

CTANS AGM
Valley Regional Hospital Kentville, N.S.
May 7, 2017

1.0. Executive members were introduced

2.0. In Attendance: 47

2.1. 18 valid proxies and 4 invalid proxies

3.0. *Motion to approve the agenda made by Linda Gregory and seconded by Alicia Drew. All in favor; motion carried.

4.0. *Motion to approve the minutes made by Denise Grant and seconded by Sheila Williams. All in favor; motion carried.

5.0. Business Arising From 2016 AGM Minutes:

5.1. *Motion to destroy the 2016 proxies made by Erica Savage and seconded by Barb Foster. All in favor; motion carried.

5.2. Giving Back to the Members Draw: - Linda Bourbonnais drew the names

 Active/ Inactive member: Helen Garcia

 Student member: Erica Rand

5.3. 50th Anniversary AGM Update:

 - Jaye MacMullin estimated that \$75.00 per person would cover the amount needed to have an adequate AGM and ideally it would be prepaid. She suggested that either they could pay the money out of pocket or they could do fundraisers.

 - Jaye asked the members if they would agree to an increase to the usual amount that CTANS gives, then how much would be.

 *Lynn Sharpe made a motion made to increase the amount given for the CTANS 2018 50th anniversary AGM to \$5000.00 and seconded by Linda Gregory. All in favor; motion carried.

 *Lynn Sharpe made a second motion to increase the registration fee to \$50 for every member and seconded by Leigh Brennan. All in favor; motion carried.

5.4. Future Hosting Sites:

 -At the previous AGM, the members requested a list of hosting sites to know when it's their turn to host. The executive put a list up for members to see. Truro was not on the list but they would like to be; they will be added for 2019. Leigh Brennan suggested going with the nine district regional hospital and then have the smaller hospitals help with the planning and hosting. Another member suggested adding to the rotation. The majority of the members in attendance agreed with adding them as well. PEI was added to 2021. There is a lot of discussion as to the actual order of the list. Brenda reminded the members that the rotation list is not set in stone, it's meant to be a guideline. This reassured the members in agreeing to the list as it is. The list will stay the way the executive had it with the addition of Truro and PEI and will be added to the CTANS website.

 Halifax, Truro, Yarmouth, P.E.I., Dartmouth, Bridgewater, Cape Breton, Kentville.

 *Motion to approve the rotating list of hosting hospitals made by Jay Rathi and seconded by Denise Grant.

6.0. Reports:

6.1. President's/Director Report:

- The National exam is now in the new delivery method through Yardstick; it was put into place for September, 2016. They have huge rotating bank of questions in a 4 hour, 1 part exam. There is no more interactive exam. Lynn says all the students she talked to found it very difficult. Yardstick is a professional exam writing company and that is how they make up all exams are done to ensure you get students passing that know what they are doing. The results of the most recent exam should be available in the next couple weeks.

-The CTANS newsletter is officially paperless. The spring 2017 edition is available on the website. Brenda reminded everyone how important it is to go to both the CTANS and CSCT on a regular basis. It's very important to make sure member information is up to date at all times and also to stay up to date with news and events.

6.2. Vice President's Report:

- We had a couple meetings online over the winter.

- The newsletter was put on the website, so Tonya also encouraged the members to go to the website. If there is something big to report she will still send a mass email so make sure to keep email addresses up to date.

- Tonya attended the pediatric symposium in Toronto last month. She really enjoyed the conference and encouraged members to go should they get the opportunity. She discussed the tour of Hospital for Sick Kids, the differences compared to our hospitals.

6.3. Education Director's Report:

- The education director was forced to step down for personal reasons, midway through the year. Carolyn stepped up to the plate to take on the position as well as the CEU coordinator.

- There were 13 students writing in April with mixed reviews in the second session with Yardstick. The results should be in sometime in the next week.

6.4. CEU Coordinator's Report:

- The new triennium began in January and the updated CEU guidelines came into effect at that time. Carolyn requests that all members go to the website to view the changes. Carolyn reminded members that it can be seen online when the last time members logged in to the website. She reminded the members to log in on a regular basis to ensure personal information is up to date and keep track of how many CEU's they have submitted.

-Carolyn reminded members the yearly LMS does not count for CEUs. Also, send photocopies of certificates or email a picture of the certificates to Carolyn, rather than sending original certificates.

-There is now a one hundred dollar fine for late CEU submission. Please ensure that they are submitted on time.

-A member in attendance questioned the likelihood of attending education days in New Brunswick and also if they would count for CEUs. It was clarified that they would count for CEU submissions here, but the member(s) would have to get permission from the hosting New Brunswick site to attend.

-The tasks of the Education Director have decreased with the introduction of Yardstick. For this reason, Carolyn is proposing that the position amalgamate with the CEU Coordinator to become one position.

*Motion made by Linda MacDonald to amalgamate the positions of CEU Coordinator and Education Director into one position; Helen Garcia seconded the motion. All in favor; motion carried

6.5. Treasurer/Registrar's Report:

-Currently, there are 101 active members, 4 inactive member, 1 associate member and 1 lifetime member.

-The account balances at the time of this meeting are:

-Legal Fund-\$44,973.42

-The CTANS Account-\$43,412.29

-The GIC Fund-\$9156.61

-Ashley wants to remind members that she would like to be contacted if there are extenuating circumstance that would keep members from paying their union dues. If payments are late she expects the payment to be made with a money order or cash.

-Ashley is proposing that the late fee for dues be increased from \$25 to \$100 to align with the CEU late fees as well as more of a motivation to pay them on time. Linda Gregory so moves that member late fee dues be increased from \$25 to \$100 for all payments made after October 31st and seconded by Linda Bourbonnais. All in favor; motion carried.

-Ashley went over the debits and credits of the last year for the association account.

-Ashley reiterated the importance of updating personal information on the website.

There have been changes in the way the per capita is being tallied. Members will not get their cards if information is not up to date.

6.6. Webmaster's Report: - Mike is looking for content for the website. He would like to add some history of CTANS related to the upcoming 50th anniversary. Also job posting, events, news, etc.

6.7. Legislation:

-Tonya did a quick review on what legislation entails and why it is so important.

-Marjorie emailed Tonya on Friday with an update. The government had finished rewriting the policies. They are waiting to hear from Michelle MacDonald from the Department of Health and Wellness to find out if a meeting will take place before all the paperwork is filled out or if Michelle would like the paperwork filled prior to meeting.

-British Columbia was on the verge of becoming legislated but they did not make the final list to be under their possible umbrella. They will keep trying.

-Carolyn reiterated the importance of why it is unsafe for someone unregistered to be doing our job by saving examples of improperly done ECGs, etc. Also be sure to document with a SIMS report to increase official documentation.

*Motion to accept the reports as read made by Linda Gregory and seconded by Leigh Brennan. All in favor; motion carried.

7.0. New Business:

7.1. -Splitting of the President and Director's position- They are very busy positions on their own and even busy combined; especially with a full time job. Brenda and Tonya shared with the members what is expected from each position at the provincial and national level. After some discussion, it was brought up that the positions could not officially be split up until it was written into

the bylaws. This will occur prior to next year's general meeting at which time the members can vote to divide the positions.

*Motion to divide the two positions, President of CTANS and Provincial CSCT Director, which will implemented for next May,2018; after being added to the by-laws made by Linda Gregory and seconded by Denise Grant. All in favor; motion carried.

*Motion to add on Director at Large to the CTANS for the interim made by Erika Savage and seconded by Karen Harnish. All in favor; motion carried.

7.2. Late Fees: -Ashley discussed the late fees in her report.

8.0. Elections: Positions up for elections this year include Secretary, Educational Director, Provincial Director and President.

Position	Nominations	Members queried x3 -Nom. to Cease	Elected
Secretary (2yr Term)	Sarah McLean put her name forward	Linda Gregory	Sarah McLean
Director at Large (1 yr Term)	Brenda Wall put her name forward	Linda Gregory	Brenda Wall
Provincial President (1 yr Term)	Tonya Morrell made by Carolyn Ayotte	Linda Gregory	Tonya Morrell
Vice President (2 yr Term)	Carolyn Ayotte made by Mike Roach	Linda Gregory	Carolyn Ayotte
CEU Coordinator (1 yr Term)	Jaye MacMullin made by Jay Rathi	Linda Gregory	Jaye MacMullin
Education Director (1 yr Term)	Jaye MacMullin made by Jay Rathi Erin Lawless put her name forward	Linda Gregory	Jaye MacMullin

Michelle Tabb (Yarmouth Hospital) and Jessica Livingstone(Dartmouth General) were appointed to hand out ballots for voting on the Education Director. Both collected the ballots and counted up the ballots.

9.0. Open Discussion: -Linda Gregory wanted to to thank Kentville for hosting an excellent education day and AGM.

-Carolyn is going to look into the possibility of Birks still having the CTANS ring design. Katie Conrad will check with a Truro jewelry store in regards to design and price.

10.0. Next AGM to be held in Halifax on May 5th and 6th in 2018.

11.0. *Motion to end the meeting made by Barb Foster and seconded by Jay Rathi. All in favor; motion carried

Meeting end: 11:52