



**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
MONDAY, FEBRUARY 27TH, 2012**

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 20 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, Rhonda Dube, to read the “notice of meeting” that was published in the Fall 2011 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 Monday, February 27, 2012 from 0730 – 0830, 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 2012/13, and present the Manitoba Chapter Critical Care Nurse of the Year Award(s). Duties for 2012/13 Executive will begin in June for a term as outlined in the Constitution and Bylaws. Please refer to the website for job descriptions www.caccn.ca.

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 2011 - 2012.

Camille Meub.....	Vice President
Marjorie Chody & Ashleigh Shearer.....	Program Chairs
Rhonda Kaluzny.....	Treasurer
Rhonda Dube.....	Secretary
James Danell.....	Membership/Contact Chair
Sara Unrau & Tannis Sidloski.....	Conference Chair
Sara Unrau.....	Publicity Chair
Joy Mintenko.....	Member at Large
Tannis Sidloski.....	President

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 Rhonda 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: Helga Borchert and Judith Strachan as scrutineers for this meeting. Seconder: Shirley Ganske. Is there any discussion to this motion? None. *All in favor?* Opposed? None. Motion carried.

5. Minutes from the 2011 Annual General Meeting held May 9, 2011 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?

Joy Mintenko Seconder: Lissa Currie.
Are there any corrections or amendments to these minutes? None.

All those in favor of the motion to accept the minutes of the 2011 AGM as printed?
Opposed? None *Motion carried.*

6. Is there any New Business from these minutes? None.

7. Conference Chair Greetings: Sara Unrau & Tannis Sidloski

Welcome to Edge of Excellence 2012. It is great to see all of you here!

We have a variety of speakers and topics lined up for today, including a new poster presentation sessions. We are looking forward to hearing what our speakers have to share today, and hope that we can all leave at the end of the day rejuvenated from our networking and our newly acquired knowledge. Please make a point of visiting the sponsor and exhibitor booths throughout the conference. We would like to extend a special thank you to the Edge conference planning committee and to the sponsors and exhibitors for making this day a success.

8. COMMITTEE REPORTS

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

Report Period: June 2011 - June 2012

President – Tannis Sidloski

Through the commitment of the chapter executive, the Manitoba Chapter can celebrate a dynamic year of activities. Once again the goals the chapter wanted to focus on was recruitment and retention of membership, provision of three to four 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. We have planned a membership challenge to begin on March 1, 2012. You will hear more details at the end of the conference. We are continuing to work towards increasing our

associations with other professional interest groups including our neonatal and pediatric colleagues. We will continue to show case CACCN with displays at various educational events to promote membership. We have continued in our efforts to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Programs. The executive team continues to promote the benefits of membership during the presentation of the “CACCN Manitoba Chapter Recognition Award” at the WCCNEP graduation ceremonies.

Re-Structuring the Chapter Newsletter:

The executive have continued to develop & re-structure the newsletter to improve its quality so that it may serve as a valuable and informative educational tool. We are working on establishing guidelines for reports for the newsletters.

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 received two fall applications both of which were approved.

Web-Site Development:

As well the chapter has continued with our efforts of updating our web page in order to provide membership with access to resources and important chapter information. We are now posting workshop presentation notes on our website.

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 and to make connections with other professional Nursing Associations to ensure issues facing Critical Care nurses are brought to the forefront on both a national and international level. They have formally met with The American Association of Critical Care Nursing and The Australian College of Critical Care Nurses.

They have continued with their development of their website design and now have a more interactive website with a President’s weekly blog and an expanding member’s only section. There is now an online forum for all Chapter presidents to network and be in contact with our colleagues across Canada.

CACCN has adopted a new logo which you can see on the website. www.caccn.ca

Dynamics 2011 was held in London, Ontario from September 16th-18th.

Lissa Currie, Sara Unrau and I had the opportunity to represent the Manitoba Chapter at the Chapters Connections Day. It provided an excellent opportunity for Canadian Chapters along with the Board of Directors to discuss present and future initiatives as well as chance to network and collaborate on ideas to maintain the vibrancy of our association.

This year Dynamics will be held in Vancouver from September 23-25th. Please check the website: at www.caccn.ca for further details.

Vice President – *Camille Meub- no report*

Program Chairs – *Marjorie Chody & Ashleigh Shearer*

We have already had a very successful year with programs. Our goals were to target as many nurses as possible from across Winnipeg and the province with content that is suggested by and targeted to these nurses that work so hard in our critical care units.

Our first seminar was titled Liver failure in the ICU, and was presented by Dr. Dean Bell, a well-known Winnipeg ICU attending and co-director of ICMS and ICCS at SBGH. We held this meeting at the Saint Boniface nursing education building. Of the 32 registered we had 26 in attendance and also had nurses attend via telehealth.

Our second seminar, RV Failure in the ICU was a great success. We hosted this event at the newly renovated Asper Clinical Research Institute, and the new home of ICCS. Along with great views of the Forks, and the delicious catering of Deluca's, we also had an excellent session presented by Dr. Jacobsohn, head of WRHA Anesthesia program, and an expert in the relatively new area of RV Failure research. This event had a great turnout, which included 44 people from across the city. Unfortunately this venue was not equipped for Telehealth and it was not utilized. Our next event, tentatively titled Ethics and Critical Care, will be held in May, as we are currently awaiting speaker confirmation. We are hoping to host this event at SOGH, and will include telehealth. We are hoping for another great turnout as this topic peaks the interest of many ICU nurses.

So in the spirit of the Oscar's, Marjorie and I would like to thank the executive and our members for choosing us to be your program co-chairs. We enjoy bringing the latest education and research to the frontline staff in our province. But mostly we would like to thank our members. Without your support, we could not provide these events. And as always, we want to hear from our members and find out where their interests lie, so we can continue to advance nursing education.

Membership/Contact – *James Danell*

As of January 1st, 2012 CACCN MB Chapter has a total of 96 members. This is up from 92 members on the same date in 2011 (94 in 2010).

To promote new members, the CACCN award (one year membership) has been offered to three graduates of the WCCNEP program (2 adults, one pediatrics stream). The membership challenge for 2011 was won by Seven Oaks ICU for their increase in membership. This year's membership challenge will be announced at Edge of Excellence 2012 and will run from March 1st – May 1st, 2012.

To address issues regarding retention of members, in addition to the National membership coordinator sending reminder emails to expiring members, the local Membership coordinator has also been making an effort to contact members at the time of their expiry. At that time members are asked why they may not be returning, and this data is forwarded to the national body. Members have appreciated the additional reminder to get re-registered. Those who are not returning, commonly state that is due to a change in employment wherein CACCN is not relevant.

Recognition of current members is ongoing. In 2012, CACCN MB Chapter will again be drawing names of two members with more than two years membership. The prize again is paid conference fee for Dynamics 2012 – Vancouver. Other methods of recognition & support of members include the CACCN Mb Education Fund and CACCN Mb Chapter Nurse of the Year

Award. The national body has continued to offer the TWIN & WIN recognition as an ongoing opportunity.

Secretary – Rhonda Dube

Thank you all for coming. It has been another great year! I am unfortunately stepping down as secretary this year after being on the executive for several years. It has been a pleasure working with such a great team & meeting CACCN members. As always CACCN minutes are always posted on the Chapter website.

Treasurer – Rhonda Kaluzny

Chapter Name:

Report Period:

April 1,2011 to December 31, 2011

Chapter Revenue	June 30	Sept 30	Dec 31
Membership reimbursement - From National	\$ 600.00	\$ 405.00	\$ 540.00
Tuitions: Conferences/ Workshops/Seminars	\$ 2582.50	\$	\$ 925.00
Sponsor Donations	\$ 4250.00	\$	\$ -
Fundraising Sales	\$ -	\$ -	\$ -
Bank Interest	\$ -	\$ -	\$ -
Other (Specify):miscalculation	\$ -	\$ 30.00	\$ -
Quarterly Revenue	\$ 7432.50	\$ 435.00	\$ 1465.00
Yearly Revenue (Total Balance of 4 Quarters)			

Chapter Expenses	June 30	Sept 30	Dec 31
Workshops/Conferences/Seminars	\$ 1,653.77	\$	\$ 3573.31
Speaker Honorarium and Expenses	\$ 1498.36	\$	\$ 150.00
Gifts/Awards/Prizes	\$ 695.00	\$ 665.00	\$ 264.76
Project (Specify):	\$	\$	\$
Office Supplies:	\$ 142.71	\$	\$ 21.87
Printing/Photocopying	\$ 272.15	\$	\$
Phone/Fax	\$	\$	\$
Post Office Box	\$	\$	\$
Bank Charges	\$ 24.00	\$ 27.04	\$ 18.91
Other (Specify):	\$	\$	\$
Quarterly Expenses	\$ 4285.99	\$ 692.04	\$ 4028.25
Yearly Expenses (Total Balance of 4 Quarters)			

Net Income:	\$ 325.62
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Chequing Account Balance:	\$ 15,153.51
Savings Account Balance:	\$ 5,212.50

Member at Large- Joy Mintenko

This is the first year of my second two year term as MB Chapter's Member At Large. A Member At Large or 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 am a visible executive member in the several ICU's where I work casual full-time hours. I attend the monthly chapter meetings and was a member of the Edge of Excellence Conference Planning Committee. In April, I attended the Critical Eye Conference to represent MB Chapter at our CACCN booth. I also attended Dynamics 2011 in London, ON in October where I might add, MB Chapter was the proud winner of the Karaoke contest. CACCN benefits ALL critical care nurses when you become involved. So next time that I see you at the bedside, let me know what MB Chapter can do for you.

2011 Conference Report –Sara Unrau

Edge of Excellence 2011 was held on May 9, 2011 at the Norwood Hotel. The day was a success, with many sponsors and 30 attendees. The day started with Kathleen Kirk’s presentation and interactive session on *Acute Kidney Injury*, with the nurses from Grace Hospital winning a prize. This was followed by *Infusion Therapy: What I See* by Nancy Friesen and the importance of following proper procedures in line maintenance and line access. Stephanie Burge and Camille Boucher, shared an emotional story on *End of Life in the PICU*. Sarah Gilchrist walked the group through a CSI 2011 motor vehicle accident victim. The day ended with Linda Sheesley, a nurse and former patient sharing her story and how she had been impacted by Post Traumatic Stress Disorder in her presentation titled *Dying would have been easier – reinventing myself after life changing trauma*. I would like to extend a special thank you to all the speakers and to the Edge of Excellence 2011 Planning Committee for all their hard work and support.

Revenue	
Total Conference Tuitions	\$ 2147.50
21 @ \$65.00= \$1365	
1 @ \$115.00 = \$115	
3 @ \$ 80.00 = \$240	
4 @ \$ 95.00 = \$380	
1 @ \$47.50 = 47.50	
Sponsors:	
Teleflex	\$500.00
KCI	\$250.00
GE Health	\$500.00
Hollister	\$500.00
Phillips	\$500.00
Stryker	\$500.00
Fresenius Kabi (Calea)	\$500.00
Baxter	\$500.00
Hospira	\$500.00
 Total Sponsorship:	 \$ 4250.00
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Total Revenue	\$6397.50

Expenses

Norwood Hotel	\$2653.71
Attendee gifts	\$ 817.60
Norwood Trophies	\$ 69.41
CCN of the year	\$ 250.00
Printing/stationary/stamps	\$ 38.47
Brochure	\$ 74.54
Speaker gifts	\$ 160.00
Door prizes	\$ 326.06

Total Expenses **\$ 4389.79**

Balance **\$ + (2007.71)**

Publicity Chairperson – Sara Unrau

We have continued with publishing a Spring and Fall newsletter, which have been distributed to members by email and by mail to contacts throughout the province. I have had the pleasure of working with James to get the Newsletters out to the membership as well as the contacts. The newsletters were also mailed out to the WCCNEP graduating classes of January 2011, the April 2011 and September 2011 graduating classes will receive a complimentary Spring Newsletter.

Fall 201 Newsletter (printed at SBH)

Printing (65 copies)	\$206.84
Postage	\$ 56.85
Total:	263.69

Spring 2012 Newsletter (printing to be done at SBH)

Printing (40 for contacts and April 2011 – 31, September 2011 – 38)

The last year as the Publicity chair person 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. Without each of you, we would not have had the newsletters as they were.

I would also like to take this opportunity to thank those that have sent 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 yet, 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.

Is there a motion to accept these committee reports, as well as the President's report?

Shirley Ganske Seconder: Marlene Ash

Any discussion? None

All in favor? All

Opposed? None
Motion carried.

10. Resolutions- Changes to the Constitution

Are there any resolutions or changes to the Constitution that a member would like to present from the floor? None

11. Elections for Manitoba Chapter Executive 2012-2013

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 June 2012 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? Nancy Vokey
Those in favor? All
Opposed? None
Carried.

Tannis Sidloski is the Manitoba Chapter President for 2012 - 2013.

Vice - President

I have a written nomination for Sara Unrau for the position of Vice President.
I will now take nominations from the floor for the position of Vice-President.
I move that nominations be closed.
Is there a seconder? Stacey Kubas
Those in favor? All
Opposed? None
Carried.

Sara Unrau is the Manitoba Chapter Vice President for 2012 - 2013

Secretary

I have a written nomination for Gahmeng Khuu for the position of Secretary.
I will now take nominations from the floor for the position of Secretary.
I move that nominations be closed.
Is there a seconder? Rhonda Dube
Those in favor? All
Opposed? None
Carried.

Gahmeng Khuu is the Manitoba Chapter Secretary for 2012-2013.

Treasurer

I have a written nomination for Sarah Gilchrist for the position of Treasurer.
I will now take nominations from the floor for the position of Treasurer.

I move that nominations be closed.
Is there a seconder? Joanne Hutton
Those in favor? All
Opposed? None
Carried.

Sarah Gilchrist is the Manitoba Chapter Treasurer for 2012-2013.

Program Chairperson

Ashleigh Shearer and Marjorie Chody have let their names stand as Program Co-chairs for Programs.

I will now take further nominations from the floor for the position of Co-chair, Programs.

I move that nominations be closed.

Is there a seconder? Joy Mintenko

Those in favor? All

Opposed? None

Carried.

Ashleigh Shearer and Marjorie Chody are the Manitoba Chapter Co-chairs for Programs for 2012-2013.

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? Marlene Ash

Those in favor? All

Opposed? None

Carried.

James Danell is Manitoba Chapter Membership/Contact Chairperson for 2012-2013.

Publicity/Newsletter Chairperson

I will now take nominations from the floor for the position of Publicity/Newsletter Chairperson.

Nancy Vokey has nominated Nicole Choquette.

I move that nominations be closed.

Is there a seconder? Rhonda Dube

Those in favor? All

Opposed? *None*

Carried.

Nicolle Choquette is the Manitoba Chapter Publicity Chairperson for 2012-2013.

Member at Large

Joy Mintenko has let her name stand as Member at Large.

I will now take nominations from the floor for the position of Member at Large.

I move that nominations be closed.

Is there a seconder? Judith Strachan
Those in favor? All
Opposed? *None*
Carried.

Joy Mintenko is the Manitoba Chapter Member at Large for 2012-2013.

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 2012 - 2013.

12. 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 2012

Lissa began her nursing career in 1987 when she graduated from the St. Boniface Hospital (SBH) School of Nursing. She worked in a variety of settings, including Portage La Prairie, Creston Valley Hospital in British Columbia and at St. Boniface Hospital.

In 1990 she graduated from the Adult Intensive Care Nursing Program and she worked in the surgical intensive care unit at SBH until 2001 when she went to Concordia Hospital as the intensive care unit educator.

In 2006 Lissa completed her Bachelor of Nursing Degree and returned to St. Boniface Hospital to be a unit educator for the Surgery and Cardiac Sciences Programs and then for the Adult Intensive Care Nursing Program. She was part of the core team that re-developed curriculum and moved towards the amalgamation of a community and tertiary hospital critical

care programs into one regional program which is our current Winnipeg Critical Care Nursing Education Program (WCCNEP).

Lissa is dedicated to CACCN. Lissa was the Manitoba Chapter President from 2007-2011. During her time as president, she worked hard to promote identified goals, resulting in the Manitoba Chapter winning the Chapter of the Year Award in 2009.

Lissa was pivotal in establishing Manitoba Chapter CACCN Awards for students who clinically excel in the WCCNEP.

In 2011 Lissa became the first Coordinator of Critical Care Education for the Winnipeg Regional Health Authority. She has been instrumental in making many positive changes in critical care education delivery. This has included inclusion of pediatric and neonatal intensive care education within the WCCNEP.

Please join me in recognizing Lissa Currie's achievements as Critical Care Nurse of the Year 2012.

13. OPEN FORUM

No Discussion

14. ADJOURNMENT

May I have a motion to adjourn meeting? Nancy Vokey

Seconder: Joy Mintenko

Any discussion to the motion? None

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.