

**Canadian Association of Critical Care Nurses
Manitoba Chapter
Executive Committee 2014-2015**

**Thursday December 4th, 2014
1630 at SBH ICMS Conference Room**

Present: Monica Whiteway, Trudy Nernberg, Sarah Gilchrist, Sara Unrau, Colleen Sacrey, Tannis Sidloski, James Danell

Regrets: Lissa Currie

1. Approval of Minutes for November 6, 2014-CARRIED

2. November Dinner Workshop. The session was sold out at 83 registered attendees. The reviews were “excellent” for both the speaker and the venue. Two people will be reimbursed their fees due to confirmation mix up. Total profit (with Knowledge fund) was \$314.69. Great job to Trudy Nernberg and Colleen Sacrey

3. Email Confirmation for Workshops- It was agreed that the email confirmation for the November Workshop had issues with email bounce backs, illegible emails on the registration forms and some people requesting confirmation even after they had been sent an email. There was also discussion around the fact that the brochure had Trudy and Colleen as contact people, but the registration went to Tannis. This also led to back and forth emails as the registrants would email the brochure contacts, which then needed to follow up with Tannis.

The value and work involved with email confirmation was discussed. As a group we agreed that registrants for the most part do want confirmation that their registration has been received. It was felt that email is the most convenient way to do this. The group agreed that we will attempt this with the next session. The contact and mailing contact for the next session is to be discussed at future meetings. We also discussed adding a statement “please ensure email is legible” to the registration form.

4. June Workshop- Kim Fraser (PICU) has been contacted. Sarah Gilchrist to follow up with same.

5. Spring Newsletter- The board has been encouraged to brainstorm ideas for “Ask the expert”.

“Spotlight On”: there was discussion of a new Urgent Care/ICU opening up in Selkirk Hospital. Trudy Nernberg will follow up with her contact person to see if they would be willing or interested in completing a “Spotlight On” section.

6. Membership- Membership is at 116 as of December 3, 2014.

7. Finances- Current balance is at \$15,357.93.

8. Intentions for next year- The board was encouraged to think about their intentions for the coming year with CACCN MB Chapter. Please let Tannis know of your intentions. We are currently looking for nominations for Vice President. Sara Unrau will be nominated for President next year.

9. Open Forum-nothing at this time.

**Next meeting: January 8th, 2014 at 1630 @ SBH ICMS Conference Room
(Second Thursday in January)**