

# Independent Practice Nurses Interest Group IPNIG

## Minutes - Annual General Meeting AGM

Held in 2 meetings

Saturday, November 21, 2011 - 10am-12 noon (BELL conference call)

Thursday, December 1, 2011 - 5pm-9pm (Milestone restaurant Meeting Room)

**OHNIG Executive Present:** Doug Bishop, Jill King, Ruth Ruttan, Jana Bartley, Betty Franklin, Lynne Browning, Sonia Malcolm, Ruth Volpato

**Absent:** Jennifer Desmond

**Members:** Gloria Mulder, Jane Chen (November 21, 2011)

Agenda Item	Discussion and Resolution
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"><li>• Welcome to IPNIG executive and IPNIG members attending</li><li>• Invitation for IPNIG members to volunteers for committee work</li></ul>	<ul style="list-style-type: none"><li>• Introduction of current IPNIG Executive members.</li><li>• Welcome to IPNIG members Jane Chen and Gloria Mulder in attendance</li><li>• Pauline Shenton and Elizabeth Slonchka – send regrets that due to commitments cannot continue IPNIG work at this time. IPNIG wishes to thank these two sterling executive members for their many contributions to the development of IPNIG and wish them success in their careers.</li><li>• IPNIG invites any IPNIG members to volunteer to help the IPNIG executive with project work.</li></ul>

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<p><b>2. Financial Year End Report</b></p> <ul style="list-style-type: none"><li>• Presentation of IPNIG financial book keeping and Financial Year End Balance Statement for November 1, 2010 – Oct 30, 2011</li><li>• Secretary and Finance Coordinator to sign hard copy of IPNIG financial balance statement Dec. 2011</li></ul>	<ul style="list-style-type: none"><li>• IPNIG current financial statement first draft accepted as presented. Outstanding invoices equipment/ purchases still pending.</li><li>• Final balance statement will be signed in December, 2011 by Financial Coordinator and Secretary - Approved by Jana Bartley</li><li>• Estimated incoming membership fees, based on reaching 450 OHNIG members would be - \$30 fee x 450 = \$13,500.00</li><li>• Statement presented to explain the large expense of \$10,622 spent on the free IPNIG workshop “It’s Your Business” for 65 attendees, April 2, 2011 and the RNAO Nurse Career Fair.</li><li>• Current bank balance [year end not finalized] \$2200.00 approx. and Money Market \$43,000.</li><li>• IPNIG recognizing that RNAO does not give the current year members fees until 4 months after the start of the IG year, Therefore approved on a needs be basis that \$1000 from the IPNIG Money Market could be withdrawn to meet expenses. All approved.</li><li>• IPNIG Operating budget for next year to continue the same as this year. The financial expenses to be co monitored by the IPNIG Financial Coordinator and IPNIG Secretary – Approved by Doug Bishop.</li></ul>

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	<ul style="list-style-type: none"><li>• IPNIG – discussed the idea to pay IPNIG fee of \$30.00 for the “<i>Executives and the Executives in Training</i>”. To be discussed further since the IPNIG executive needed to define this program in writing.</li><li>• Doug Bishop to present at next meeting</li></ul>
<p>3. IPNIG AGM November, 2010 AGM minutes reviewed by pre- reading Previous Minutes online prior to the meeting.</p>	<ul style="list-style-type: none"><li>• IPNIG executive approved the IPNIG AGM minutes Nov 2010 [pre read on IPNIG web site]</li><li>• Ruth Ruttan accepted approval of minutes as written Approved by Sonia Malcolm</li></ul>

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<p>4. IPNIG <a href="#">Terms of Reference</a> bi-annual review each 2 years was completed by Pauline Shenton prior to the IPNIG AGM meeting.</p> <p>Appointment of IPNIG Executive positions for next 2 years.</p>	<p>The current TOR reviewed prior to the IPNIG AGM requires no changes to the written content [per Pauline Shenton] IPNIG executive approved the IPNIG Terms of Reference as currently written and posted on the IPNIG web site.</p> <p>IPNIG Executive positions assigned and accepted as follow</p> <ol style="list-style-type: none"><li>1. Chairperson – Lynne Browning</li><li>2. Professional Practice /BPG – Jana Bartley</li><li>3. Research &amp; Education – Jennifer Desmond</li><li>4. Policy &amp; Political Action – Ruth Volpato</li><li>5. Public Relations &amp; Networking – Jill King</li><li>6. Secretary/ Generates reports – Ruth Ruttan</li><li>7. Membership Recruitment – Betty Franklin</li><li>8. Communication/ E-Newsletter – Sonia Malcolm</li><li>9. Members at large – Doug Bishop</li><li>10. Student member (non-voting)</li></ol> <p>Note: IPNIG needs new IPNIG members to join IPNIG executives in training membership program.</p> <p>Any IPNIG member may contact IPNIG administration and submit their name to join the IPNIG executive Member at large position as a member in training.</p> <p>Ruth Ruttan accepted executive officers positions as presented - approved by all</p>

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<p><b>5. Report on Networking Communication and Web Site quarterly postings</b></p>	<ul style="list-style-type: none"> <li>• IPNIG web site is the most efficient and timely means of communication to the IPNIG members.</li> <li>• The numbers of visitors to the IPNIG web site is monitored frequently</li> <li>• Sonia Malcolm requested everyone’s help in her new position and asked that they communicate on a timely basis all the information to be posted quarterly.</li> <li>• Sonia Malcolm will communicate the “executive in training” mentoring process through the e-newsletter and the IPNIG web site.</li> <li>• Sonia will promote bringing in new members</li> </ul>
<p><b>6. Membership Report</b></p> <ul style="list-style-type: none"> <li>• Goal for 10% increase this year in membership</li> <li>• Bonus Coupons for IPNIG members when they bring in a new member.</li> <li>• How to increase the current membership numbers?</li> <li>• Communication in IPNIG e-newsletter to get new members.</li> </ul>	<p>Discussion on the importance to keep our membership numbers greater then 250. At 250 the IPNIG members have a \$35.00 reduction to their RNAO fee.</p> <p>Current membership - 450. This year’s target 500 members or a 10% increase in members.</p> <p>Discussion agreed that IPNIG have a bonus for IPNIG members if they bring in new members, i.e., suggestion of a 2 for 1 or bring a new member and receive a \$30.00 coupon..</p>

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	<p>Discussions on how to market the IPNIG membership. Suggestions were to use social media or a professional marketer. This to be decided later.</p> <p>Betty Franklin to provide membership communication through emails to members at Christmas, i.e., welcome back as well as regular communication in the IPNIG e-newsletter of the member's bonus coupons for bringing in new members.</p>
<p><b>7. Professional Practice - Nursing Profile</b></p> <ul style="list-style-type: none"> <li>• “What nursing work are you doing?”</li> <li>• RNAO “<i>Careers in Nursing! A World of Opportunity!</i>” ... <a href="#">click here to read</a></li> <li>• The Registered Nurse professional practice profile includes the work day description, the scope of practice, the clinical laddering, qualifications and academic requirements.</li> <li>• The RNAO template for Professional Practice Profile will be used.</li> </ul>	<ul style="list-style-type: none"> <li>• RNAO created the Registered Nurse Practice Profile in Dec 2010. The intention of RNAO is to create a <b>reference manual</b> of the extensive and various work positions that Registered Nurses perform. The RNAO has 5 professional Practice Profiles currently posted on their web site. [see link]</li> <li>• IPNIG executive approved a survey of IPNIG members to determine specific nursing practices “what nursing are you doing in your business” and to ask them to provide a description.</li> <li>• From the IPNIG member's returns from this survey a random few nursing work descriptions will be picked to write their professional practice profile.</li> <li>• IPNIG plans to have 2 professional practice profiles for posting on the IPNIG web by Spring of next year 2012</li> <li>• Approved -Lynne Browning will coordinate.</li> </ul>

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<p><b>8. Members Services Directory</b></p>	<p>This Members Directory agenda item was shelved for a later date.</p> <p>Before IPNIG can make a decision they need a full review of alternate ways, i.e., professional networks such as LinkedIn that can also meet this directory need</p> <p>Discussion – why reinvent the wheel if it is already out there.</p> <p>To be discussed later</p>
<p><b>9. Strategic Plan 2012 – 2014</b></p> <p>To provide resources for learning, professional improvement, necessary business skills, marketing strategies and business operation guidelines for IPNIG members</p>	<p>IPNIG approved of continuing the next two years 2012 - 2014with the <a href="#">strategic plan as posted on the IPNIG web site</a></p> <p>IPNIG Executive agreed that the work projects this year meet this strategic plan goals/</p>

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<p><b>10. Education and Research</b></p> <ol style="list-style-type: none"><li><b>Level 1</b> -Getting Started 2011 <i>"It's Your Business"</i></li><li><b>Level 2</b> - Critical First Few Years 2012 <i>"What it Takes"</i></li><li><b>Level 3</b> – Success Comes c Knowledge <i>"Been There Done That"</i></li></ol>	<p>The IPNIG discussed the success of their first workshop, <i>"It's Your Business"</i></p> <p>IPNIG discussed presenting the same or improved workshop as the first free workshop April 2' 2011, <i>"It's Your Business"</i></p> <p>Decisions made re 2012 Education Workshop</p> <ol style="list-style-type: none"><li>Use the same 2 presenters and add new presenter in marketing strategies</li><li>Choose the same venue and reserve immediately for end of March 2012</li><li>Alternately seek other venues that could accommodate 65 in a class for one day</li><li>Course outline to move up a notch to include <i>"Marketing Strategies"</i> and getting the <i>"Ball Rolling"</i> in a new business</li><li>Marketing Strategies to expand to RNAO Chapters and other interest groups</li><li>There would be a fee charged for this workshop approx. \$200 [tbd]</li></ol> <p>Jill King to follow up on venue, presenters, marketing education, and potential attendees</p>



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<p><b>11. End Goals Plan 2011 2012</b> – End Goals</p>	<p>IPNIG Executive agreed to continue on these specific End Goals.</p> <p>Promote to the community greater awareness and need for quality health care delivered by Independent practice nurses. Gain recognition for Independent Practice Nurses within the established health care system.</p>
<p><b>12. New Business</b></p> <p>Electronic Nursing documentation</p>	<p>Ruth posed the question “Does anyone use or have experience with electronic documentation” that she could adapt to her teaching course for foot care nurses?”</p> <p>Discussion ensued on electronic charting and the variety, current systems and needs met /or not met. IPNIG agreed that electronic charting may have merit for IPNIG members</p> <p>Ruth will investigate the input from the IPNIG executive and decide if a survey is appropriate for IPNIG membership.</p>

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<p><b>12. New Business (continued)</b></p> <p>Talks on Independent Practice Nursing Attributes and the Art of Making it a Business. <b><i>“Taking the Show on the Road”</i></b></p>	<p>At the September RNAO Membership Assembly two registered nurse attendees approached Doug Bishop and Jill King to propose their idea</p> <p>Their Chapter wanted a presentation or ½ day workshop on IPNIG and what it takes to get started in a business</p> <p>Doug tabled their request to the IPNIG executives who agreed to have him follow up with more details: What When Where and Who</p> <p>At this time IPNIG has made a decision in the new year to present at a Chapter meeting the work of IPN nurses and What it Takes to get Started.</p>

**OHNIG AGM November 21, 2011** meeting adjourned at 12:55 pm  
Bell Conference Call 10:00am to 12:00 noon

**OHNIG AGM December 1, 2011** meeting adjourned at 5:00pm to 9:00pm  
Meeting at Milestone Restaurant – Yorkdale Mall

**Next OHNIG Business Meetings**  
January 2012, April 2012 and Sept 2012

**Next OHNIG AGM meeting**  
November 24, 2012