

**CACCN Manitoba Chapter  
Executive Meeting  
April 6th , 2011 @ 1600**

Present: Sara, Stacey, Joy, Jennifer, Rhonda, Lissa, James  
Regrets:, Andre, Ashleigh, Tannis

**1. Approval of March minutes**

Approved

**2. Financial Report**

\$15,106.77 in our account. Andre prepared the quarterly report (due end of April). A check from last years 'Edge' from Sanofi Aventis for \$500 was just received. Cheques given for stamps & brochure costs.

Quarterly Report Date:	<b>March 5,2011</b>
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<b>Chapter Revenue</b>	<b>Amount</b>
Membership reimbursement - From National	\$ 285.00
<b>Quarterly Revenue</b>	<b>\$ 285.00</b>

<b>Chapter Expenses</b>	<b>Amount</b>
Gifts/Awards/Prizes	\$ 740.00
Projects: Edge deposit for May2011	\$ 1,000.00
Office Supplies:	\$ 56.96
Printing/Photocopying	\$ 45.36
Post Office Box	\$ 194.25
Bank Charges	\$ 9.15
<b>Quarterly Expenses</b>	<b>\$ 2,045.72</b>

<b>Net Income:</b>	<b>-\$ 1,760.72</b>
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Chequing Account Balance:	\$ 15,106.77
Savings Account Balance:	\$ 5,212.50

**3. Critical Eye**

Ashleigh & Joy are going to Critical Eye. Joy will take the board & membership forms. Lissa will also be going & the committee will pay her tuition. Lissa will get some WCCNEP packages to hand out.

#### **4. Education Fund/Recognition Award Guideline Review**

Recommendations forwarded for changes to the guidelines & application form. Some difficulty in finding the form online. Lissa will check that it is available online. Lissa will review feedback. Reviewed the points system. If presenting more points should be allotted. than attending a conference. Will give 50 points for presenting at a conference. Funding coverage will be extended to include any expenses such as gas, air shuttle costs up to \$500.

#### **5. Educational Events**

June 9th, 7-9th @ Concordia. Dr. Lindy Lee will focus on opioids & cocaine. 2 Police officers talking about drug identification & drug awareness. Jason has booked the conference room & has agreed to be our host. Food will consist of cookies/veggie platter & fruit. Stacey will give Joy a poster for posting @ Critical Eye. Dr. Lindy Lee has many suggestions which may be used in the future ie. a recovering addict or a nurse.

#### **6. Open Forum**

##### **Newsletter**

31 of the newsletters had not gone out d/t the weight. It required extra postage. It costs just over \$1 to send it out each. In the future probably best to take the mailouts to the post office to weigh it before sending. Feedback from people was that it was a great newsletter.

Sara has asked the committee to think of future 'Ask the Expert' ideas for the next newsletter. Some ideas included restraint minimization or the new 'ABCDE' which is a bundle that includes sedation vacation, spontaneous breathing trials & delirium. Another suggestion was the drug Precedex which is a sedative that does not affect blood pressure. It is only supposed to be a 24 hour infusion.

##### **Pizza Challenge**

Seven Oakes won the Pizza challenge. They have requested that the committee provide the money & they will deal with getting the food. It was estimated that the value of this would be approximately \$110 to cover 5 large pizzas & pop. A congrats card will be sent.

##### **Recognition Awards (Edge & Dynamics tuition)**

In recognition of our longstanding members (for more than 2 years) their names will be pulled for a tuition draw to Dynamics 2011. For members less than 2 years they will win a tuition to Edge 2012. The winners will be announced @ Edge in May. It was discussed if the recipient is not able to use the prize can it be transferable? After much

discussion it was decided to deal with this if it occurs. We may need to redraw if the recipient declines or discuss transferring it. 'Carrying over' the prize is an option however this may be difficult to keep track of. Making a list of few drawn names lined up may be ideal & giving the recipient 1 week to decide if they are able to go & if not then we would contact the next person. Will be discussed further if the recipients are not able to go, as it is difficult to fortell the different circumstances & possibilities.

### **Chapter Challenge**

Chris Gomez from Seven Oakes has asked Lissa to come to their next staff meeting to keep momentum going for the membership.

### **Available Positions on the Executive for 2011-2012**

Lissa has a potential member for the treasurer position. Vice president will be available, as well as program co-chair & membership.

### **Nurse of the Year Award**

One member has been identified for nomination.

**Next meeting: May 4th @ 1600**