

# Occupational Health Nurses Interest Group OHNIG Minutes - Annual General Meeting AGM

Tuesday, November 8, 2011 - 7pm to 9pm

**OHNIG Executive Present:** Maila Riddell, Helen Ayers, and Jill King

**Absent:** Louise Caicco Tett, Barb Davies

**Members:** Elizabeth McGroarty

Agenda Item	Discussion and Resolution
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"><li>• Welcome to OHNIG executive and OHNIG members attending</li><li>• Previous Minutes OHNIG AGM 2010 reviewed</li><li>• Invitation to OHNIG members for volunteers to do committee work</li><li>• Champion Advisors needed</li></ul>	<ul style="list-style-type: none"><li>• Introduction of current OHNIG Executive members.</li><li>• OHNIG member Liz McGroarty (past OHNIG Executive member) in attendance</li><li>• Barbara Davies – Member at Large, regrets that due to commitments cannot continue OHNIG at this time. OHNIG thanks Barbara for her participation and wishes her success in her Occupational Health Nurse career.</li><li>• OHNIG executive approved the OHNIG AGM minutes for November 2010. Approved by Helen Ayers</li><li>• OHNIG invites any OHNIG members to volunteer to help the OHNIG executive with project work.</li><li>• OHNIG are no candidates at this time for Champion Advisor membership. These are RNs or specialists with specific skills i.e., legal, research, lobbying.</li></ul>

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<p data-bbox="163 313 619 345"><b>2. Financial Year End Report</b></p> <p data-bbox="163 386 903 492">Presentation of OHNIG Financial Book Keeping and Financial Year End Balance Statement for Nov. 1 2010 – Oct 30, 2011</p> <p data-bbox="163 532 949 602">Chairperson and Secretary to sign hard copy of OHNIG financial balance statement Dec. 2011</p>	<ul data-bbox="1108 313 1957 1195" style="list-style-type: none"><li data-bbox="1108 313 1957 383">• OHNIG current Financial statement first draft and bank reconciliation accepted.</li><li data-bbox="1108 423 1957 493">• Outstanding invoices to be paid still for the video clips [3]</li><li data-bbox="1108 501 1957 607">• Final balance statement will be signed in December, 2011 by Secretary and Chairperson - Approved by Maila Riddell.</li> <li data-bbox="1108 651 1957 756">• Estimated incoming membership fees, based on reaching 250 OHNIG members would be - \$20 fee x 250 = \$4700.00</li> <li data-bbox="1108 797 1957 867">• Current bank balance (year end not finalized) \$6220.00 approx</li> <li data-bbox="1108 911 1957 1053">• OHNIG Operating budget for next year to continue the same as this year. The financial expensed to be co-monitored by the OHNIG Chairperson and OHNIG Secretary, – Approved by Helen Ayers .</li><li data-bbox="1108 1062 1957 1089">• .</li><li data-bbox="1108 1097 1957 1195">• OHNIG – discussed the idea to pay OHNIG fee of \$20.00 for the “<i>Executive in Training</i>”. To be discussed further</li></ul>

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<p><b>3. Approval OHNIG Constitution and Bylaws Revisions</b>                      Nov 8, 2011 <a href="http://www.ohnig.ca">www.ohnig.ca</a></p>	<p>OHNIG Executive positions changes.                      Note: OHNIG needs 5 new executive members to fill the OHNIG executive as of Nov 12, 2011.</p> <ol style="list-style-type: none"> <li>1. Chairperson Public Relations/ Financial Viability - Jill King</li> <li>2. Membership - required</li> <li>3. Communication/ E-Newsletter - Helen Ayers</li> <li>4. Policy &amp; Political Action - required</li> <li>5. Professional Standards BPG - required</li> <li>6. Secretary/ Generates reports/ Keeps Records – Maila Riddell</li> <li>7. Research - required</li> <li>8. Education - Louise Caicco Tett</li> <li>9. Members at large -/ Projects - required</li> <li>10. Student member (non-voting)</li> </ol> <p>OHNIG executive approved the revision to the OHNIG Constitution, By laws and Articles of Formation on Nov 8, 2011 as written. Revised copy to be posted on the OHNIG web site for members to read.- Approved</p>
<p><b>4. Occupational Health Nurse</b>  <a href="#">Professional Practice Profile</a></p>	<p>The Occupational Health Nurse Practice Profile was created Dec 2010 by the OHNIG Executive team and submitted for posting to RNAO. The OHNIG Professional Practice Profile was posted on the RNAO website Sept 23, 2011 and posted on the OHNIG web site - <a href="#">Professional Practice Profile</a>, i.e., OHNIG nursing work description, scope of practice, clinical laddering and qualifications.</p>

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	<p>OHNIG executive approved to perform a survey of OHNIG members to determine specific nursing practices “what are OHN nurses doing?” OHNIG plans to initiate a project in the Spring next year to do more professional OH nursing profiles specific to the submissions from OHNIG members on a variety of occupational nursing practices. Noted: there are currently 2 profiles on the OHNIG web site.</p> <p>Maila Riddell will coordinate this project. Approved</p>
<p><b>5. Education Health and Safety Web site Video Clips</b></p> <p><b>Clip #1</b> – Student Nurse safety “<a href="#">Take Care Be Aware</a>” <b>completed September 2011.</b></p> <p><b>Clip # 2</b> – Nurses example of Work Place Injury – to be done Spring 2012.</p> <p><b>Clip # 3</b> – Nurse Work Place Stressors – to be done Fall 2012.</p>	<p>Discussion on “<i>how to better promote</i>” our “<i>student safety</i>” video clip currently posted on OHNIG web site. Please review the graphic video clip of student nurse injury at work. One suggestion to ask the professional marketers is how to broadcast the “clip” to students, university staff and to colleagues.</p> <p>Jill King to follow up on marketing improvement measures</p> <p><b>Discussion on the remaining 2 clips:</b></p> <p>The next clip produced will be a nurse working in a patient care setting involved in an accident. Once produced, this clip will be on the OHNIG web site the first half of the year. This will need a different marketing approach to get the audience. Suggestion to put on YouTube?</p> <p>Jill will coordinate the project Approved</p>

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<p><b>6. Membership Report</b></p>	<p>Get our OHNIG membership numbers to 250. If OHNIG reaches 250 there is a \$35.00 reduction in their RNAO fee.</p> <p>Discussion included – to have,</p> <ol style="list-style-type: none"> <li>1. a challenge for a catchy slogan</li> <li>2. get a friend to join and OHNIG will give you a \$20.00 gift certificate</li> </ol> <p>OHNIG approved of membership bonus of \$20 for the recruiter, i.e., 2 for 1 if an OHNIG member joins with a friend who is a non-member.</p> <p>Helen Ayer to work on increasing membership through announcements in the OHNIG Newsletter</p>
<p><b>7. OHNIG Miscellaneous</b></p> <p>Education OHNIG to collaborate or piggy back with other IG to contain costs for education WORKSHOPS.</p>	<p><b>OHNIG Education Planning</b></p> <ol style="list-style-type: none"> <li>1. Partner with another group like IPNIG? OHNIG to collaborate with other IG to offer the OHNIG members on line education or face to face workshops The OHNIG members can attend the sponsored education workshops from their home/office and earn credit hours.- Jill King to Coordinate</li> <li>2. Do a Survey in the Fall to determine what OHNIG members need for Education Workshops - Jill King to Coordinate</li> </ol>

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<b>Members Voices Reporting to RNAO</b>	<p>Thank you Jill King for keeping RNAO well informed through the “Members Voices” of the OHNIG activities            Good job Jill</p>
<b>Occupational Health Nurses Fact Sheets</b>	<p>Occupational Health Nurses Fact Sheets are descriptions of every day OH nurse work life. We will ask for members to submit their descriptions</p> <p>Louise Caicco Tett to coordinate</p>
<b>OHNIG web site was emphasized as the main OHNIG Communication quarterly for their members</b>	<p>OHNIG executives agreed the web site is the best and most convenient way to post member information.</p> <p>Discussion occurred re: “did members go on this web site to read it frequently.” A question was posed to have OHNIG send frequent reminders and news updates more often.</p>
<b>More effort for frequent communication and reminders to check OHNIG web site</b>	<p>Have a theme or a survey, i.e., Survey Monkey is a good tool            Get OHNIG members to set a reminder to check the web site or use a calendar on the web site that will send a reminder.</p> <p>OHNIG approved to look into a posted schedule, or on line calendar and timely reminders. Approved – Jill King to follow up.</p>

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Increased efforts to collaborate with other Associations – especially in education health and safety	Every business has employees that need H&S training as per the Dean Report recommendations OHNIG discussed collaboration with other OH nurse associations i.e. student mentorship, education, sharing of ON nurse practice profile. OOHNA, CCOHN etc to be approached
Increased efforts to get new OHNIG members to participate on committees and mentor for OHNIG executive positions	OHNIG member volunteers are needed for the OHNIG executive. Each OHNIG executive to review membership list and try for new members

OHNIG AGM November 8, 2011 meeting adjourned at 9:00 pm

Next OHNIG **Business Meetings** - April 2012 and Sept 2012

Next meeting OHNIG **AGM** - November 15, 2012