

Independent Practice Nurses Interest Group  
Annual General Meeting AGM  
Nov 20, 2010

Minutes AGM Nov 2009 – Oct 2010

Present: Doug Bishop, Lynne Browning, Jill King, Pauline Shenton, Elizabeth Slonchka, Ruth Ruttan

Absent: Tom Fiser, Charlene Schiffer

Agenda Item	Discussion and Resolution
Welcome to new IPN members	Special welcome to IPN members joining us in person and those joining us by audio web conferencing Doug invited any IPN members to volunteer to help the IPN executive with project work.
Details Audio Web Conferencing AWC	Doug Bishop announced: This IPN AGM is using audio web conferencing and for the first time all IPN members provincially can join the meeting. [IPN has members from Grimsby, Oakville, Sault, Hamilton and Thornhill attending Doug Bishop reviewed the audio web conferencing features and functions to the attendees
Previous Minutes	IPN AGM minutes reviewed and signed by IPN executive attending.
IPN Executive introduction	Doug had the IPN executive provide their own self introduction and a quick summary of their work background.
# 1 IPN Financial Statement and Financial Incentives proposals	IPN executive were asked to review the current Financial statement circulated to the members present (6) at the board room table, All IPN executive members present accepted and signed the year end financial statement It was anticipated that estimated incoming fees [providing same membership] approx \$13,000 The IPN executive members present approved the following financial payment activity and that it be written into the IPN Terms of Reference [Article # 10] Financial incentives proposals include <ul style="list-style-type: none"> <li>• pay IPN volunteer fees, executive IPN fees,</li> <li>• has ability to decide other payments i.e. IPN champion advisors fees, honorariums,</li> <li>• pay IPN administrative communication services and miscellaneous expense per set amount</li> <li>• pay for Education/Research Award value at \$ 200.00 for an IPN member presentation at RNAO event</li> <li>• pay travel expenses and hotel accommodation per RNAO guidelines for an IPN member to attend an RNAO event as an IPN delegate</li> </ul>

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<p># 2.</p> <p><b>IPN Terms of Reference</b> Review and Revisions every 2 years</p>	<p>Ruth Ruttan asked the IPN Executive to approve the revision to the IPN Terms of Reference 2008 to 2011 i.e. proof read and post on web final version site by March 2011 for members to read per the IPN review of Terms of reference q 3 year requirement</p> <p>IPN Terms of Reference Content  Index IPN Articles of Bylaw  Article # 1 Name of the Group  Article # 2 Relationship to Registered Nurses Association of Ontario (RNAO)  Article # 3 Purpose Aim Function of IPN  Article # 4 Membership Requirements, Terminations, Limitations and Member types  Article # 5 Dues and Collections  Article # 6 Executive Leaders. Terms of Office and when elected  Article # 7 Executive Leaders Titles, Responsibilities and removal from Office  Article # 8 Meeting frequency, special meetings, agenda, disposition of minutes  Article # 9 Standing and ad hoc committees  Article # 10 Finance and Secretarial turn Over to Incoming Secretary Treasurer  Article # 11 Proposal by Member(s), Amendments/Resolution, Advance Notification, Motion, Seconding and Ratification  Article # 12 Amendments</p>								
<p>#3</p> <p>IPN Professional Practice Profile</p>	<p>Lynne Browning presented a template provided by RNAO to assist the IG in drafting their Professional Practice Profile “<i>a day in the work life of an independent practice nurse</i>”. Lynne is leading the project and requires volunteers to help or to write their own</p> <p>Professional Practice Profile “<b>a day in the work life</b>”</p> <table border="0"> <tr> <td><i>Background</i></td> <td><i>Specialty Education</i></td> </tr> <tr> <td><i>Scope of Practice</i></td> <td><i>Practice Environment</i></td> </tr> <tr> <td><i>Clinical Laddering</i></td> <td><i>Liability Protection</i></td> </tr> <tr> <td><i>Current Status/Links</i></td> <td><i>References</i></td> </tr> </table> <p>IPN will post the RN practice profile on the IPN web site. RNAO will also post the professional practice profile on their RNAO web page.</p>	<i>Background</i>	<i>Specialty Education</i>	<i>Scope of Practice</i>	<i>Practice Environment</i>	<i>Clinical Laddering</i>	<i>Liability Protection</i>	<i>Current Status/Links</i>	<i>References</i>
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<p># 4</p> <p>IPN Hosts Free Education Conference for their Members and friends April 2, 2011</p> <p>“How to Start a Business”</p>	<p>Doug Bishop did a power point presentation on the preliminary details of the upcoming IPN all day conference “<b>How to Start a Business</b>” on April 2<sup>nd</sup> 2011.</p> <p><i>“How to enter the business world – How to approach using business skills  Find your passion and we will give you the tools  Go into the business but incorporate business strategy  RN’s have the knowledge of professional nursing practice – now learn how to use that knowledge to create an independent nursing business”</i></p>								
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<p># 5</p> <p>IPN Created a one page Mentor Guidelines</p>	<p>Pauline Shenton presented the <i>new IPN Mentor Guidelines</i> to be used for volunteers and new IPN executive. The one page IPN Mentor Guideline outlines to volunteers to the inner workings of the IPN Interest Group. All agreed to accept the IPN Mentor Guideline and to post it on the IPN web site.</p>								
<p># 6</p> <p>IPN END Goals</p>	<p>Ruth Ruttan presented the IPN End Goals for discussion with the group. The goals were appropriate and to continue to have IPN Executive follow these goals.</p>								

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# 7 IPN Policy Practice and Political Action	<p>Jill King presented IPN Policy Practice and Political Action. The objective is to get independent practice nurses recognized for the valued added registered nursing services they provide. Of the four goals the fourth goal was approved as this year's primary target*</p> <ul style="list-style-type: none"> <li>• There is a need for a legal definition in health policy to recognize and acknowledge the existence of professional registered nurses performing work in independent practice.</li> <li>• There is a need to determine what constitutes an independent health nurse company for equitable payment and equal rights with other health care professionals.</li> <li>• There is a need to create professional nursing standards and/or best practice (BPG) guidelines resulting in high quality outcomes.</li> <li>• <b>There is a need for essential fundamentals of business operation for professional registered nurses working in independent practice *</b></li> </ul>
# 8 IPN web site main source of IPN Communication	<p>Jill King presented the IPN web site updates. IPN executives agreed the web site is greatly improved and provides a much better means of membership communication - resources, quick facts, networking. IPN executive agreed to continue upgrades to the IPN web site.</p>
# 8 IPN to use audio web conferencing	<p>Jill King presented an outline of the communication services of audio web conferencing used for the first time at this IPN AGM. IPN membership province wide can attend the education workshop and the AGM from their home/office. IPN agreed to explore further audio Web Conferencing services for the upcoming April 2<sup>nd</sup> education conference.</p>
<b>New Business</b>	
# 9. IPN Executive needs new executive members starting 2011	<p>Elizabeth Slonchka presented the current executive positions and the need to get new IPN members to fill IPN Executive positions. Elizabeth received at the AGM meeting three nominations. Each of these IPN members nominated will be mentored by a current IPN executive member. IPN members attending Betty Franklin, Ruth Volpato and Jennifer Desmond each volunteered as Members at Large for the education conference, policy action and professional practice work.</p>
# 9 B College of Nurses makes proposal for new professional Liability Protection	<p>IPN executive discussed the open letter written by Doug Bishop to RAO re the College of Nurses proposed changes in registration regulations and what potential affect to IPN members i.e. The requirement that all RNs have 5 million professional liability protection. It was discussed and established that the IPN nurses have access to many resources for securing adequate professional liability protection. IPN will post on the web site that at this time the College proposed change for professional protection has NOT passed. Currently many associations are in discussion. The new year IPN will revisit this member need.</p>
# 9 C IPN Members will be made aware of the RAO BPG	<p>IPN executive agreed that IPN members to be made aware of the RAO catalogue of BPG. The BPG link can be added to the IPN web site.</p>
<b>IPN AGM Meeting Adjourned 3:00 pm</b>	IPN AGM adjourned – seconded by Ruth Rattan
	Next IPN Strategic Planning Meetings April 2011 and Sept 2011
	Next IPN AGM Nov 19. 2011