1. Call Meeting to Order/Constitution of Meeting
   Constitution of meeting- Meeting notification and AGM documents provided as directed per ORNAC by-laws. Member sign-in occurred at entrance to meeting room. At sign-in, members were provided with a voting card, a copy of the meeting agenda and Rules of Order.
   In addition, copies of 2014 ORNAC AGM Meeting Minutes & 2014 ORNAC Financial statements document were provided on tables in the meeting room.

   Meeting was called to order at 1240 (MT) by ORNAC president Rupinder Khotar. R. Khotar welcomed everyone in attendance and summarized highlights of the past year including the following:
   - Finalization of the ORNAC structure with the establishment of agreements with each provincial council.
   - Creation of direct ORNAC membership – process provides numerous benefits i.e. improved communication to membership (e-blasts), ORNAC Journal subscription, accessibility to perioperative practice support for members
   - ORNAC pillars- further established process for ORNAC Standards accreditation, advanced French translation commitment, further developed ORNAC boutique, increased collaborative partnerships (i.e. CPSI, CMA, CSA),

   R. Khotar emphasized ORNAC seeks volunteers and provides diverse opportunity for participation/involvement of members in the ORNAC organization. She thanked members for attending and participating in the AGM.

   R. Khotar introduced the following individuals designated to support the execution of the meeting.
   - Parliamentarian - Margaret Ethier
   - AGM minute taker - Sue Styles
   - Time keeper - Corenia Price
   - 2 vote counters – Personnel of Shaw Conference Centre

2. Declaration of Quorum
   S. Styles stated 116 members are in attendance per the AGM sign-in. Per ORNAC bylaws quorum for AGM is 25. Quorum has been achieved for this meeting.

3. Parliamentarian Rules of Order
   Parliamentarian Margaret Ethier requested that members in attendance review Rules of Order (copy provided to each member – see Appendix A) and indicated Robert’s Rules will be followed for meeting conduct not otherwise specified in the Rules of Order.
   Motion by D. Bastone to adopt Parliamentarian Rules of Order. Motion seconded. Motion carried.
4. ORNAC Board of Directors Roll Call
R. Khotar completed ORNAC Board of Directors Roll Call as follows:

**Executive: Officers & Directors**
President: Rupinder Khotar, RN, BScN, CPN(C)
President Elect: Cathleen Ferguson, RN, BScN, RNFA, CPN(C) CNOR
Treasurer: Elizabeth Beck, RN, CPN(C)
Secretary: Anita Esson, RN, BScN, RNFA, CPN(C) – absent with notice

Executive Director: Catherine Harley, RN, eMBA

**Board Directors**
British Columbia: Marlene Skucas, RN, CPN(C)
Alberta: Lucia Pfeuti, RN, BN, CPN(C)
Saskatchewan: Donna Marin, RN, BScN, MHRD, CPN(C)
Manitoba: Karen Sagness, RN, CPN(C)
Ontario: Debra Bastone, RN, BScN, CPN(C)
Quebec: Philippe Willame, RN, BScN
Nova Scotia: Ida Berry, RN, CPN(C)
Prince Edward Island: Cathy Griffin, RN, BScN, CPN(C)
New Brunswick: Lynn Larivee, RN, BScN, CPN(C)
Newfoundland: Corenia Price, RN, CMDRT, CPN(C)

Education Seat: Kristina Cruess, RN, BA, BScN, MST, RNFA, CPN(C)
Advanced Practice: Aline Gagnon, RN, BSc, RNFA
Leadership: Kelly Chapman, RN, MHS, BSN, CPN(C)

**ORNAC Pillar Chairs**
National Conference Planning – Margot Walsh, RN, CPN(C)
Informatics & Research: Chris Downey, RN, CPN(C) MSc, RNFA, CMLSO
Professional Practice: Kristina Cruess, RN, BScN, MSN/ED, CPN(C)
ORNAC Standards Chair: Deb Bastone, RN, BScN, CPN(C)
Marketing: Marlene Skucas, RN, CPN(C)
Advocacy: Pat Pocock RN, DipNE, BNS (Governance) &
Bonnie McLeod RN, BScN, MN, CPN(C) (Collaborative Partnerships)

5. 2015 AGM Agenda review
No additions or deletions to agenda.
Motion by K. Chapman to approve the 2015 AGM meeting agenda as written and submitted to the ORNAC members. Motion seconded by L. Pfeuti. Motion carried.

6. 2014 AGM Meeting Minutes
No errors or omissions noted to 2014 AGM minutes. Motion by K. McLennan-Robbins to approve the 2014 AGM Meeting Minutes as written and submitted to the ORNAC members. Motion seconded by I. Berry. Motion carried.
Business arising from 2014 AGM Minutes – no business arising from the 2014 AGM minutes.

7. Executive Director’s Report -
ORNAC Executive Director, Catherine Harley, indicated during the past 4 ¼ years ORNAC has undergone a transformational process. She stated it is an honor and privilege to work with each ORNAC member and
ORNAC volunteer.

C. Harley provided a review of the 2014 ORNAC Annual Report (see attachment) via presentation of the following:

- 2012-2015 Strategic Plan Results – presented and reviewed by C. Harley – see Final 2015 ORNAC AGM slide presentation attachment (slides 9-26)
- 2015-2018 Strategic Plan Summary- presented and reviewed by C. Harley - see Final 2015 ORNAC AGM slide presentation attachment (slides 27-58)

New ORNAC website (component of the ORNAC Strategic Plan): ORNAC Informatics & Research Pillar chair, Chris Downey, presented the new ORNAC website. She indicated the new website will ‘go live’ in the next few weeks.

Adoption of 2014 Annual Report

Motion by P. Willame to approve 2014-2015 Annual Report as written and submitted to ORNAC members. Motion seconded by A. Oucharek. Motion carried.

8. Treasurer’s Report

ORNAC Treasurer, Elizabeth Beck, provided the ORNAC treasurer’s report (see Final 2015 ORNAC AGM slide presentation attachment (slides 61-76). She reviewed the 2014 ORNAC Financial statements/audit. E. Beck stated 2014 ORNAC Financial audit has been approved by ORNAC Board of Directors. French translation of the 2014 ORNAC Financial audit will soon be posted on the ORNAC website. E. Beck indicated, a voluntary disclosure will be made to Canada Revenue Agency by auditor re: outstanding forms that must be completed per 2014 ORNAC financial audit report.

Motion/resolution by Elizabeth Beck- Be it RESOLVED THAT Dennis F. Medaglia, CPA, CA, Licensed Public Accountant of Collins Barrow Ottawa LLP, is appointed the public accountant of the Corporation to hold office until the close of the next annual general meeting of the members or until their successors are appointed, and the Board is hereby authorized to fix the remuneration of the public accountant. Motion seconded by D. Marin. Motion carried.

9. Nominating Committee report – presented by ORNAC President-Elect

Cathleen Ferguson - see Final 2015 ORNAC AGM slide presentation attachment (slide 78 to 94)

C. Ferguson reviewed ORNAC nomination process related to 2015 nominations/election - according to ORNAC By Laws, to ensure that the Director turnover is staggered, ½ the ORNAC Board changes every year. The Process includes a call for nominations that is published in the ORNAC Journal, and on the web site by September of each year.

C. Ferguson stated that in 2015, ORNAC held its first national nomination & election for the role of President Elect. Barbara Mushayandebvu was elected to role of ORNAC President-Elect.

C. Ferguson introduced rationale of appointment of Jane Radey ORNAC Secretary 2015-2017– see Final 2015 ORNAC AGM slide presentation attachment (slide 88).

C. Ferguson presented the 2015 ORNAC Election Slate as follows (see Final 2015 ORNAC AGM slide presentation attachment- slide 91):
• Motion by Cathleen Ferguson that the 2015 ORNAC Election Slate as presented above be approved by the ORNAC members. Motion seconded by P. Willame. Motion carried.

C. Ferguson stated the remaining ORNAC Officers & Directors are either starting or completing their terms. The ORNAC Officers & Directors that are either starting or completing their terms are as follows (see Final 2015 ORNAC AGM slide presentation attachment slide 93):

Cathleen Ferguson – Executive – President - 2015-2017
Barbara Mushayandebvu- Executive – President-Elect - 2015-2017
Lucia Pfeuti - Alberta - Director - 2014-2016
Karen Sagness - Manitoba - Director - 2014-2016
Cathy Griffin- Prince Edward Island - Director - 2014-2016
Corenia Price- Newfoundland and Labrador- Director - 2014-2016
Kelly Chapman -Leadership- Director - 2014-2016
Kristina Cruess -Education - Director - 2014-2016

• Motion by Cathleen Ferguson that the ORNAC members approve the above named remaining Officers & Directors that are either starting or completing their terms. Motion seconded by D. Bastone. Motion carried.

10. Introduction of 2015- 2016 ORNAC Board of Directors
Cathleen Ferguson introduced the new 2015-2016 ORNAC Board of Directors as follows:

Cathleen Ferguson – Executive – President - 2015-2017
Barbara Mushayandebvu- Executive – President-Elect - 2015-2017
Elizabeth Beck – Executive -Treasurer - 2015-2016
Jane Radey - Executive – Secretary - 2015-2017
Marlene Skucas - British Columbia - Director - 2015-2017
Lucia Pfeuti - Alberta - Director - 2014-2016
Margaret Farley -Saskatchewan - Director - 2015-2017
Karen Sagness - Manitoba - Director - 2014-2016
Linda Whyte - Ontario - Director - 2015-2017
Josée Sauriol -Quebec - Director - 2015-2017
Chantal Pelletier – New Brunswick -Director - 2015-2016
Ida Berry - Nova Scotia - Director - 2015-2017
Cathy Griffin- Prince Edward Island - Director - 2014-2016
Corenia Price- Newfoundland and Labrador- Director - 2014-2016
Kelly Chapman -Leadership- Director - 2014-2016
Kristina Cruess -Education - Director - 2014-2016
Anita Esson - Advanced Practice - Director - 2015-2017

11. Acknowledgement of outgoing Board of Directors
R.Khotar acknowledged the work of outgoing ORNAC Board of Directors (those who are finishing their Board terms) and thanked them for their
contributions to ORNAC. R. Khotar presented a Past ORNAC board member’s pin to each of the following out-going Directors – Anita Esson (completion of secretary term), Aline Gagnon, Philipp Willame, Lynn Larivee, Debra Bastone, and Donna Marin.

12. Next ORNAC AGM: Saturday, May 7, 2016 - time and location TBA

13. Transfer of ORNAC Chain of Office – Cathleen Ferguson presented ORNAC Past-President pin to Rupinder Khotar, Rupinder Khotar transferred ORNAC Chain of Office to Cathleen Ferguson.

14. Meeting closed at 1347 by Rupinder Khotar.

Appendix A- Parliamentarian Rules of Order

Appendix A

Parliamentarian Rules of Order – Margaret Ettier

ORNAC AGM May 7 2015

Except as specified in these Rules of Order, the Canada Not for Profit Corporation Act, and the Bylaws, the rules of procedure at the meeting shall be governed by the current edition of Robert’s Rules of Order

1. Only persons entitled to vote shall make motions, debate and vote

2. No person shall speak until recognized by the Chair. To obtain recognition the person shall first raise his or her hand/voting card. After recognition the person shall go to the microphone and state his or her name.

3. All motions, including amendments, shall be in writing on the Motion Form and one copy shall be given to the Chair, and to the secretary, prior to the member speaking to the motion.

4. A member may second a motion by simply raising his or her hand/voting card, it is not necessary to state the name

5. Speeches are limited to two (2) minutes.

6. No member may speak more than once to a motion unless no other member indicates a desire to speak.

7. Debate on a motion is limited to ten (10) minutes after the motion is stated by the Chair. Motions can be made to extend the debate for ten (10) minutes and require a two-third (2/3) vote for adoption. Motions to extend debate shall be made before the ten (10) minutes has expired. The Chair will advise when there is two (2) minutes remaining on the motion. The Chair shall recognize any member who raises or his hand/voting card to move or second this motion.

8. Members who wish to move a motion to close debate and vote on a motion or, “Call for the Question” need to be recognized by the Chair prior to making this motion.

Please note, according to Roberts Rules

- **Seconder** It is not necessary to record the name of the Seconder to a motion Often much time is taken up determining the name and spelling of the name of Seconder. The purpose of a Seconder is to determine if there is more than one member who wants to bring this subject before the meeting.
Committee Reports Seconder is not necessary for a Motion to adopt a recommendation in a Committee report since this motion is assumed to be supported by the members on the committee. There is no motion to adopt or receive the report—only the recommendations.