



2021 Annual General Meeting

May 12, 2021
Zoom Meeting

AGM – Approved MINUTES

1. The 2021 Annual General Meeting of the Registered Psychiatric Nurses Foundation Inc. was called to order by President Bonny Wynnobel at 12:05 hrs on May 12, 2021.

In attendance were eleven members of the Board of Directors:

Bonny Wynnobel;	Marg Synyshyn;	Marycia Kruk;	Beverly Hicks;
Bev Gradidge;	Mallory Schmitz;	Kim Toews;	Jennifer Adair
Dana Naismith;	Doreen Fey;	Amy Martyniuk	

Regrets:

Danah Bellehumeur

Guests:

Dr. Marlene Fitzsimmons; Dr. Annette Osted; Darlene Henry; Kathe Meseman; Jane Karpa, Lyle Didyk, Sherry Leynes

2. The minutes of the May 14, 2020 Annual General Meeting were circulated prior to the meeting and reviewed by those present.

MOTION: That the Minutes of the 2020 Annual General Meeting be adopted as circulated.

- Moved by Marg Synyshyn; Seconded by Dr. Beverley Hicks - carried.

3. The 2020 President's Report to the Annual General Meeting was submitted and circulated for review prior to the meeting by President Bonny Wynnobel. Bonny reviewed highlights from the year. President's Report was accepted as received.
4. The RPNF Audited Financial Statements for the calendar year 2020 were submitted and circulated for review prior to the meeting. See Treasurer's Report submitted by Doreen Fey below.

Dean Jenkyns from Jenkyns Smith- Chartered Professional Accountants conducted the 2019 audit for the RPNF this year.

The Independent Auditor's report opinion states "the accompanying financial statements present fairly, in all material respects, the financial position of the RPNF as at Dec 31, 2020 and the results of

its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for profit organizations.”, indicating a clean audit.

Statement of Financial Position

RPNF assets include \$13,816 in the bank as cash and \$85,158 in marketable securities at TD Waterhouse. Therefore, at the end of 2020 the RPNF has \$99,224. This does not include accounts payable of **\$3000**.

Statement of revenues and expenditures

The following is a summary of the source of the **\$12,298** revenue:

Donations- \$7,471 which includes donations through Canada Helps and direct donations via our website. Of note is that this year the RPNF no longer has access to CRPNM debit plan deductions or the awards banquet, therefore the foundation is looking for new ways to find donors. RPNF donations were down by approximately **\$1,400** this year.

Fundraising Revenue - \$2,830 from the foundation’s new 50/50 draw, which resulted in an increase of **\$800** this year.

Interest- \$1792 from the foundation’s TD investment portfolio.

Promotional sales- \$205 from the sale of water bottles and clothing.

Larger expenses this year included:

Fundraising expense \$1,813 for the 50/50 draw, which is expected in this type of fundraising endeavour.

Meeting expense \$179 which includes the video-conferencing charges which support all committee, board and special project meetings. This year the foundation determined that ZOOM was much less expensive and almost **\$500** was saved.

Office, printing and stationary and other has increased by **\$1000** to include the foundation’s contract for Admin services from Audrey German.

Professional fees \$3,727 which includes the audit fee and the accounting fees. These fees rose by **\$1000** as this was the first full year of having accounting service contract with Kathe Meseman.

Scholarships and Bursaries \$4,500 which includes all scholarships in 2020.

Website \$1,543 which includes fees to the new website provider. This line has increased by approximately **\$300** as this is our primary communication method.

Statement of Changes in Net Assets.

This year a deficiency of revenue over expenses of **\$1026** was noted, therefore our net assets now stand at **\$96,222**.

The RPNF's goal in 2021 and beyond is to find ways to increase our donations and fundraising revenue. The foundation has also reviewed its investment portfolio and hope to increase returns. The expenses to run the RPNF as an independent organization have increased as was expected.

The following entities were thanked: Executive Committee, providing double duty as the Finance committee, Kathe Meseman for providing accounting services, Lyle Didyk, investment advisor and Dean Jenkyns, auditor. This year a budget process and financial policies were developed, to formalize business practices. Danah Bellehumeur was also thanked for her work and expertise in developing finance policy.

MOTION: - That the 2020 year-end audited financial statements of the Registered Psychiatric Nurses' Foundation Inc. be accepted.

- Moved by Doreen Fey; seconded by Marg Synyshyn - carried.

5. Appointment of Auditors

MOTION: That Jenkyns Smith Chartered Professional Accountants LLP be appointed auditor for the 2021 fiscal year.

- Moved by Doreen Fey; Seconded by Dr. Beverley Hicks - carried

6. Nominations Committee Report – Bonny updated that she would be moving out of the President role, and was willing to sit as non-voting Past President. Remaining Directors are Marg Synyshyn, Doreen Fey, Amy Martyniuk, Kim Toews, Dana Naismith, Mallory Schmitz, Dr. Beverley Hicks, Bev Gradidge, Marycia Kruk, Jennifer Adair and Danah Bellehumeur, leaving one vacancy. Clarification of this list was made on the 2021 RPNF AGM PowerPoint .

Bonny presented the slate of RPNF Officers willing to let their name stand: Bev Gradidge (President), Jennifer Adair (Vice-President), Doreen Fey (Treasurer), noting that the RPNF Secretary role is vacant at this time. Nominations from the floor were invited.

MOTION: That the slate of RPNF Officers and Directors be elected as outlined as the 2021 RPNF Board of Directors.

- Moved by Marg Synyshyn; Seconded by Amy Martyniuk - carried

A notice will be placed on the RPNF website seeking expressions of interest from psychiatric nurses who would consider joining the RPNF Board as Secretary.

7. Other Business – Previous President, Dr. Annette Thorimbert Osted commended the Board on accomplishments made over the 2020 year. Dr.'s Annette Thorimbert Osted, and Dr. Marlene Fitzsimmons were thanked for their willingness to continue to be available for consultation by the RPNF Board.

8. A renewed slate of signing authorities was proposed for the RPNF's bank business.

MOTION: To designate Doreen Fey, Bev Gradidge, Jennifer Adair and Kathe Meseman as RPNF bank signatories.

- Moved by Marg Synyshyn; Seconded by Amy Martyniuk - carried.

9. Meeting adjourned at 12:37. Recorder – Bev Gradidge, Secretary