoured with awards in the following categories: overall, public protection, and professional regulation. The award winner in the overall category has been selected and further work is required by the panel to determine the two other successful nominees.

## **8.0 New Business**

### **8.1 Schedule June Meeting**

The members agreed to have a regular meeting of the Board in conjunction with the AGM.

**Action:** The Executive Director is to determine the date and time of the next regular meeting of the Board and advise members via email.

### **8.2 Nomination and Election Procedures**

The members discussed the nomination and election procedures. The Executive Director advised the members that the previously used practice of requiring multiple signatures on a nomination form appears to have no basis in the Bylaws.

**Action:** The Executive Director will establish nomination/election processes as it is specified in the bylaws and may consult legal counsel as required.

### **8.3 Eligible exhibitors/sponsors for AGM**

The members discussed whether two particular labour organizations that have been or have requested exhibitor status at the AGM should be provided space. The Executive Director reiterated how critical it was that the College remain and be perceived to remain neutral in any and all labour issues. The members agreed that the College's AGM was not an appropriate venue for any labour initiatives and that space would not be provided to either of the organizations.

**Action:** The Executive Director is to notify the labour organizations of the Board's decision to decline their requests for exhibitor space.

### **8.4 Board Resolution to amend Schedule B of the Bylaws.**

The members considered a resolution to amend the Bylaws of the College, in particular to repeal and replace schedule B, the list of recognized PN education programs. The proposed list sets out institutions and not program locations, seeks to update the names of institutions, and includes all programs considered by the Board since the Schedule B was previously approved.

**Motion #8:** Be it resolved that, in accordance with the authority established in section 19(1) of the Health Professions Act, and subject to filing with the Minister, as required under section 19(3) of the HPA, the Board amend the Bylaws of the College of Licensed Practical Nurses of British Columbia, as indicated in the attached schedule.

**CARRIED**

**Motion #9** Motion to adjourn

**CARRIED**

**Meeting adjourned at 15:30**

**APPROVED BY THE COLLEGE BOARD - 22<sup>ND</sup> JUNE 2009**

Handwritten signature of Bernice Crockett, chair

**BERNICE CROCKETT, LPN – BOARD CHAIR**