

**CACCN Manitoba Chapter
Executive Meeting
December 1st, 2009**

Present: Lissa, Andre, Tannis, Rhonda, Sara, Chris, Joy,

Regrets: Anna

Resigned : Margaret

1. Approval of November minutes

Approved as written

2. Financial Report

The account balance was at \$14, 696.20 (not including the GIC). The GIC is due for renewal. The options are a 2 year plan with the first year @ .5% & the second year @ 2.6%. A 3 year option is available with 2.10% each year with no options to pull money out. Lissa will call the bank tomorrow. It seemed the consensus was to go with the 3 year option, as the chances of needing to withdraw the money within 3 years is slim. There was some concern in regards to whether a GIC is invested in the market, as this would be a violation with CACCN. It was discussed and found that a GIC is a certificate and not a market investment, so no issues with our GIC. Some in's & outs of the account were discussed.

\$322.91 to Sara for the copying of the fall newsletter @ Staples

\$45 to Claudette for formatting the fall newsletter & \$5/page (9pgs).

The Sim Lab financial- see below

\$360 from CACCN was for member reimbursement

\$500 for chapter of the year

3. Spring Newsletter

The spring newsletter will likely include a feature on Winkler ICU, with an ask the expert by Duane Funk, re: fluid replacement. There were 2 submissions for funding, so there will be 2 articles about Dynamics. Again, no job descriptions will be included in this newsletter, so executive were to think of something creative to include. The proxy vote for the AGM has to go out 60 days prior to the conference, so the newsletter has to go out by no later than March 11th, so that people know to check online for the executive roles.

4. Educational Events

For the last Sim Lab evening the lab cost was \$262.50, gift certificate & food = \$191.78, & registration costs were \$150 (income). So total cost was \$304.28. Faisal is willing to run a session during the day which may be more convenient for people. It seems that the room is not available for a reduced cost. Though it is a great workshop there does not seem to be a lot of people attending and the Manitoba Chapter loses financially on this workshop. Will not plan any more lab evenings for now.

Feb. 11th, 2010- Sandra Christie will present the interpretation of lab values evening. This will be at the Seven Oakes auditorium. It was decided that the best time to

advertise this would be in the first week of January. It was suggested to send the poster to Emergency (ie. Cheryl Swanson) & the Units.

Kevin Wolfe will do heart sounds in March. Date TBA. Will likely still hold in the nursing building when the remodeling to the room is done. It will likely hold over 100.

The response that Lissa got from posing the question about moving the date of Edge to the fall was from about 20 people, with the majority voting for Edge to stay in May.

5. Chapter Roles & Responsibilities

- Discussed overlapping 1 & 2 year terms in executive positions. Some discussion had, but it seemed as though 1 year terms work best, as it can be difficult to commit for 2 years.

- Under Lissa's (presidents) role- add the website maintenance.

- Roles yet to be discussed; secretary, treasurer and membership.

- Under the role of publicity- newsletter (Sara) it was decided to move this to membership, as membership is the one that distributes the newsletter to members.

- Instead under publicity to be added 'collaborate with membership to distribute the newsletter to members via email'.

- Change "to develop a conference planning timetable including long range conference plans to utilize Edge planning Guidelines & prepare a report to be presented @ the following AGM.

There should be no change in our constitution regarding the new 2 year membership.

6. Open Forum

Lissa discussed the 'olympic chapter' recognition, which is like the silver challenge. The only difference is that for each education event held a form needs to be filled out re: how it went, how many attended & how many new members joined.

Lissa handed out an update table of contents for the operation manual to keep track of the last revision dates.

Rhonda to prepare a financial from the Edge 2009.

The date of our CACCN meetings were discussed (ie. Changing it to the first Thursday of every month. No changes made at present.

**Next meeting December 5th, 2010, 1600-1645h MSICU Conference Room
With the Edge meeting to follow.**

Edge of Excellence Committee Minutes
December 1st, 2009

Present: Lissa, Tannis, Rhonda, Sara, Chris, Joy

Regrets: Anna, Andre

- 1.0 Edge Minutes approved.
- 2.0 Roles were reviewed. Joy volunteered for door prizes/publicity.
Rhonda as secretary.
- 3.0 Suggested topics were reviewed.

CRRT

Wayne from Gambro (CRRT) was suggested, which Sara will touch base with. Downfall to having this as a topic is that peripheral sites do not do CRRT and may not be of interest to them. Suggestion was to have this as a concurrent session, though Gambro may not support this if they are sponsoring. The suggestion was made that the presentation can include the wide spectrum of renal disease & incorporate CRRT use into it. To be discussed with Shelley Munro as well.

Delirium

It was discussed as an interesting topic for the conference & many potential speakers for this one. Shelley Munro, Darren (RN-ICCS), Ph Lin Lim?

CSI

Will discuss next meeting when Anna is with us.

Horizontal Violence

Kendra G. has a friend who is interested in this topic.

OD case with lipid txt- minimal discussion here- contact Margaret Augusto.

Interactive Session

Sara to f/u with Inland to see if they have any sort of system to rent that will allow an interactive session. Gambro had one @ Dynamics. If they are sponsoring/presenting @ Edge, perhaps it could be a possibility to use theirs?

4.0 Sponsorship

Chris has drafted a letter and is working on sending them out. A few other sponsors were discussed. Ie. The kangaroo pump vendor, the cooling blanket vendor, as they may be starting to use them in the cath lab. 3M for a stethoscope.

Next meeting January 5th, 2010 @ 1645 in MSICU conference room.