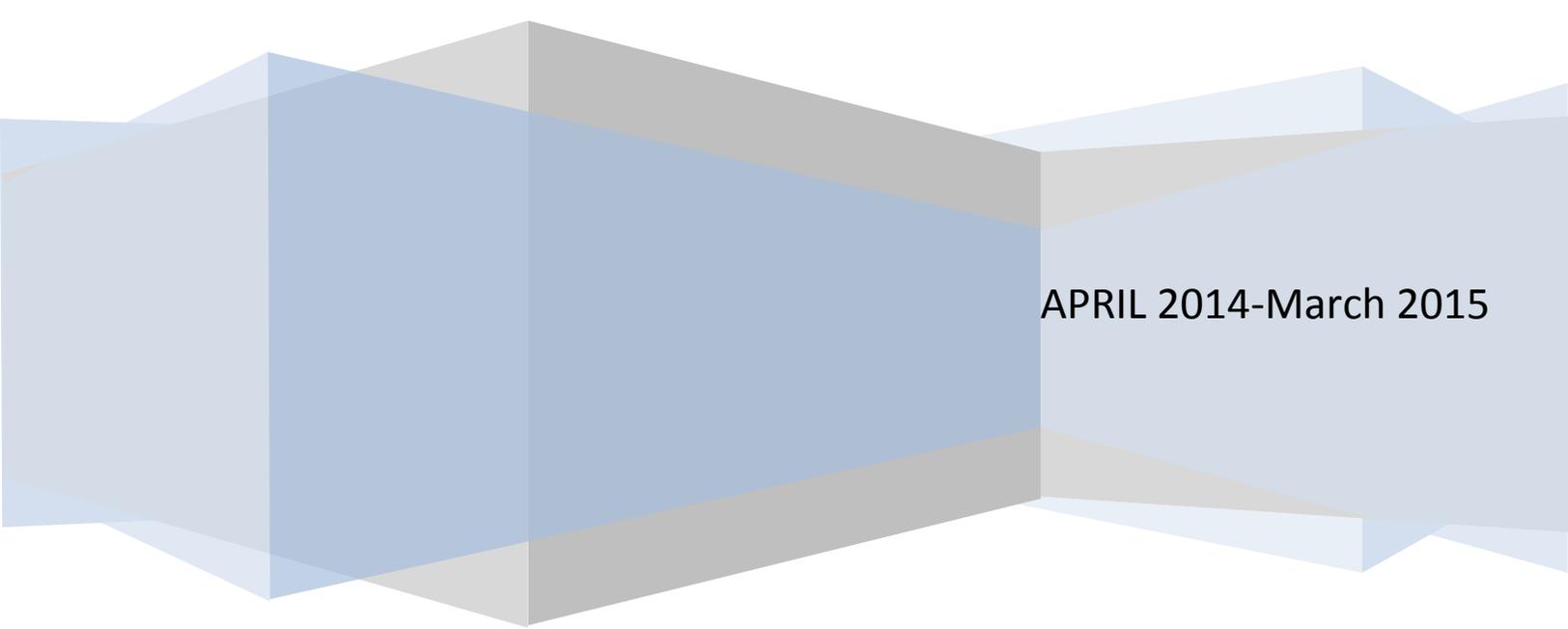


ANNUAL REPORT

**Ann Nickerson B.Sc.Pharm FCSHP ,
President NBHPCA**



APRIL 2014-March 2015

This year has been one of advancement and major projects for the New Brunswick Hospice Palliative Care Association (NBHPCA). I was asked by the board at our annual meeting on April 23, 2014, to stay on as President for an additional year until our newly elected Vice-President, Dr Renée Turcotte, takes over as President at our annual meeting in April, 2015.

In my third term as President, I have had a great team of volunteers including Board members, Zone representatives, and NBHPCA members. My thanks to all who gave countless hours to help move the association forward.

Four board meetings were held this fiscal year. Two were face-to-face meetings; one in Moncton at the NBHPCA annual education conference, April, 2014 and in Fredericton October, 2014. Teleconferences were held In January and March, 2015.

As of March, 2015, our membership was approximately 300, primarily composed of registrants from the 2014 annual conference and those registered to date for the 2015 conference. Annual membership in the NBHPCA and the CHPCA (Canadian Hospice Palliative Care Association) is included in the registration fee for the annual conference (NBHPCA \$15 and CHPCA \$20).

However, the number of members joining on their own and renewing their membership without attending the education conference is increasing. I personally feel this a sign that interest is growing in the association! With the support of the Board, one of our focuses is still to have the Zone representatives hold Zone level meetings quarterly. In the Zones which have had such meetings, we have stimulated interest, enthusiasm, and increased our membership with people interested in the Mission of the NBHPCA. Zones 1 A & B have been very successful in having joint quarterly meetings and moving the NBHPCA forward in the greater Moncton area.

Mission Statement

The New Brunswick Hospice Palliative Care Association

The New Brunswick Hospice Palliative Care Association provides leadership to enhance quality end-of-life-care for individuals and families living with life threatening illnesses in New Brunswick, and works in collaboration with the Canadian Hospice Palliative Care Association and other provincial and national stakeholders to advance hospice palliative care in New Brunswick and in Canada.

Énoncé de mission

L'Association de soins palliatifs du Nouveau-Brunswick

L'Association des soins palliatifs du Nouveau-Brunswick assure un leadership afin d'améliorer la qualité des soins de fin de vie pour les personnes atteintes d'une maladie qui met leur vie en danger et pour leur famille. Elle travaille en collaboration avec l'Association canadienne de soins palliatifs et d'autres intervenants provinciaux et nationaux afin de faire avancer les soins palliatifs au Nouveau-Brunswick et au Canada.

www.nbhPCA-aspnB.ca

EDUCATION

Education remains one of the top focuses of the New Brunswick Hospice Palliative Care Association.

This year, the NBHPCA has continued the educational opportunities for staff at nursing homes and special care facilities in the Province by sharing the standards and best practice guidelines of quality palliative care. We also wanted to increase the attendance of these groups at the Zone level to LEAP programs (Learning Essential Approaches to Palliative Care).

All zones in the Horizon Health Network provided LEAP education sessions, and for the Vitalité Zones many are providing LEAP sessions. The cost of attending a LEAP program has doubled from \$50 to \$100 with the cost of a book included. With this information and our primary focus of education, the NBHPCA the Board at our annual meeting April 23, 2014, decided to offer each Zone a one-time offer of \$500 this year towards an education program. Many Zones took advantage of this education bursary primarily to buy books for the LEAP program to lessen the cost per individual. Instructors volunteer their time to teach this LEAP program and we would like to thank those who volunteer to teach this 2-3 day program.

Bursaries Awarded

Zone Level

Zone 1B (Horizon, Moncton area), through fund raising efforts, awarded six \$50 bursaries to attend a three-day LEAP education session. Also, this energetic group, was able to offer four \$225 and one \$80 (volunteer rate) to attend the NBHPCA 2015 annual education conference. My hope for the future is that other Zones will see what is possible through fun fund raising efforts done in Zones 1A & B and do the same. This will increase the number of education programs people can attend with the end result of improving the quality of care and life of our citizens in New Brunswick living with life-limiting diseases. Fundraising initiatives included:

- Pottery “surprise” dragonfly mugs with the dragonfly poem inserted in each mug
- Pizza sales at The Moncton Hospital to staff on selected Fridays
- Dragonfly screen savers
- Hand painted Dragonfly wine and tumbler glasses
- Booth at Turner’s Christmas at the coliseum

In September, 2014, NBHPCA Zones 1A & B held a Fashion Show and tea. The clothes were from the Moncton Hospice Shoppe and dedicated NBHPCA volunteers organized the food, venue, ticket sales, etc. A cheque for \$2,080.65 was presented by NBHPCA to Hospice Greater Moncton for their building fund

At all these sales, education brochures and dragonfly poems are available free to promote our mission.

Provincial Level

I am very pleased to report that at our April, 2014, Board meeting we voted to award two Peter Sommerville Bursaries of \$2,000 each to attend a national palliative care conference. This is first year the NBHPCA has been able to give out two sizeable bursaries to worthy recipients. The two recipients were:

1. Patty McQuinn who attended the national CHPCA conference in Ottawa in the fall

- Chantal Savoie who will attend the 25^e congrès du Réseau de soins palliatifs du Québec Rivière-du-Loup (Québec) May 14 and 15, 2015

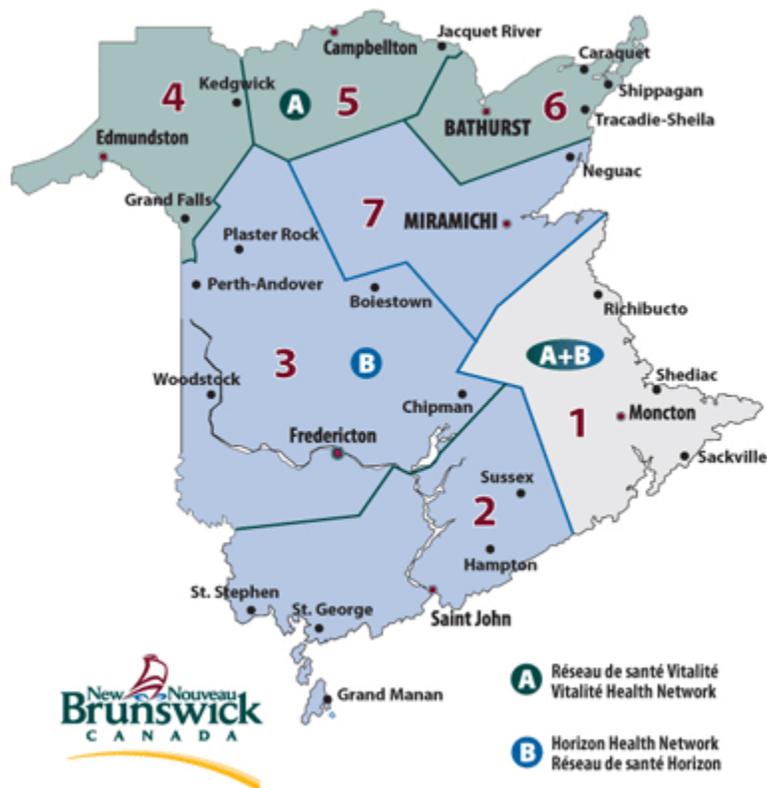
SPEAK UP Start the Conversation Campaign by Canadian Hospice Palliative Care Association

At the April board meeting, approval was given to award each Zone a one-time grant of \$125 to purchase preprinted material from CHPCA, and many have taken advantage of this grant.

Public sessions have been planned for this spring around the province, including one being held in Bathurst on April 29th in an attempt to educate the public on ***“Speak Up- Start the conversation about end-of-life care”***.

NBHPCA Provincial Zones

NBHPCA Zones are based on the previous health care zones as determined by the New Brunswick government in 2009.



Due to the large geographical area and initiatives at the zone levels, it was felt that we could be better organized by sub dividing one of the larger zones. Therefore, Zone 6 is further subdivided into:

- Zone 6A representing Bathurst and surrounding areas
- Zone 6B representing Tracadie, Caraquet and Lameque and surrounding areas

At our annual meeting April 23rd, 2014, we added another position of Member at Large -First Nation. Eva Sock of Elisbogtog, NB, is our enthusiastic Board member currently filling this position.

Two members of the NBHPCA Board, Dr. Pam Mansfield and Susan Currie, were asked by the New Brunswick government to sit on the Provincial Palliative Care Advisory Committee whose mandate is to develop a framework for the delivery of palliative care in the province. The report is published and we are hopeful that this committee will help standardize the care of palliative patients across the province

The purchase of the **SUMAC software package** has worked very well to organize our membership data base and to have the ability to send out renewal notices for memberships in a timely matter to individuals whose membership has expired in order to build and maintain membership.

Charitable Status

It was with disappointment we received a letter from the Canada Revenue Agency (CRA) dated November 30, 2012, informing us that our charitable status application has not been approved based on the information provided. We were given an option to respond within 60 days if we were not in agreement with the decision, and Dr Pam Mansfield and Ann Nickerson provided additional information.

In our support, in April, 2013, CHPCA drafted a letter to endorse the NBHPCA in their endeavour to obtain Charitable Status. This letter was sent to the CRA but again our charitable status was not granted at that point.

Dr Pam Mansfield has been working on this project for four years with relentless arguments that all other Provincial associations affiliated with the national CHPCA have been granted charitable status, In June, 2014, she received a telephone call from a CRA agent explaining that we needed to amend our by-laws and apply for Supplementary Letters Patent from the Province of New Brunswick. To ensure that this process was carried out in accordance with both CRA and provincial regulations, the NBHPCA executive approved engaging an attorney to assist us, and Brian Forbes of Forbes, Roth Basque, Moncton, was consulted and work is under way.

With charitable status we will be able to issue income tax deductible receipts. This will open a whole new avenue for the NBHPCA to obtain revenues which in turn will allow us to provide education and resources in our mission to provide leadership to enhance quality end-of-life-care for individuals and families living with life threatening illnesses in New Brunswick. It will also

allow us to work in collaboration with the Canadian Hospice Palliative Care Association and other provincial and national stakeholders to advance hospice palliative care in New Brunswick and in Canada.

Technology Evaluation in the Elderly

NBHPCA president, Ann Nickerson, attended a Stakeholder meeting in Halifax to represent NBHPCA at the table with the national research body *Technology Evaluation in the Elderly*. NBHPCA is being informed of possibilities of collaborating with this group out of McMaster University through emails to the President and then sent to all members .

Provincial Fund Raiser

Aitken Pewter necklace/brooch and matching earrings



This Provincial Fund raiser is still on the go and at the moment sales have slowed down. We still have a large inventory equalling a retail value in excess of \$6,000. One of next year's projects will be to add a gift shop to our website and hopefully sell more to reduce our inventory.

We are looking for a new fund raiser idea!

I am pleased to announce as of January, 2015, Sandy Carruthers has volunteered her time to become our new Fund Raising Committee chair. With her enthusiastic, never-ending ideas, we welcome Sandy! Sandy has past experience in sales and is also currently a volunteer home hospice worker for Hospice Greater Moncton. She has knowledge of the hospice world and dealing with patients and family at end-of-life. All these attributes will help the NBHPCA choose appropriate fund raisers and venues.

New Paid Positions for NBHPCA

- **Administrative Support**

Due to the heavy workload Marlene MacLeod has experienced over the past three years of volunteer work as secretary, it was identified at our meeting of the Board in October that the position of secretary would be impossible for anyone to fill while working full time. The Board approved the hiring of a part time administrative support person on a contract basis, and I am pleased to report that Dale Savoie has accepted this position and to date has shown her never-tiring commitment to her new job.

- **Bookkeeper**

Also at the Board meeting in October, approval was given to engage a bookkeeper to assist the volunteer treasurer in maintaining our financial records both for ongoing reporting purposes and ensuring we meeting CRA standards related to our charitable status. On the recommendation of a Moncton chartered accountant, Melanie Killam, Petitcodiac, NB, has been engaged for this position.

BOARD OF DIRECTORS

TERMS OF OFFICE – 2014/15

<u>Name</u>	<u>Position/Representation</u>	<u>Date of Appointment</u>	<u>Term Expires (Annual Meeting)</u>
Mansfield, Dr. Pam	Past President - Moncton	May, 2012	2015
Nickerson, Ann	President - Moncton	May, 2012	2015
Dr. Renée Turcotte	Vice-President	Dec., 2013	2015
MacLeod, Marlene	Secretary/Treasurer - Moncton	May, 2012	2015
Schyf, Rev. Brenda	Member At Large – Clifton Royal	August, 2013	2015
Eva Sock	Member At Large – First Nation	April, 2014	2016
Currie, Susan	Member At Large -	Sept., 2012	2016
Steeves, Donna Lynn	Zone 1A - Moncton	2014	2016
Ginette Roy	Zone 1A - Moncton	2014	2015
Adair, Joanne	Zone 1B - Moncton	April, 2013	2015
Hebert, Lana	Zone 1B - Moncton	April, 2012	2016
Dr. Jessica Hemmings	Zone 2 - Saint John	April, 2014	2016
Mayberry, Melody	Zone 2 - Saint John	April, 2013	2015
Gowan, Dr. Debra	Zone 3 – Fredericton	May, 2011	2015
Sainz, Dr. Bea	Zone 3 - Fredericton	May, 2013	2015
Mélanie Veilleux	Zone 4 - Edmundston	April, 2013	2015
Guitard, Sylvette	Zone 4 - Edmundston	2012	2016
MacMillan, Dr. Vona	Zone 5 - Campbellton	April, 2013	2015
Youla, Dr. Adama-Rabi	Zone 5 - Campbellton	April, 2014	2016
Langlois, Dr. Julie	Zone 6A - Bathurst	April, 2012	2016
Vienneau, Shirley	Zone 6A - Bathurst	2009	2015
Sonier, Rebecca	Zone 6B – Tracadie et al	2013	2015
Comeau, Josianne	Zone 6B – Tracadie et al	2013	2015
Amanda Akoto	Zone 7 - Miramichi	July, 2013	2015
Beth McCloskey	Zone 7 - Miramichi	April, 2014	2016

To the following board members who have completed their 2 year mandate or submitted their resignation for personal reasons in 2015:

- Claudette McGill
- Cassandra Dolliver
- Dr. Debra Gowan
- Ginette Roy
- Dr. Vona MacMillan
- Shirley Vienneau

Thank you! Merci! for your volunteer work and contributions to the NBHPCA- ASPNB over the years. The Board sincerely hopes you will continue your membership though not in a board capacity

Honorary Lifetime Memberships to NBHPCA

Article 6.4 (b) of the Association's bylaws is as follows:

Honorary Life Members:

Individuals or organizations so designated by the Executive and ratified by a majority of the voting delegates present at a general meeting of the Association.

The criteria for life membership are as follows:

- must be a member of the New Brunswick Hospice Palliative Care Association***
- have contributed significantly to the development of palliative care either through a profession or as a volunteer***
- active participation in the Association - past provincial Board member or involved at a regional level***

The benefits of life membership are as follows:

- remain a member of the Association for life without the obligation to pay annual membership fees***
- receive all the benefits of membership***

The Board calls for nominations annually and the Board reviews and determines if the nominee meets the criteria. If so, nominee is honoured at the annual meeting.

I believe this to be the first year this honor has been bestowed upon two very deserving NBHPCA members – Dr. Pamela Mansfield and Marlene MacLeod.

- **Dr. Pamela Mansfield** has dedicated countless volunteer hours as President and Past-President of the NBHPCA. She was instrumental in developing our web page, building the Association to its current level, and has worked tirelessly toward the advancement of palliative care in the Province of New Brunswick. She has brought us very close to achieving our charitable status with Canada Revenue Agency, and is currently the chair of the progressive committee of the residential hospice associations in the province.

- **Marlene MacLeod** has dedicated countless volunteer hours as Secretary and recently also Treasurer of the NBHPCA. She was instrumental in developing our Sumac membership data base, entering all current and past members (over 700) into this database that links to our national CHPCA, computerized our financial records, developed standardized forms and procedures for our association. She has been the “**go to person**” for most of us on the board and has contributed greatly toward building the Association to its current level. Marlene has worked tirelessly toward the advancement of palliative care in the Province of New Brunswick. She has worked full-time days, many weeks, as a volunteer to the point we needed to pay an administrative assistant as she steps down as secretary/treasurer at our annual meeting in April 2015.

On a personal note, I feel very honored to have had the opportunity to be President of the NBHPCA. I hope some of the decisions I have made, although in an indirect way, have improved the quality of life of persons living with life-limiting illnesses. I have left you in the excellent hands of Dr. Renée Turcotte!

In conclusion, we have had many successes this year and I wish the NBHPCA another productive volunteer year in 2015/16.

Respectively Submitted

[Ann Nickerson B.Sc. Pharm., FCSHP](#)

President, New Brunswick Hospice and Palliative Care Association

l'Association de soins palliatifs du Nouveau-Brunswick

www.nbhPCA-aspnB.ca

Bursary Sub-Committee

Chair: Sylvette Guitard

Member: Shirley Vienneau

Frequency of meetings

One teleconference per year and communication by e-mail to choose the bursary recipients; the topics of the Bursary sub-committee can be discussed when there is a teleconference for the Education committee or the Board of directors meeting.

Topics discussed

We evaluate each application and after discussion, we choose the recipients. Last year, two recipients received a 2000\$ bursary. It was Chantal Savoie and Patty McQuinn. The amount and quantity of bursaries for the year 2015-2016 will be discussed at the next Board of Directors meeting in Bathurst. At that moment, we will know more about our financial status.

Suggestions for the upcoming year: There will be a new chair for this committee for the year 2015-2016.

Sylvette Guitard

Chair of the bursary sub-committee

Membership Committee

Chair – Marlene MacLeod

Members : Susan Currie, Dale Savoie, Dr. B. Sainz, Mélanie Vielleux, Josianne Comeau,

No meetings held in 2014/15

Active Members: 309

Inactive members: 257.

Those whose membership expired following the 2014 annual conference were contacted and encouraged to renew their membership but unfortunately none responded.

Those whose membership will expire following the 2015 annual conference will be contacted and encouraged to renew their membership.

Marlene MacLeod

Chair, Membership Committee

Residential Hospice Committee

The NBHPCA has formed a residential hospice committee comprised of representation from all community hospice associations except for Saint John. A proposal has been developed for funding for residential hospices and a meeting with government representatives will occur this spring.

Pamela Mansfield MD, CCFP

Past President, New Brunswick Hospice Palliative Care Association

Medical Advisory Committee

The nursing home group has continued to meet to come up with guidelines and information packages for staff and families. This continues to be a work in progress.

Pamela Mansfield MD, CCFP

Past President, New Brunswick Hospice Palliative Care Association

Communications Committee

Chair: Joanne Adair

Members: Beth McCloskey, Cassandra Dolliver, Amanda Akoto, Pam Mansfield, Marlene Macleod

Meetings:

Our first meeting was in September and we have had a total of three meetings by teleconference.

Topics discussed:

- Fall provincial election: press release to media regarding the NBHPCA view of palliative care and our need for residential hospices
- Updating our NBHPCA website: Beth is our contact with web-masters.
- Conference: working in conjunction with the conference team for press release.

Suggestions for upcoming year:

- A review of web design required in the next year regarding a Gift Shop, Donations.
- Prepare media release for fall Federal election.

Joanne Adair

Chair, Communications Committee

EDUCATION AND ADVOCACY COMMITTEE 2014-2015

This past year has been spent planning and organizing the 2015 annual meeting and conference taking place April 30 and May 3 at the Best Western Hotel in Bathurst. Entitled "Get ready for your last trip" the conference will be focusing on information on advance care planning and other topics related to treatments. The committee has worked together to obtain speakers from around the provinces. Work to obtain funding to help cut the costs of the conference has also been done by the committee as well as obtaining articles for a silent auction to be held at the conference.

The Bursary sub-committee headed by Sylvette Guitard is also under the direction of the education committee and works to offer bursaries to our members when the financial status of the association allows.

This year \$500 was given to each zone for to use for educational purposes in their area for such as in their Leap programs.

As well \$125 was available to each zone to use for supplies such as the "Let's talk" material from CHPCA.

Shirley Vienneau RN BScN

Chair Education Committee

Fundraising Committee: no report