



**Minutes  
Annual General Meeting  
September 14, 2010, 800 to 0915  
Hall C, Shaw Conference Centre,  
Edmonton, AB**

1. Call to Order

Jennifer Wiernikowski, President of CANO/ACIO called the meeting to order at 800.

She reviewed the mission and vision of the organization, noting that these are guiding principles for both the BOD and the membership.

2. Adoption of Agenda

**Motion** to approve the agenda for the September 14, 2010 AGM as presented (Miriam Dobson, Vicky Lejambe). CARRIED.

3. Approval of AGM Minutes

**Motion** to approve the minutes of the CANO/ACIO Annual General Meeting held in Montreal, PQ on October 27, 2009 (Stephanie Burlein-Hall, Mario Daponte). CARRIED.

4. Business Arising

a. Introduction of Board members

Jennifer Wiernikowski introduced the CANO/ACIO BOD members.

b. Presidents Report

Jennifer Wiernikowski introduced the four pillars of the CANO/ACIO strategic plan: Fuel the Passion; Presence in Canada; Knowledge Exchange; and Growth and Sustainability.

She highlighted the various achievements and accomplishments of CANO/ACIO since last year including:

- student initiative and toolkit
- rebranding the association
- social networking initiatives
- expanded CANO/ACIO connections
- new functionality for the website
- expanded activity for OND
- leadership conference
- conference attendance
- position statement on cancer chemotherapy care and administration
- attendance at MASCC, where the best of CANO/ACIO was presented
- joint symposium with ONS, EONS and ISNCC
- completed a learning needs assessment
- national strategy for chemotherapy administration
- educational webinars
- five year financial plan



She thanked the BOD and CANO/ACIO membership for their work to achieve these initiatives.

#### c. Treasurer Report

Jeanne Robertson, Treasurer of CANO/ACIO presented the treasurer's report. She noted that the BOD's priority was to grow assets while reinvesting in the membership. She noted that CANO/ACIO has over \$800,000 in assets.

She noted that the BOD had invested on the CANO/ACIO membership as follows:

- investment in website
- investment in CONJ
- research grants
- scholarships
- national strategy for chemotherapy administration
- international presence at conferences

She noted that there had been concerns about this year's financials given that the recession had affected conference attendance and that there were high costs to holding the conference at a convention centre instead of a hotel. She noted that we had higher than ever sponsorship revenue for the conference. She projected that the conference would be profitable.

She noted that we have a five year financial plan for the organization which provides a roadmap for the BOD.

#### d. Audited statements and appointment of auditors

Jeanne Robertson presented the audited statements of 2009. She highlighted the assets and liabilities of the association.

**Motion** to appoint Wolrige Mahon as the auditors for CANO/ACIO for the year 2010 (Rosemary Bland; Karen Hough). CARRIED.

#### e. Changes to Bylaws

Dr. Brenda Sabo noted that the BOD made a decision to complete a formal review of the organization's bylaws for a couple of reasons, the need for a holistic review given that the bylaws had been in place for the last 25 years; there was a need to ensure relevancy around the bylaws; and Bill c-4 has been put forward and this will mean that Corporations Canada will be providing new rules for bylaws in 2011.

Dr. Sabo noted that the BOD hired a consultant to review bylaws and provide recommendations to the association. She noted a summary of changes including a full version of bylaws and changes and rationale to support the changes had been provided to the membership,

Dr. Sabo noted that our conflict of interest policy would be reviewed by December 2010. She noted that roles and responsibilities of BOD members would be clarified. She noted that there would be a code of conduct for members and BOD members, policies on conflict of interest, and ongoing performance evaluations for BOD members. The time frame to complete these changes is 12 to 18 months.

**Motion** that we accept the bylaw changes as recommended by the consultant's report to the members of CANO/ACIO dated August 27, 2010 (Karen Woodworth, Donna Grant).

The membership discussed the proposed bylaw changes.

Joan Bottoroff asked about article 7a that addressed membership fee as it removed the phrase "in consultation with the membership" and now stated that membership fees are determined by the BOD.

Jeanne Robertson noted that our practice is to make recommendations regarding membership fees to the membership at the AGM.

The BOD and membership agreed that the wording of bylaw 7a should remain: Membership fees for each category of members shall be determined by the Board in consultation with the members.

**Motion** that we accept the bylaw changes as recommended by the consultant's report to the members of CANO/ACIO dated August 27, 2010 with the amendment that article 7a remain "membership fees for each category of members shall be determined by the Board in consultation with the members." (Karen Woodworth, Donna Grant) CARRIED.

## 5. New Business

### a. Strategic Plan 2010-2013

Dr. Brenda Sabo presented the strategic plan and highlighted the key actions upcoming for each of the four pillars of the strategic plan as follows:

#### 1. Fuel the Passion:

- Increase membership among students
- Increase membership among oncology nurses
  - Pro-rated membership
  - Position statement clarifying role of oncology nurse
  - Recruitment and retention strategy
- Profiling the contributions of CANO/ACIO members in our communications

#### 2. Presence in Canada

- Exploring & developing new partnerships
  - Increase visibility
  - Support on-going initiatives
    - National Strategy for Chemotherapy Administration
    - Adult Cancer Survivorship: A Learning Resource for Nurses
    - Orientation and continuous learning
- Communication
  - Social networking

#### 3. Knowledge Exchange

- Phase II NSCA
- Adult Cancer Survivorship: A Learning Resource for Nurses
- Mentorship

- Identify next major area for development from the membership feedback

#### 4. Growth and Sustainability

- Leadership development to support next generation of oncology nursing leaders
- Research
- Maximize impact of provincial chapters & SIGs

#### b. Budget for 2011

Jennifer Wiernikowski noted that we have a five year financial plan; she noted that the 2011 budget had been made available to the membership. She invited members to pose any questions about the budget at the meeting and in the months following.

#### c. 8th Annual Oncology Nursing Day

Jennifer Wiernikowski noted that at each conference the Council of Chapters meets to determine the Oncology Nursing Day theme. This year's theme is: Oncology Nursing: Celebrate our Voice/*Les infirmières en oncologie: Unissons nos voix.*

Jennifer Wiernikowski invited all members in attendance to hold events in conjunction with Oncology Nursing Day she noted that the day was scheduled for April 5, 2011. She said that the BOD would prepare a guide to support the chapters in organizing events.

#### d. Special Initiatives

Jennifer Wiernikowski highlighted the various special initiatives that the BOD was working on this year including:

- National Strategy for Chemotherapy Administration
- CANO/ACIO Student Initiative
- Adult Cancer Survivorship: A Learning Resource for Nurses
- 

#### i. Adult Cancer Survivorship

Jennifer Wiernikowski noted that the adult cancer survivorship self learning module would be completed in the upcoming year. She thanked all of the nurses who had worked on this.

#### ii. National Chemotherapy Administration Initiative

Tracy Truant, Director-at-Large, Professional Practice, presented an update on the National Strategy for Chemotherapy Administration.

Tracy Truant presented the CANO/ACIO position statement on Chemotherapy Administration; she noted that she was pleased to present this in the organization's 25<sup>th</sup> year.

She noted that there was a preview draft of the standards in member packages; she noted that she wished for feedback from the membership. She noted that these would identify competency requirements and educational recommendations regarding chemotherapy administration. She said that this would give members a voice. This would allow for outcome measurements and education.

She reminded the membership of the vision of the NSCA is that:

Every patient across Canada regardless of geography received chemotherapy treatment and care from an oncology nurse who meets a pre-determined standard of practice through a comprehensive educational program designed to ensure ongoing competency.

To achieve the vision there were three phases: including an environmental scan, articulating unique Canadian standards, developing an implementation and evaluation process.

Tracy Truant thanked the project leader for this initiative, Brenda Ross.

She noted that phase three is about ensuring that members have the tools to be able to adopt and implement the standards within their practice. She noted that the position statement details that:

- Cancer chemotherapy care is high risk and complex
- Cancer chemotherapy administration and care should be provided by Registered Nurses (RNs)
- RNs require specific knowledge and skill, and annual competency maintenance to provide cancer chemotherapy care
- Requires a quality practice environment

Tracy Truant welcomed Laura Rashleigh to present the standards, which include:

- Accountability
- Quality Practice Environment
- Cancer Chemotherapy Education Program
- Cancer Chemotherapy Continuing Competence Program

Laura Rashleigh noted that there is a preview draft in conference packages; she noted that it includes a rationale and review of process.

She encouraged members to give feedback to the BOD. She noted that they had been following the consensus model to formulate the standards. She asked for members to provide their leadership in developing the standards. She invited people to email with feedback and would welcome people as volunteers.

She noted that the next step is to develop a dissemination plan. In conclusion, Laura Rashleigh thanked the members for their contributions to the project so far; she asked that members keep the vision in mind as we move forward to the critical Phase 3 of the NSCA.

### iii. Student Nursing Initiative

Cathy Kiteley highlighted the initiatives of the BOD around student nursing. She noted that the goal is to encourage nurses to toward fueling the passion.



She noted that as oncology nurses we have the responsibility to think about succession planning and mentorship. She detailed why focusing on undergraduate student nurses is so important, including:

- Incidence and prevalence of cancer
- Future oncology nurses
- Cancer is a chronic disease
- Uncertain undergraduate content and curriculum

As such, CANO/ACIO has developed a comprehensive “toolkit” used to facilitate “lunch & learn” sessions with students; she said that the toolkit was available on the web. She thanked the chapter leaders who had worked on student presentations, especially Linda Masko and Suzanne Levesque.

She noted that the first year has been modest but successful and that next steps are to continue to grow and expand this program as follows:

- Continue with lunch and learns and expand
- Deliver educational sessions through creative technology (webinar)
- Partnering where possible to maximize student contact
- Letter to all schools of nursing with general information about CANO/ACIO
- Creating a scholarship for student attending CANO/ACIO conference in 2011
- Students & Social Networking
- Building student corner on web
- Building partnerships across Canada to promote oncology nursing in Schools of Nursing
- C2CC Community Conversations with students
- Encourage student publications

She thanked all CANO/ACIO members for working to support the next generation of oncology nurses.

## 6. Questions/Discussions

Jennifer Wiernikowski highlighted a mentorship process whereby incoming BOD members are mentored by outgoing members. She noted that there were upcoming board positions available in the next year. She invited members to apply for the BOD positions.

She invited the membership to ask any questions of the CANO/ACIO BOD members.

Anne Syme applauded the work of the BOD. She thanked and appreciated the BOD; she put forward a challenge to the BOD that CANO/ACIO start sharing their knowledge and skills with international nursing groups.

Myriam Skrutkowski asked about translation of documents; she wondered if there was a plan or position for additional funding to translate the national standards of chemotherapy administration, etc. Jennifer Wiernikowski and Jeanne Robertson noted that key documents would be translated. They noted that we have a policy around translation that was recently revised. The goal is to translate as much as possible.

Janice Chobanuk thanked and complemented the BOD; she noted that the CANO/ACIO Annual Meeting was fun. She asked Cathy Kiteley to think about other opportunities to promote the student initiatives to not just nursing schools. In addition, she informed the membership that she had been invited to participate in the exam writing process for CON(C). Finally she asked the BOD to consider what makes special interest groups; she noted that there is work around communities of practice instead of SIGs.



Stephanie Burlein-Hall thanked the BOD for their work on rebranding; she noted that she was pleased with the brand but she was disappointed that the maple leaf was gone.

#### 6. Lifetime Achievement Award

Jennifer Wiernikowski presented the lifetime achievement award to Carolyn Tayler. She noted that Carolyn Tayler had led CANO/ACIO into a position of success.

Carolyn Tayler thanked CANO/ACIO. She noted that she had started her career years ago in this very city. She noted that she would never have imagined that she would be bestowed this award. She noted that change requires courage from both the membership and leadership; she noted that courage is required at all aspects of our work as bedside nurses and as association members. She thanked CANO/ACIO and her colleagues at the BC Cancer Agency and the Tom Baker Cancer Centre.

#### 7. Recognitions

Jennifer Wiernikowski recognized Jane Moore for receiving the research award for her work titled: Nurse Practitioner and Registered Nurse Collaboration in Out Patient Oncology Settings. She recognized all of the outgoing volunteers including:

- Tracy Truant
- Janice Chobanuk
- Carole Szwajkowski
- Miriam Dobson
- Nanette Cox-Kennett
- Karyn Perry
- Colleen Johnson
- Kara McQuaid Duffy
- Carole Beales
- Lynne Penton

#### 8. Invitation to 2011 AGM to be held in Halifax

Jennifer Wiernikowski thanked the BOD members for participating in the meeting. She invited everyone to attend the AGM in Halifax.

#### 9. Adjournment

The meeting was adjourned at 915.

#### 10. Participants to the AGM:

- |                           |                        |
|---------------------------|------------------------|
| 1. Jennifer Wiernikowski  | 6. Barb Hues           |
| 2. Brenda Sabo            | 7. Jennifer Stephens   |
| 3. Cathy Kiteley          | 8. Tracy Truant        |
| 4. Lorraine Martelli-Reid | 9. Laura Rashleigh     |
| 5. Jeanne Robertson       | 10. Carole Szwajkowski |



11. Roberta Fehr
12. Anita Samoil
13. Susan Horsman
14. Trish Picherak
15. Carolyn Tayler
16. Laurie Ann Holmes
17. Stephanie Burlein-Hall
18. Susan Collins
19. Carolyn Ingram
20. Pam Barnaby
21. Asifa Masawi
22. Darlene Grantham
23. Rose Woloshyn
24. Nicole Tremblay
25. Lucie Tardif
26. Myriam Skrutkowski
27. Patricia McCarthy
28. Antoinette Ehrler
29. Lavern Smith
30. Gita Mistry
31. Simonne Simon
32. Ramona Mac Askill
33. Joy Tarasuk
34. Christine Briggs
35. Katherine Grant-Smith
36. Donna Grant
37. Karen Woodworth
38. Savitri Singh Carlson
39. Heather Watson
40. Maxine Alford
41. Ann Syme
42. Geri Arkell
43. Faith Brooks
44. Mary McCullum
45. Karen Janes
46. Suzanne Levesque
47. Linda Masko
48. Karen Davis
49. Debhora McCloskey
50. Mario DaPonte
51. Laurie-Ann Holmes
52. Angela Djuric Paulin
53. Margaret Forbes
54. Rosemary Bland
55. Nancy Knox
56. Heidi Thomas
57. Chantal Misischia
58. Miriam Dobson
59. Joan L. Bottorff
60. Brenda Ross
61. Tara Winckler
62. Jennifer Eccles
63. Karen Lock
64. Kendra-Ann Seenandan-Sookdeo
65. Johanna DenDuyf
66. Barbara Ballantyne
67. Margaux Lachance
68. Terry McKenzie
69. Lizette Deacon
70. Vicky Lejambe
71. Denise Chaumont
72. Tracie Parks
73. Shari Moura
74. Erin Elphee
75. Lori Santoro
76. Shirley Koch
77. Lynda Balneaves
78. Karen Jans
79. Irene Leboeuf
80. Karen Hough
81. Elaine Ledwell
82. Kathy Fitzgerald
83. Carol Mackey
84. Bernardine O'Leary
85. Barbara Fitzgerald
86. Colleen Campbell
87. Laura Carter
88. Carolyn DeVito
89. Lisa LeFrancois
90. Diane Bourgeois
91. Brenda Grant
92. Ellen Wayne
93. Johanne Klove
94. Marika Swidzinski
95. Nancy Lee Brown