



**Annual General Meeting  
National Emergency Nurses Association  
April 30<sup>th</sup>, 2023 at 1100 hrs MDT**

**BOARD OF DIRECTORS PRESENT:**

D. Peta – President  
C. Picard – Vice President  
M. Grandmont – Director of Education  
K. Waffle – Secretary  
T. Moser – AB Director  
C. Swanson – MB Director  
P. Lacey – ON Director  
R. Reid – IND Director

**BOARD OF DIRECTOR REGRETS:**

N. Melendez-Duke – SK Director  
J. Carr – NB Director  
T. Penney – NS Director

**MEMBERS AT LARGE: 51**

**NON-MEMBERS: 0**

**1. CALL TO ORDER**

Meeting was called to order at 1110 MDT by President D. Peta. At the time of the meeting being called to order, there were 51 members present.

**2. WELCOME AND INTRODUCTIONS**

D. Peta welcomed the membership to the meeting. The members of the board of directors (BOD) were introduced.

**3. PRESENTATION OF 2022 AGM MINUTES**

D. Peta advised the members present that the minutes from the 2022 AGM had been approved by the BOD, and will be posted to the new website for review. Members were advised to address any member of the BOD with any issues with the 2022 AGM minutes.

## **4. BOARD OF DIRECTORS REPORTS**

### **A) PRESIDENT**

D. Peta presented the NENA president's report.

#### **Highlights:**

- Negotiated and signed contract with the Emergency Nurses Association (ENA) to have both the Trauma Nursing Core Course (TNCC) and the Emergency Nursing Pediatric Course (ENPC) translated into French.
- Negotiated and signed an agreement with the Canadian Association of Emergency Physicians (CAEP) with regards to the Canadian Triage Acuity Scale (CTAS) and are now in the process of creating a national working group to update the CTAS course.
- Launch of the new website on April 2<sup>nd</sup> with a new learning management system (LMS) in the near future.
- Currently in the process of updating all the documents to make them consistent and professional.
- Currently in talks with other like-minded organizations to discuss collaborative ideas on how to be stronger together. These organizations include the Canadian Forensic Nursing Association, Canadian Nurses Association, Canadian Association of Critical Care Nurses, and the Emergency Nurses Association.
- Decreased the national portion of your NENA fees from \$30.00 to \$20.00 effective August 1, 2023.
- Reunification of emergency nursing across the country and ensure we have representation from each province/territory represented at the national table. We are 1 step away from achieving this goal.

### **B) FINANCIAL REPORT**

R. Reid presented the April 2023 balance sheet with the members at the meeting. Members can reach out to any of the BOD if interested in having access to detailed finances. Any concerns can be brought forward to the BOD for clarification or assistance. Financial documents will be made available on the website under the AGM tab.

### **C) DIRECTOR OF EDUCATION REPORT**

M. Grandmont presented the Director of Education Report, starting with a brief overview of the Director of Education responsibilities.

The Emergency Nursing Certification (Canada) (ENC(C)) exam prep modules were previously in a password protected area of the old website. These 19 modules are now accessible to all NENA members under their log in. These modules will be updated by the new professional practice committee. As well, there are ENC(C) exam practice questions printed in the Canadian Journal of Emergency Nursing (CJEN).

#### **1) International Course Administration Committee (ICAC)**

M. Grandmont introduced the ICAC Committee members:

- M. Grandmont – Chair – term will be up June 30<sup>th</sup>.
- S. Phillips
- N. Melendez-Duke
- S. McEachern

### **Highlights**

- There will be a call to serve on the ICAC committee out to the membership in the near future.
- Responsibilities of the ICAC committee include networking with instructors around the country, review and update the Canadian Courses Manual as required, and ensure that all instructors are NENA members as well as hold a current RN license in the province of their residence.
- Contract signed with ENA to ensure all contents of TNCC and ENPC are translated into French.
- 9<sup>th</sup> edition of TNCC will have entire contents including instructor slides translated into French.
- There are three chapters left in ENPC to finish translation. Translation should be completed by summer 2023.
- If anyone is interested in the detailed course data can reach out to the Director of Education for further information.

### **Course Data**

#### 2022 TNCC Stats:

- 220 provider courses, 23 instructor courses
- 2084 participants
- 71 new instructors
- 331 current TNCC instructors
- 95 current TNCC course directors
- 32 current TNCC instructor trainers

#### 2022 ENPC Stats:

- 87 provider courses, 9 instructor courses
- 614 participants
- 20 new instructors
- 138 current ENPC instructors
- 38 current ENPC course directors
- 23 current ENPC instructor trainers

### **Teaching Anniversaries**

#### TNCC Instructor for 30 years:

- B. Wiggins – AB

#### TNCC Instructor for 25 years:

- L. Norrena – AB
- M. Balzer – ON

ENPC Instructor for 25 years:

- M. Grandmont – MB

## 2) Canadian Triage Acuity Scale (CTAS) Committee

M. Grandmont introduced the CTAS committee members:

- J. McCarron (Chair)
- K. Kylie
- J. Cameron
- K. Mackenzie

M. Grandmont announced that C. Brayman has retired from the CTAS committee after many years of dedicated service to NENA and CTAS.

### Highlights

- In 2020 – CTAS administration was transferred from the Canadian Association of Emergency Physicians (CAEP) to NENA.
- Reminder that instructor renewal is July 1<sup>st</sup>. Instructor fees are separate from NENA membership fees, and that instructors must be current members of NENA to maintain their instructor status.
- There will be a call for additional members of the CTAS committee going out to the membership in the near future.

### Course data 2022

- 663 CTAS/Pre-CTAS courses
- 4752 participants
- 32 instructor course
- 370 current instructors
- Current instructors in every province and territory
- Instructor Trainer trainers are limited to the members of the CTAS committee

### CTAS National Advisory Committee (CTAS NAC)

- Co- Chairs of the newly formed CTAS NAC are:
  - J. McCarron (NENA)
  - Dr. J Hall (CAEP)
- Members of the CTAS NAC are:
  - Dr. C Toarta (CAEP)
  - Dr. S Macleod (CAEP – researcher)
  - J. Blackbourne (NENA)
  - Rotating member from the CTAS Committee (NENA)
- First meeting of the CTAS NAC will be held on May 27<sup>th</sup>, 2023. Initial goals for the CTAS NAC will include:
  - Terms of references
  - Goal and objectives for the newly formed group
  - Updating the CTAS education materials
  - Updating the CTAS guidelines

If there are any questions regarding any of the education report, please reach out to the Director of Education.

## **5. PROPOSED BY-LAW CHANGES**

D. Peta presented the proposed changes to the current bylaws as circulated to the membership in March. Proposed changes to the current bylaws include:

Section 7.02 – changing the wording from vice president to president elect

Section 7.03 – adding the past president position back into the bylaws.

These by-law changes were recommended by the BOD to provide the president position with the proper support during their term as president.

C. Picard made the motion to accept the proposed by-law changes. Motion was seconded by K. Mackenzie.

Voting was done by an electronic system and the motion was passed with 100% approval rate from the voting membership present at the AGM.

## **6. BURSARY, AWARDS AND DEPARTING BOARD MEMBERS**

K. Waffle and T. Penney were the co-chairs of the NENA Bursary Committee.

The following bursaries and awards were announced:

Debbie Cotton Memorial Bursary:

V. Wah – BC

Margaret Smith Memorial Bursary:

S. Robertson – MB

General NENA Bursary:

Jennifer Stinson – BC

Margaret Dymond – AB

Shauna Kristoff – AB

Sarah Lukan – AB

John Lowe – ON

Joni Bjorge – AB

Certification Bursary:

L. Morrissey – BC

D. Rapoch – BC

S. Pletscher – BC

R. Price – BC

J. Carr – NB

L. D'Alessandro – QC

E. Severn – BC

Honorary Lifetime Membership:

J. Carr from New Brunswick has been granted an honorary lifetime membership award for his hard work and dedication to NENA as the NENA president from Jan 2021 – Jun 2022.

Departing Board Members:

M. Grandmont – Director of Education

K. Waffle – Secretary

R. Reid – IND Director

J. Carr – NB Director

C. Swanson – MB Director

## **7. QUESTIONS FROM THE FLOOR**

Opportunity was given for members to ask questions to the BOD. No questions were presented to the BOD at this time. Members are encouraged to reach out to any member of the BOD if they have any questions.

## **8. ADJOURNMENT**

D. Peta thanked all who joined the meeting and encouraged all to become involved with NENA.

Meeting was adjourned at 1149 MDT.