



Canadian Association of
Hepatology Nurses

Association Canadienne
Des Infirmieres D'HepatoLOGIE

CAHN 2018 Annual General Meeting

Toronto, Ontario

Intercontinental Hotel

February 11, 2018, 07:15 – 09:00

Agenda

- Welcome
- Call to order and establishment of quorum
- Approval of the 2018 AGM Agenda
- Approval of the 2017 AGM Minutes
- 2017 Auditor's Report
- 2017 Treasurer's Report
- 2018 Planned Initiatives
- 2018 Budget
- Call for Volunteers
- Elections
- Awards Ceremony
- Business from the Floor
- Adjournment

Call to order and establishment of quorum

Donna called the meeting to order at 7:15 and established quorum

Welcome

Membership was welcomed to the 2018 AGM. Donna encouraged members to complete the online evaluations that have been emailed.

CAHN has developed member recruiting postcards in both English and French which includes our new slogan. Donna encouraged members to use the slogan in their own personal emails.

Membership was informed that the meeting is being audio recorded for minutes.

Membership was reminded to sign in to ensure the qualification to receive travel reimbursement is met.

Donna explained the contents of the membership package. Due to time limitations, there is information in the package that will not be covered during the AGM. The coloured cards in the package are to be used for voting.

Approval of the 2018 AGM Agenda

Joanne Ford moves to approve the agenda. Diane Perreault seconds. All in favor, motion approved.

Approval of the 2017 AGM Minutes

Donna instructed members to turn to page 2 to read minutes. Financial information was removed from the printed minutes and will be displayed on screen. No questions or comments from the floor.

*Sharon Bojarski noted the spelling of her name needs to be corrected.

Carol Dupasquier moves to approve the 2017 AGM minutes. Sharon Bojarski seconds. All in favour, motion carried.

2017 Auditor's Report

Donna introduced Lori Lee Walston, Treasurer, to present the 2017 Auditor's Report. Lori Lee explained the auditor's report shows a comparison of 2016 to 2017. Cash amount is about the same even though CAHN spend more last year. This is because a GIC matured which is sitting in cash in the report. As GIC's mature, they will be reinvested in a higher-earning mutual fund. Deferred shows funds received in another year that was not used until the following year.

Lori Lee asked if there were any questions from the floor. Colina noted the increase in membership dues is great to see. Lori Lee noted that 2017 is the first year CAHN has an accurate number of the actual amount of membership dues earned. Last year CAHN received a lump sum from Buksa. Jo-Anne Ford noted the \$154,000 of grants and congratulated the executive team in their efforts.

2017 Treasurer's Report

Lori Lee presented the 2017 Treasurer's Report. It was noted the Conference spend is over budget and some of that is due to an executive meeting's expenditures being lumped into that category. Special projects appear to be over budget but is actually under due to the fact that CAHN raised \$25,000 in 2016 that wasn't spent until 2017.

Jo-Anne Ford requested more details regarding the costs of conference; specifically, how the new partnership has affected costs. Lori Lee noted amounts for 2018 Conference (this current partnership) will be included in the 2018 Proposed Budget agenda topic.

2018 Planned Initiatives

Lesley Gallagher presented the Nurse-Client Modules. Lesley explained that in 2016 Gillead came to CAHN with the idea of this tool. Donna and Lesley have been working on these modules since then with feedback from CAHN's executive team and other expert nurses. The module is now ready to go live and will be available exclusively to CAHN members from CAHN's website. Nurses will be able access the tool and sit with their patient to review the 8 modules. It is the hope of CAHN that this tool will help to standardize care across the nation.

The tool is CAHN owned and can be modified and updated as needed. The executive is responsible for keeping it up to date. Danae will make the update. Donna asked membership to provide feedback to ensure the tool is meeting needs and filling gaps.

The question was raised if the tool will be made available in French. Donna answered, yes, only it may take some time but Diane has agreed to translate for CAHN.

Donna spoke to a Special Nurse Summit happening in Toronto in June at the Global Hepatitis Summit. Donna encouraged membership to attend and noted CAHN is supporting members to attend by offering travel expense reimbursement to this event in addition to this weekend. To qualify, members will need to attend CAHN's networking breakfast.

The Global Hepatitis Summit is a prestigious event that is world-wide and only happens every 3 years. The next occurrence will be in Taiwan. CAHN has secured speakers from all over the world (England, Australia, Europe).

A special rate has been negotiated for nurses. The code was displayed on the screen and is also available on the CAHN website. The conference will be at the Toronto Convention Centre. The official hotel is the InterContinental; however, CAHN is asking members to book at the Fairmount to save on travel costs.

Lesley spoke to BC Nurse Leaders 2018. 2018 is the third year running this event. This year CAHN is taking charge in planning this event. CAHN members will get priority, free registration while non-CAHN members may attend for a \$75 fee. This year the program will be combined with the Liver Forum.

2018 Proposed Budget

2018 Proposed Budget

Item	2017 Spend	2018 Budget
Conference	\$117,289.87	\$195,000
Telephone	\$1,012.26	\$1,000
Executive Assistant	\$19,347.74	\$29,000
Insurance	\$1,015.00	\$1,100
Website Maintenance	\$1,533.29	\$1,000
Executive Meetings (3)	\$21,679.50	\$12,000
Standards/Competencies	\$0	\$6,000
General Office	\$1,329.42	\$1,000
Awards	\$444	\$500
Bursary	\$500.00	\$500
Professional Fees/Auditors	\$5,638.70	\$7,000
Special Projects	\$43,672.90	\$0
CNA membership Fees	\$221.00	\$225
Service Fees (Stripe/Visa)	\$49.00	\$400
Total	\$190,435	\$254,725

Canadian Liver Meeting (80K)
 Special Nurse Summit (100K)
 BC Nurse Leaders (15K)

Planning 3 Executive Meetings
 Saving by planning in
 conjunction with conferences

No Special Projects planned
 for 2018 due to the Special
 Nurse Summit



CAHN is planning a higher Conference budget to cover the Special Nurse Summit. Executive Meeting budget is lower because CAHN is saving by combining meetings with the Conferences. Executive Assistant is higher because CAHN has given Danae a raise. There are no Special Projects being planned for 2018. Service fees are higher due to the new online member management system. Special Nurse Summit and paying for membership to attend both events. The question was raised where the money for the bursary goes. Lori Lee answered that money is given to any CAHN members who apply for the BCIT course.

Dimi Kuzyk-Bernier moves to approve the proposed 2018 budget. Sheryl Wolfstadt seconds. All in favour, motion carried.

Donna noted CAHN will be looking into the increased auditor costs and exploring other options if needed.

Diane moves to approve Tepperman Buchalter to be CAHN's 2018 auditor. Mags seconds. All in favour, motion carried.

Lori Lee reminded membership to submit their expense forms by March 30 and instructed that emailed receipts are acceptable this year.

Call for Volunteers

CAHN is looking for volunteers to fill the roles of Vice President, Membership East, Membership West, and Conference Co-Chair in 2018. Each role is a 2-year term. Role descriptions are on page 1 of the membership packages. Members were instructed to complete the nomination form at the sign-in desk and return to Danae or Donna. Forms are also available at www.cahn.ca (click on Volunteer).

Elections

Donna introduced our current executive team using the org chart. Michelle Crosby and Liza Abraham have held a Board of Director position for the past two years. Their term is now up. Today, CAHN is asking for nominations to fill these two roles. Two members have been nominated. Donna asked Mary Guyton if she accepts the nomination. Mary Guyton accepts. Donna asked Liza Abraham if she accepts the nomination. Liza accepts. Donna called for nominations from the floor. Calling once, calling twice, calling thrice. There were no nominations from the floor. Donna welcomed Liza and Mary.

Donna asked Liza and Mary to come up to the podium to introduce themselves. This is Liza's second term. Liza is also the Communications Co-Chair and sits on the Awards Committee. Mary lives in Toronto works as a Hep C nurse at Toronto's Community Hep C program and teaches at ??? school. Donna noted Mary's interest in education and is looking forward to hearing Mary's ideas.

Awards Ceremony

Donna complimented the Awards Committee for their work in revamping the awards. CAHN accepts nominations for awards any time of year. To nominate a deserving nurse please go to the CAHN website and click on Awards.

Liza and Shannon came to the podium to present awards.

Liza presented the Rising Star Award which is presented to a novice Hepatology nurse & new CAHN member (<3 years' membership) and who in a short time has been able to demonstrate an exceptional commitment to Hepatology Nursing; and through strong evidence-based practice reflecting the CAHN standards & competencies; and who shows evidence of leadership qualities; and participates in community development.

CAHN recognizes Leanne Cadden with the Rising Star Award.

Donna noted the full nomination letters will be posted on the CAHN website for members to read in their entirety.

Liza presented the Distinguished Service Award which is presented to a long-time CAHN member (> 6 years) who has contributed significantly to CAHN as an organization; and through dedicated service & participation on Executive committees, or other notable role within CAHN.

CAHN recognizes Denise Thomas with the Distinguished Service Award

Shannon presented the Award of Exceptional Contribution to Hepatology Nursing which is an exceptional award that is not necessarily given each year. It is awarded to a nurse who has made an outstanding contribution to the field of Hepatology nursing; and has contributed to the growth of CAHN; and is recognized for their work outside of their immediate practice setting.

CAHN recognizes Lynda Watson with the Exceptional Contribution to Hepatology Nursing Award.

Lynda Watson was unable to attend as she is retired in New Zealand right now.

Shannon presented the Innovation & Inspiration Award which is presented to a CAHN member or multidisciplinary team containing at least one CAHN member; and who advances Hepatology care through their visionary (ahead of the curve), creative (out of the box), and inspiring nursing practice.

Shannon encouraged members to consider nominations for this award for next year. Nurses work in teams and sometimes innovation takes courage which should to be recognized.

CAHN recognizes the Toronto Community Hep C Program and Bernadette Lettner for their work creating and operating the Toronto Overdose Prevention Site with the Innovation & Inspiration Award.

The site has reversed 161 overdoses to date. Truly saving lives. This is an unsanctioned site that has taken massive commitment. Bernadette has volunteered every Monday night since the site has opened.

Business from the Floor

A member asked if CAHN has a presence on social media and if that would be a good way for membership to connect. Donna asked Liza and Cheryl to take to social media. Liza is the Communication Chair and manages Facebook. She's been posting to Facebook throughout the conference. Cheryl manages CAHN's Twitter account which is LiverNurseCA and can be found on the CAHN website. Liza encouraged members to like CAHN's Facebook and share articles of interest with her. Danae encouraged members to participate in social by liking and sharing but also to come forward as a volunteer if anyone is really proficient in social media and can help CAHN be more visible.

The question was asked if there is a hashtag for the summit. The hashtag is #GHS2018. And the Canadian Liver Meeting is #CLM.

Reminders

Please complete the electronic evaluations. CAHN needs membership feedback to continue with planning next year's conference. Last year membership critiqued that CAHN did not have a visible enough presence. This year CAHN was very visible in the program and with CAHN's new banner.

Donna encouraged members to take some CAHN cards home to pass them out in their community. More cards can be mailed out by asking Danae.

Please keep your membership up to date. There will be no extensions in 2019 due to the online registration system.

Communicate with CAHN. We really want to hear what you're thinking. The best ideas for new initiatives come from membership.

Lori Lee provided the email address, treasurer@cahn.ca, for members to send expense forms and receipts to.

Donna encouraged members to attend the Gold Medal Lecture downstairs in Ballroom A/B.

The question was raised if CAHN has any information about next year's Conference. Donna asked Cheryl to speak to this. CAHN will not be partnering with CAG at CDDW. CAG made the decision to exclude CAHN and CanHepC from participating in CDDW. CAHN was given a memorandum of understanding that CAHN is not welcomed back to CDDW. In support of CAHN, along with other factors, CASL made the decision to separate from CDDW. In a very short timeframe, the three organizations came together to create the Canadian Liver Meeting. Next year's Conference will depend on feedback from members. If members enjoyed the new partnership, CAHN will continue with the Canadian Liver Meeting. CAHN has not made any commitments yet.

The question was raised if that will mean CAHN members must remain CASL members. CAHN does not yet know the answer. Cheryl explained the planning committee will dissect this year's successes, challenges, and member feedback to plan next year.

Typically, we pay \$300 to attend one day of education. This year, CAHN members received free access to the entire event (3 full days) including CanHepC with the CASL membership. Next year may change again depending on negotiations and member feedback.

Donna explained that typically the annual event is the tool used to solicit sponsorship. With this new partnership, CAHN is not allowed to fundraise for the event. CAHN was able to fundraise for the summit and BC Nurse Leaders. This was a big unknown for 2018 that turned out to be very successful. Donna encouraged members to send any potential sponsors her way. The benefit, as far as funding, with the integrated event is that there are no conference fees paid by CAHN other than CAHN's own business (executive meetings etc.) and member travel.

Colina, Kathy and Cheryl have worked very hard to coordinate this event with our partners and it has been a great experience. There were over 157 abstracts submitted and 400 registrations resulting in a really successful event.

Cheryl further clarified that the Canadian Liver Meeting is not in competition with CDDW even though we are in close proximity. The choice to be nearby was done strategically so that trainees could attend both.

Donna thanked BOD and executive and conference planning committee.

Adjournment

Jesse Dame moves to adjourn at 11:24.

Meeting adjourned.