



CACCN

CANADIAN ASSOCIATION OF CRITICAL CARE NURSES

**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
TUESDAY, FEBRUARY 24TH, 2014**

1. I, Tannis Sidloski, **Call To Order** the Annual General Meeting of the Manitoba Chapter of the Canadian Association of Critical Care Nurses and declare that an acceptable number of Chapter Executive and Chapter Members are present to constitute a quorum. (Article V of the Chapter Constitution states that there must be 10 members in good standing present at the AGM in order to conduct Chapter business).

As posted on our website and emailed out to our membership, a member in attendance at this meeting can hold proxy votes from other members who are unable to attend this meeting.

These proxy votes must be verified at the Meeting Registration Desk before presentation during a vote. If you have not already done so, please have your proxies verified at the desk near the door now.

I would like to welcome the Manitoba Chapter Members & Executive to this Annual General Meeting.

Now, I will call on our Manitoba Chapter secretary, Gahmeng Khuu, to read the “notice of meeting” that was published in the Fall 2013 Newsletter and emailed out to membership.

2. Notice Of Meeting And Call For Nominations

Notice is hereby given by the CACCN Manitoba Chapter President, to all members, that the Annual General Meeting of the Chapter will be held on Tuesday, February 24, 2014 from 0730 – 0825, at the Norwood Hotel, 112 Marion St., Winnipeg, Manitoba. This will be a general Chapter meeting where all members are welcome to attend. The purpose of this meeting is to review annual activities of the Chapter, accept committee reports, discuss Chapter business, elect Executive Officers for 2014/15, and present the Manitoba Chapter Critical Care Nurse of the Year Award. Duties for 2014/15 Executive will begin in March for a term as outlined in the Constitution and Bylaws.

3. At this time, I would like to introduce you to your Manitoba Chapter Executive and to thank each of them for all of their efforts to the Chapter during the 2013 - 2014.

- Sara Unrau.....Vice President
- Marjorie Chody & Colleen Sacrey.....Program Chairs
- Sarah Gilchrist.....Treasurer
- Gahmeng Khuu.....Secretary
- James Danell.....Membership Chair
- Joy Mintenko.....Member at Large
- Lissa Currie.....Newsletter/Publicity Chair
- Tannis Sidloski.....President
- Sara Unrau & Tannis Sidloski.....Conference Chairs

4. As does National CACCN, we will follow Bourinot's **Rules of Order** for our Annual General Meeting. If anyone introduces or seconds a motion during this meeting, please stand and clearly give your name so that Gahmeng Khuu can keep an accurate record.

I would like to appoint two scrutineers who will count hands when we vote on motions during the meeting. (Article VIII of our Constitution states that the scrutineers can be appointed from the general membership).

I make a motion to appoint: Nicole Gobeil and Maurita Kiesman as scrutineers for this meeting. Second: Sara Unrau. Is there any discussion to this motion? None. *All in favor?*
Opposed? None. Motion carried.

5. Minutes from the 2013 Annual General Meeting held February 19, 2013 that have been posted on the web site and are also on the tables for you to review.

Would someone make a motion to accept these minutes as printed?

Monica Whiteway. Second: Joy Mintenko.

Are there any corrections or amendments to these minutes? None.

All those in favor of the motion to accept the minutes of the 2012 AGM as printed?

Opposed? None. *Motion carried.*

Is there any New Business from these minutes? None.

6. Committee Reports: March 2013- February 2014

I will now call upon the MB Chapter Executive for their reports on chapter activities for the past year:

President – Tannis Sidloski

Through the commitment of the chapter executive, the Manitoba Chapter can celebrate another dynamic year of activities. Once again the goals the chapter wanted to focus on was recruitment and retention of membership, provision of three educational events in addition to the ongoing updating and development of guidelines for awards, further development of the quality of our chapter's website and newsletter.

Promotion & Retention of Membership:

The chapter has focused on strategies to increase both the number of new and returning members. One area of focus of recruitment has happened with Edge of Excellence registration by offering a membership and tuition rate. I am pleased to report that this has been successful as we have acquired 16 new members, many of which are here this morning. We have continued to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Programs (WCCNEP) and promote the benefits of membership during the presentation of the "CACCN Manitoba Chapter Education and Professional Development Award" at the WCCNEP graduation ceremonies.

We will continue with our membership retention by awarding Edge of Excellence and Dynamics tuitions to our current members. We are also going to try a new retention strategy of a workshop coupon. Watch for details in our Spring 2014 newsletter. We are continuing try to work towards

increasing our associations with our neonatal and pediatric colleagues and will continue to show case CACCN with displays at various educational events to promote membership.

Re-Structuring the Chapter Newsletter:

The executive is working on finalizing guidelines for newsletter reports to improve its quality so that it may serve as a valuable and informative educational tool. The Highlight on ICUs has received much positive feedback that we also planning to expand the spotlight on ICUs section to include members. If you or someone you know is interested in being highlighted in our newsletter, please contact Lissa Currie.

Provision of Educational Opportunities for Critical Care Nurses:

The chapter continued to plan and deliver workshops for its membership to enhance critical care nursing education. Educational Funding sub-committee has not received any funding requests. Any member interested in educational funding can find the criteria and application form on the Manitoba webpages at www.caccn.ca

We welcome all members' feedback as to what they would like to see done in the future and how we can better meet our provinces critical care nurses' needs.

National Board Activities Report:

National Board has again been working exceptionally hard to fulfill CACCN's mandate and to be responsive to the needs of its membership to ensure issues facing Critical Care nurses are brought to the forefront on a national level. Nationally the website has received a platform update. It looks the same but has improved functionality for membership. Approval has been received for continuance for CACCN's application for the Canada Not-for-Profit Act. This means we now have one operating Bylaw for all Chapters of CACCN as well as official designation in French. All the details of this change can be found on the CACCN website and/or in the winter 2013 publication of Dynamics: The Journal of CACCN.

Dynamics 2013 was held in Halifax, Nova Scotia from September 22-24th, 2013. Joy Mintenko and I had the opportunity to represent the Manitoba Chapter at the Chapters Connections Day. We learned about changes to CACCN National Bylaws and Constitution changes. We also had an interesting chapter sharing which included:

- How Montreal Chapter formed their new chapter.
- Southern Alberta Chapter discussed the success of Telehealth CNA certification sessions.
- Teddie Tanguay (president) and Ruth Trinier (Treasurer) presented tips for running a chapter and financial responsibilities.

An exciting conclusion to the day was that we were awarded
Chapter of the Year 2012-2013!

Congratulations on your involvement with and participation in CACCN membership and activities with our chapter!

This year Dynamics of Critical Care will be held in Quebec City, Quebec from September 21-23rd, 2013. Please check the web-site: at www.caccn.ca for further details.

Mark your calendar now for Dynamics 2015! It is occurring in Winnipeg from September 27-29, 2015. If you are interested in being part of the conference planning committee go to www.caccn.ca for more details and submit your resume to National Office.

Vice President – Sara Unrau

No report.

Program Chairs – Colleen Sacrey & Marjorie Chody

We had two very successful evening workshops this past year. Both of which were sold out due to capacity of the facility. Our first event held September 30, 2013 at the Victoria General Hospital heard Dr. Gregg Eschun present on Physician Assisted Suicide. Dr. Eschun is a Respiriologist and ICU attending and currently the Director of ICMS at St. Boniface Hospital. At the time he was the Director of the ICU at VGH. This presentation was well received by the seventy five attendees and left lots for discussion with such an interesting topic.

Our annual dinner was held December 5, 2013 in the Asper Center of St. Boniface Hospital. The sixty five in attendance listened to Dr. Heather Smith's excellent overview of Severe ARDS. Dr. Smith completed her ICU fellowship last year, is currently the Director at the VGH and was a nurse before she went into medicine. Her presentation was followed by a special guest – Carolyn Brandis. Carolyn was a patient in the ICU who not only developed Severe ARDS but was on ECMO for thirty days, loss digits on her hands, had bilateral amputations and suffered from delirium while in the ICU. Her courage, strength and determination is an inspiration to us all!

We are planning for our next event which will be held in the spring at the Concordia General Hospital with a Trauma topic. Information will be out soon.

Would like to take this opportunity to thank the other members of the Committee for their support and assistance with program planning. Also would like to thank all who have attended the workshops and have provided valuable feedback. Am looking forward to continuing to provide educational workshops that will benefit Critical Care Nurses and we are always open to suggestions.

Membership/Contact –James Danell

Year to year membership has decreased through 2013. We spiked following Dynamics in Vancouver 2012. 2013 membership was 109; currently in 2014 membership is~ 103 The chapter has focused on strategies to increase both the number of new and returning members. The focus of recruitment has happened with Edge of Excellence registration by offering a membership and tuition rate. This was a successful strategy last year, acquiring 16 new members; while this year we have acquired 16. We have continued to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Program (WCCNEP) and promote the benefits of membership during the presentation of the "CACCN Manitoba Chapter Education and Professional Development Award" at the WCCNEP graduation ceremonies.

We will continue with our membership retention by awarding Edge of Excellence and Dynamics tuitions to our current members. Watch for details in our Spring 2014 newsletter. Lastly, over the next year we are exploring opportunities to reward membership renewal with vouchers for education events - more to come.

Secretary – Gahmeng Khuu

Thank you all for making this a great year for CACCN Manitoba Chapter. It has been wonderful working with such a wonderful team. Unfortunately, I will be stepping down as secretary. CACCN MB Chapter minutes are available on the Chapter website.

Treasurer – Sarah Gilchrist

Newsletter/ Publicity Chairperson – Lissa Currie

We have continued with publishing our Spring and Fall newsletters, which have been distributed to members via email and mailed to contacts throughout the province. The newsletters were also mailed out to the WCCNEP graduates.

Fall 2013 Newsletter

Printing (65 copies)	\$224.27
Postage + Envelopes	<u>\$139.39</u>
Total:	\$363.66

The last year as the Publicity chairperson have flown by. The newsletters would not be possible without the help of many. I would like to thank each of the committee members for being proof readers as needed and for their input into the content.

I would also like to take this opportunity to thank those that have sent in newsletter submissions throughout the year. We would like to continue to “spotlight” ICUs around the province. If your ICU has not been featured in the newsletter or if you would like to show case your unit, please feel free to send me your submissions! I would also like to challenge and encourage each one of you to consider submitting a critical care issue/article for future newsletters. What better way to learn than from each other’s experiences.

Member at Large- Joy Mintenko

This was the last year of my two year term as MB Chapter's Member At Large (MAL). A MAL brings attention to questions and concerns from the general membership. Other duties include working on projects to further the goals of the organization and to develop services for the membership. As the majority of our chapter members work in direct patient care areas, I was a visible executive member in the several ICU's where I work casual full time hours.

I attended the monthly chapter meetings and was a member of the Edge of Excellence Conference Planning Committee. In September, I attended Dynamics 2013 in Halifax--a wonderful opportunity to catch up on the latest research/ technology in Critical Care, network with nurses from across Canada and have some fun!

CACCN benefits ALL Critical Care nurses when you become involved. Being involved adds a fulfilling dimension to your Critical Care career.

2013 Conference Report –Tannis Sidloski and Sara Unrau

Edge of Excellence 2013 was held on February 19, 2013 at the Norwood Hotel. The day was a success with many sponsors and attendees.

The day started with a presentation on Fetal Origins of Adult Diabetes and Heart Disease by Debbie Fraser. This was a thought provoking topic of how health concerns can be tracked to fetal origins.

This was followed by Withdrawal of Treatment: From the Bedside to the Supreme Court by Marie Edwards. She discussed key issues around withdrawal of treatment and how in one situation it led from the bedside to the Supreme Court.

The presentation medley of "QT or Not QT" by Lissa Currie, "PTSD in the ICU: Do we need to do anything about it?" by Darren Klassen, and "Critical Care Nurses' Role in Family Conferences" by Marie Edwards were well received as before lunch sessions.

James Danell and Katie Reid shared a fascinating case study on "A TENs Situation". It was a unique discussion on a rare and potentially fatal disease process.

Lori Donnelly, a bedside nurse at HSC presented the CSI 2013. All participants enjoyed speculating on diagnosis and management of the patient in this case study.

The Conference Planning Committee would like to extend a special thank you to all the speakers. A big thank you is extended to the Edge of Excellence 2013 Planning Committee for all their hard work and support to make this event happen.

Edge of Excellence 2013 Conference Financial Report

Revenue

Total Conference Tuitions

18 @ \$65.00= \$1170

15 @ \$140.00 = \$2100

1 @ \$150.00 = \$150

Total Tuition: \$3420.00

Sponsors:

HillRom \$500.00

Gambro \$500.00

GE \$500.00

Teleflex \$500.00

Total Sponsorship: \$2000.00

Total Revenue \$5420.00

Expenses

Norwood Hotel (deposit) \$1000.00

Norwood Hotel \$2024.99

Attendee gifts \$ 858.19

Norwood Trophies \$ 70.12

CCN of the year \$ 250.00

Printing/stationary/stamps \$ 23.15

Brochure (230) \$ 122.84

Speaker gifts	\$ 400.00
Door prizes	\$ 285.13
Membership to National	\$1260.00

Total Expenses	\$6294.42
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Balance	-\$874.42)
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Is there a motion to accept these committee reports, as well as the President's report?

Monica Whiteway. Second: Nicole Gobeil.

Any discussion? None

All in favor? All

Opposed? None

Motion carried.

7. Resolutions- Adoption of Manitoba Chapter Policies

As posted on our website and emailed to membership in January 2014 the Manitoba Chapter executive is bringing forth a proposed change to the Manitoba Chapter Bylaws.

In April 2014 each provincial chapter will be governed by the National CACCN Bylaw. Manitoba Chapter Bylaws will no longer be required. It has been recommended by National CACCN to adopt and chapter specific information as Chapter Policies. These policies include information such as the name and address of our Chapter as well as our Executive Chair titles and job descriptions.

Is there a motion to accept this change to constitution?

Joy Mintenko. Second: Joanne Browning.

Any discussion? None

All in favor? All

Opposed? None

Motion carried.

8. Elections for Manitoba Chapter Executive 2014-2015

I will read the written nominations that we have for each position and then accept nominations from the floor. Please note that these positions will take effect March 2014 for a period of 1 year.

President

I, Tannis Sidloski, have let my name stand for position of President.

I will now take nominations from the floor for the position of President. (none)

I move that nominations be closed.

Is there a seconder? Judith Strachan.

Those in favor? All

Opposed? None

Carried.

Tannis Sidloski is the Manitoba Chapter President for 2014- 2015.

Vice - President

Sara Unrau has let her name stand for the position of Vice President.

I will now take nominations from the floor for the position of Vice President. (none)

I move that nominations be closed.

Is there a seconder? James Danell.

Those in favor? All

Opposed? None

Carried.

Sara Unrau is the Manitoba Chapter Vice President for 2014 – 2015.

Secretary

I have a written nomination for Monica Whiteway for the position of Secretary.

I will now take nominations from the floor for the position of Secretary.(none)

I move that nominations be closed.

Is there a seconder? Nancy Vokey.

Those in favor? All

Opposed? None

Carried.

Monica Whiteway is the Manitoba Chapter Secretary for 2014-2015.

Treasurer

Sarah Gilchrist has let her name stand for the position of Treasurer.

I will now take nominations from the floor for the position of Treasurer.(none)

I move that nominations be closed.

Is there a seconder? Sally Johnson.

Those in favor? All

Opposed? None

Carried.

Sarah Gilchrist is the Manitoba Chapter Treasurer for 2014-2015.

Program Chairperson

Colleen Sacrey has let her name stand as Program Co-chair.

I have a written nomination for Trudy Nernberg for the position of Program Co-chair.

I will now take nominations from the floor for the position of Program Co-chair.

I move that nominations be closed.

Is there a seconder? Lissa Currie.

Those in favor? All

Opposed? None

Carried.

Colleen Sacrey and Trudy Nernberg are the Manitoba Chapter Program Co-chairs for 2014-2015.

Membership/Contact Chairperson

James Danell has let his name stand for the position of Membership/Contact Chairperson.
I will now take nominations from the floor for the position of Membership/Contact Chairperson.
I move that nominations be closed.
Is there a seconder? Judith Strachan.
Those in favor? All
Opposed? None
Carried.

James Danell is Manitoba Chapter Membership/Contact Chairperson for 2014-2015.

Publicity/Newsletter Chairperson

Lissa Currie has let her name stand for the position of Publicity/Newsletter chair.
I will now take nominations from the floor for the position of Publicity/Newsletter chair.
I move that nominations be closed.
Is there a seconder? Maurita Kiesman.
Those in favor? All
Opposed? *None*
Carried.

Lissa Currie is the Manitoba Chapter Publicity/Newsletter Chairperson for 2014-2015.

Member at Large

Member at Large is an appointed position.
At this point in time we have not appointed a chair to this position.
Manitoba Chapter Member at Large Chair for 2014-2015 will remain vacant.

Conference Chairperson

The position of Conference Chairperson is an appointed position. When the new Executive meets this will be one of the first orders of business.

Please join me in congratulating the incoming Chapter Executive for 2014 - 2015.

9. Manitoba Chapter Critical Care Nurse Of The Year

About the Award:

Since 1990, during the annual Edge of Excellence Conference, a Manitoba Chapter CACCN Member who consistently displays the attitude and professional practice that reflect critical care nursing excellence has been presented with the Critical Care Nurse of the Year Award.

The award is meant to recognize chapter member(s) who have promoted critical care nursing in Manitoba, exhibited a high degree of professionalism and demonstrated

proficiency in critical care nursing.

For more information on this award please see the Manitoba webpages at www.caccn.ca

**Manitoba Chapter Canadian Association of Critical Care Nurses
Critical Care Nurse of the Year Award 2013**



Cathy Ferguson began her nursing career at the Health Sciences Centre in 1985, working on one of the surgical wards. Needing a challenge, Cathy became a Clinical Resource Nurse of D3 (surgery), working there until she needed a further challenge. That is when she enrolled in the Health Sciences Centre ICU course, graduating in March 2004. Cathy was hired into the Critical Care Float Pool at the Health Sciences Centre upon graduation, and has worked full time in the float pool ever since.

Continuing competency has always been an important part of Cathy's ICU career. Cathy became a member of the Canadian Association of Critical Care Nurses (CACCN) in 2005, taking advantage of the many educational opportunities provided by CACCN. She has attended many of the dinner and lecture evenings offered by the Manitoba Chapter over the years, as well as the annual Dynamics Conference, being one of a regular trio who has attended the last eight conferences together. Some of Cathy's other accomplishments are being current in her Critical Care Certification of Nursing, she has been awarded a Nursing Excellence Award and was the recipient of the academic award in the ICU program.

Besides being involved in CACCN, Cathy has taken an active role in promoting critical care education at the Health Sciences Centre. She has been a member of the Critical Eye committee for 4 years with this year being the chairperson. This group organizes the Critical Eye conference held every spring, attended by over one hundred people from all of Manitoba who come to hear lectures on a variety of topics related to critical care.

Even though education has been a big part of Cathy's nursing career, her role at the bedside has played a more important role. Her surgical background plus her leadership skills developed in her previous role as a CRN have enabled Cathy to excel at the bedside as an ICU nurse. Cathy has had a major impact on all of her patient's lives, but one that stands out occurred when she was caring for a critically ill pregnant patient, diagnosed with H1N1, in the Medical ICU. Cathy recognized that her patient was in labour, alerted the physicians who notified the Neonatal ICU team. Cathy cared for the unstable mom in labour, maintaining adequate perfusion and oxygenation for the mom and the baby throughout this crisis.

With her proficiency in critical care, plus her promotion of critical care nursing in Manitoba, Cathy is deserving of this year's Manitoba Chapter Critical Care Nurse of the Year Award.

**Please join me in recognizing Cathy Ferguson achievements as CACCN Manitoba Chapter
Critical Care Nurse of the Year 2013.**

Cathy was unable to attend this morning and Colleen Sacrey will accept the award on Cathy's behalf.

10. **Open Forum**

No Discussion

11. **Adjournment**

May I have a motion to adjourn meeting? Colleen Sacrey

Secunder: Nicole Gobeil.

Any discussion to the motion? None

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.