

**Nursing Leadership Network of Ontario
Annual General Meeting
Friday March 26, 2021 – 8:30am E.T.
Teleconference/Zoom
MINUTES**

Attendees:

Donna Rothwell	Claudette Holloway	Tom Hart
Sara Lankshear	Martha Harvey	Melissa Berquist
Donna Leybourne	Kim Cook	Christine Buckley
Dawn Donaldson	Sue Bookey-Bassett	Ian Sinclair
Heather Preston	Meredith Whitehead	Erika Kahr
Jennifer Rade	Heather Thomson	
Rhonda Seidman	Lisa Ashley	

1. Approval of Agenda

Approval of the agenda as circulated was moved by Donna Leybourne, seconded by Dawn Donaldson. All were in favour.

2. Approval of NLN.ON AGM Minutes

Approval of the minutes of the March 27, 2020 meeting as circulated was moved by Donna Rowthwell, seconded by Sara Lankshear. All were in favour.

3. Business Arising

None were declared

4. President's Report

Donna Rothwell, NLN.ON President, thanked the current Board of Directors Donna Leybourne, Sara Lankshear, Dawn Donaldson, Kim Cook, Martha Harvey, and Sue Bookey-Bassett for their extraordinary efforts to keep up with their ongoing commitment on behalf of their interest group. Regina Elliott, the RAO representative, was thanked for sharing in their experience. Donna noted that COVID-19 proved to be a challenge and required a shift in how business was conducted.

In 2017 NLN.ON embarked on a Nursing Strategic Plan which will carry through until 2022. The three major pillars within the strategy will follow the mission of creating and influencing the future of nursing leadership within Ontario's Health care system. The three strategic themes and their accomplishments are:

- **Creating One Voice** - We made significant revisions to our Bylaws to be more inclusive of nursing leadership and nursing membership in our family of nursing.
- **A Collaborative Partner** - NLN.ON continues to work closely with CNA, as you may know NLN was one of the founding members of the CNA Leadership Academy. Donna as President, worked with the CNA Ontario branch nursing group; worked with the MPPs to discuss the Federal budget and the importance and relevance of nursing; was a judge in the "Nursing the Future - Teaching Excellence" Award nominations; continued dialogue with CNA CEO Michael Villeneuve in promoting leadership. Sue Bookey-Bassett has been working closely with the Canadian Nursing Foundation.
- **Innovation and Education** - Due to the ongoing COVID-19 pandemic there was a need to pivot and devise new strategies to replace the in-person yearly conference. A new initiative "New Leader Stream and the Leadership Journey" was created as a series of monthly webinars which will continue beyond the pandemic.

5. Finance Report - Sara Lankshear

Jennifer Rade, a Licensed Public Accountant, had prepared a financial document at the request of the NLN.ON Board. The document was created based on the information provided by management. Jennifer Rade submitted a Statement of Financial Position (Balance Sheet) for the NLN as of December 31, 2020 and a Statement of Income and Changes in net assets for the year reviewed.

Sara Lankshear moved approval of the financial documents, seconded by Donna Leybourne. All were in favour.

Sara Lankshear moved to re-appoint Jennifer Rade, an external accountant, to conduct a review engagement for the 2021 fiscal year, seconded by Dawn Donaldson. All were in favour.

To keep costs down, monthly board meetings are being held virtually, a process started before the COVID-19 pandemic. The 2020 conference was cancelled due to the pandemic and deemed it necessary to cancel the 2021 conference as well.

FSEL was thanked for their persistence in retrieving the hotel deposit for the 2020 conference.

6. Communications - Martha Harvey & Kim Cook

NLN.ON is continuing to use Newsletters, and social media to keep communication lines open with its members. We have a great network presence with approximately 1,400 followers on Facebook, 600 on Twitter and 1,600 on LinkedIn as of the meeting date. Members are encouraged to join on the various platforms.

A new Communications Policy has been developed to provide guidelines for a variety of different forms of internal/external communications.

7. Membership - Dawn Donaldson

As at of November 2020 for there were 565 Registered Nurses, 2,237 Undergraduate RN Students as RNAO members of NLN. As of March 19, 2021 we report a slowly growing number of independent membership which was at 34 members.

There has been a continual collaboration with RNAO regarding strategies of retention and recruitment, by sending out letters for lapsing memberships and communication with RN students as they become RNs to continue their NLN.ON membership. These strategies are historic and on-going.

Newsletters, website communications, and social media are the methods used to reach out to our members. Membership pins and information cards have been provided in the past at the in-person conferences, which has stymied since the pandemic, but are still available for distribution.

More strategies include reduced registration fees for members to attend the annual conference and an offer of on-going educational webinars in lieu of the conferences.

8. Nomination's report - Sara Lankshear

There was an unprecedented response to the call for nominations this year resulting in eight nominees. For the 2021 to 2023 term, Donna Leybourne will become President, Martha Harvey, Kim Cook, Dawn Donaldson, and Sue Bookey-Bassett will remain on the board. Regina Elliott will remain as the RNAO Interest Group Representative. The new board members were asked to introduce themselves; they are Meredith Whitehead, Heather Thomson, Tom Hart, and Melissa Berquist.

9. Education and Research report - Sue Bookey-Bassett

NLN.ON has a total of \$8,500 in awards funds that members can apply for, unfortunately we have not had any applicants for two of the five awards: the Sue Matthews Exemplary Mentorship Award and the Nursing Leadership Innovation Seed Grant award. The number of award applicants this year was quite low, with the application deadline being extended. This delayed the judging process which will take place in the next few weeks. After the current awards are completed, there will be a discussion as to how to promote the awards that did not receive any applications. The low number of applicants is thought to be due to the heavy work load the pandemic has given to nurse leaders.

In 2021, NLN.ON and Canadian Nurses Foundation (CNF) in partnership created a new award for the next three years. The NLN.ON/CNF Nursing Leadership Award is valued at \$2,000, half of which is provided by CNF. The award is for nurses studying leadership in a formal academics

setting, or they are taking a leadership certificate program. CNF does the award review process.

In the absence of a conference, NLN.ON will still provide educational offerings to our members, via regular webinars. The first few webinars were from individuals who had submitted an abstract to the 2020 conference and indicated an interest in converting their presentation to a webinar. We are looking to incorporate leaders from different sectors and will continue with this strategy.

We are entertaining the idea of a virtual conference for 2022 and will explore various platforms.

10. Adjournment – Donna Rothwell

Donna Rothwell moved to adjourn the meeting. All were in favour.

DRAFT