



**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
MONDAY, MAY 9, 2011**

1. I, Lissa Currie, **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 published in the spring 2011 Manitoba Chapter Newsletter, 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 Spring 2011 Newsletter.

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, May 9, 2011 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 2011/12, and present the Manitoba Chapter Critical Care Nurse of the Year Award(s). Duties for 2010/11 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 2010 - 2011.

Tannis Sidloski.....	Vice President
Stacey Ross & Ashleigh Shearer.....	Program Chairs
Andre Dube.....	Treasurer
Rhonda Dube.....	Secretary
Jennifer Fulcher.....	Membership/Contact Chair
Sara Unrau.....	Conference Chair
Sara Unrau.....	Publicity Chair
Lissa Currie.....	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: Shelley Munroe and Judith Strachan as scrutineers for this meeting. Seconder: Rhonda Dube. Is there any discussion to this motion? None. *All in favor?* Opposed? None. Motion carried.

5. Minutes from the 2010 Annual General Meeting held May 10, 2010 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: Nancy Vokey.

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

All those in favor of the motion to accept the minutes of the 2010 AGM as printed?

Opposed? None *Motion carried.*

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

7. Conference Chair Greetings: Sara Unrau

Welcome to Edge of Excellence 2012. Although our numbers are lower than we had hoped it is good to see so many of you again. We have a variety of speakers and topics lined up for today, including a presentation by CACCN member Sarah Gilchrist. I am looking forward to hearing what our speakers have to share today, and hope that we can all leave at the end of the day with some new information. Please make a point of visiting the sponsor booths throughout the conference. I would like to extend a special thank you to the Edge conference planning committee and to the sponsors 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: May 2010 - June 2011

President – Lissa Currie

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 various funding, further development of the quality of our chapter's web-page and newsletter.

Promotion & Retention of Membership:

The chapter has focused on strategies to increase both the number of new and returning members. The executive sent out a survey to our membership seeking feedback on how to better meet their needs and as an incentive offered a draw for a free registration to Edge of Excellence. We also offered a "Unit Pizza Party Challenge to recruit new members which was well received by the ICUs in the province. Seven Oaks General Hospital won the contest having the greatest percentage of CACCN members in their unit. We have worked towards increasing our associations with other professional interest groups and have taken the opportunity to show case

CACCN with displays at various organizations 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 continue 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.

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 one spring and one fall application 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. One of our executive goals was to become a paperless chapter in order to become more environmentally friendly and have had great success. A lot of our information has been posted to our web page for members to access as needed.

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 and wishes of its membership. They have continued with their development of their website design with future plans to further develop the educational component of the members only section to include more easily accessible resources such as the SNA prep study guide. They have been busy developing and revising its Mission, Values and Philosophy statements, constitution and bylaws and Standards for Critical Care Nursing Practice.

They have continued in their efforts to create strong networking among various associations and organizations to ensure issues facing Critical Care nurses are brought to the forefront on both a national and international level. They have formed partnerships with the Canadian Council for Donation and Transplantation, CAN, ISMP Canada and ICU Collaborative to name a few.

Dynamics 2010 was held in Edmonton, Alberta on September 19 to 21st

Joy Mintenko 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 London, Ontario from October 16 to the 18th. Please check the web-site: at www.caccn.ca for further details.

The financial position for national as of March 31st 2010 was 653,732.00.

Vice President – *Tannis Sidloski- no report*

Program Chair – Stacey Ross & Ashleigh Shearer

Stacey and I were very grateful for the opportunity to be chosen as Program co- chairs for the 2010/ 2011 year. We had many opportunities to network with educators, presenters, physicians and critical care nurses working around the province. Our goals were to deliver informative and relevant educational sessions, that would benefit nurses not only working in tertiary care facilities, but also community and rural settings alike, and attempt to deliver these sessions at hospitals other than St. B.

Our first seminar titled, “Heart Sounds” was held on September 29th at the St. Boniface Hospital, and was presented by Dr. Andrew Morris, a cardiologist working in Cardiac Sciences at St. Boniface. Out of the 43 people registered, 32 attended from various hospitals across the city and some from as far as Brandon!

The second seminar that we offered, was titled bugs, Drugs and ICU, held November 30th at the Grace Hospital. Dr. Rob Ariano, a Critical care pharmacist from St. Boniface, presented a very informative session about the common antibiotics we utilize in the ICU, and recent information regarding Antibiotic resistant organisms. This was attended by 25 people, including 5 via TeleHealth from Thompson and Gillam.

Our final session, Nursing the Addict, will be held June 9th at the Concordia Hospital. We have two presenters, which include Dr. Lindy Lee, an addictions specialist with the Addictions Foundation of Manitoba, and Constable DiGioia, a police officer with the Organized Crime Unit. This seminar has already generated a lot of interest from nurses around the city, and we are anticipating a large group of attendees. We have also arranged for Telehealth, so as to include rural centres.

Our goals for the next year are to hold 4 sessions in total, and continue to hold them at hospitals around the city, including Telehealth when available, and continue to present topics suggested by and tailored to the educational needs of our members.

Membership/Contact –Jennifer Fulcher

This year the Manitoba Chapter has continued providing the biannual newsletters to the graduates of WCCNEP. In the fall we asked the members and past members how we could retain their membership and encourage others to join. We heard great ideas and have explored many of them. We offered past members an opportunity to win a 1 yr membership with CACCN for valuable advice. The Manitoba chapter offered an incentive to recruit past, renewing and new members by having a pizza party for the unit with the most members who signed up. It was offered at the same time as the “twin and win” at the national level. We are also drawing names to send a member who has been so, for 2 or more years to the “Dynamics” conference in 2011, and a member with less than 2 yrs with CACCN to our “Edge” conference in 2012. The names will be announced at today’s AGM.

Secretary – Rhonda Dube

Thank you for another great year. I look forward to another great year as secretary. You will find the meeting minutes posted on the website.

Conference Report –Sara Unrau

Edge of Excellence 2010 Conference Report

Revenue

Total Conference Tuitions \$ 2645.00
 13 @ \$65.00= \$845
 3 @ \$115.00 = \$345
 17 @ \$ 80.00 = \$1360
 1 @ \$ 95.00 = \$95.00

Sponsors:

Eli Lilly \$750.00
 KCI \$500.00
 GE \$500.00
 Calea \$500.00
 Phillips \$500.00
 Draeger Medical \$500.00
 Edwards Lifesciences \$500.00
 Ryan Medical \$200.00
 Abbott \$500
 Baxter \$500
 Gaymar \$250
 Sanofi Aventis (received late) \$500

Total Sponsorship: \$5700

Total Revenue \$8345.00

Expenses

Norwood Hotel \$2861.24
 Attendee gifts \$1190.69
 Norwood Trophies \$ 68.53
 CCN of the year \$ 250.00
 Printing/stationary/stamps \$ 174.02
 Speaker gifts \$ 235.20
 Door prizes \$ 300.54

Total Expenses \$ 5080.22

Balance \$ + (3264.78)

Treasurer – Andre Dube

Cumulative Annual Financial Statement

Submission on or before April 30

Chapter Name:

Report Period:

April 1,2010 to March 31,2011

Chapter Revenue	June 30	Sept 30	Dec 31	Mar 31
Membership reimbursement - From National	\$ 352.50	\$ 300.00	\$ 420.00	\$ 285.00
Tuitions: Conferences/ Workshops/Seminars	\$ 2,645.00	\$ 545.00	\$ 345.00	\$ -
Sponsor Donations	\$ 3,950.00	\$ 1,250.00	\$ -	\$ -
Fundraising Sales	\$ -	\$ -	\$ -	\$ -
Bank Interest	\$ -	\$ -	\$ -	\$ -
Other (Specify):	\$ -	\$ -	\$ -	\$ -
Quarterly Revenue	\$ 6,947.50	\$ 2,095.00	\$ 765.00	\$ 285.00
Yearly Revenue (Total Balance of 4 Quarters)	\$			10,092.50

Chapter Expenses	June 30	Sept 30	Dec 31	Mar 31
Workshops/Conferences/Seminars	\$ 2,429.77	\$ 1,005.99	\$ 156.77	\$ -
Speaker Honorarium and Expenses	\$ 300.00	\$ -	\$ 75.00	\$ -
Gifts/Awards/Prizes	\$ 2,390.23	\$ 448.40	\$ 44.75	\$ 740.00
Project (Specify):	\$ -	\$ -	\$ -	\$ 1,000.00
Office Supplies:	\$ 144.55	\$ -	\$ 35.03	\$ 56.96
Printing/Photocopying	\$ 125.02	\$ 140.95	\$ 238.95	\$ 45.36
Phone/Fax	\$ -	\$ -	\$ -	\$ -
Post Office Box	\$ -	\$ -	\$ -	\$ 194.25
Bank Charges	\$ 6.00	\$ 33.61	\$ 18.00	\$ 9.15
Other (Specify):	\$ -	\$ 10.00	\$ -	\$ -
Quarterly Expenses	\$ 5,395.57	\$ 1,638.95	\$ 568.50	\$ 2,045.72
Yearly Expenses (Total Balance of 4 Quarters)	\$			9,648.74

Net Income:	\$ 443.76
--------------------	------------------

Prepared by Andre Dube
Date Submitted 05-Mar-11

Chequing Account Balance:	\$ 15,106.77
Savings Account Balance:	\$ 5,212.50

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 Jennifer 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 2010, April 2010 and September 2010.

Fall 2010 Newsletter (printed at SBH)

Printing (84 copies) \$131.01
Postage ~\$50.00

Spring 2011 Newsletter (printed at SBH)

Printing (85 copies) \$157.14
Postage ~\$79.32 (more pages, postage ended up costing more than we thought it would)

The last two years as the Newsletter 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. A special thanks to Camille Meub and Laurel Leonard for their submission on the Boundary Trails ICU. 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.

Member at Large- Joy Mintenko

It seems impossible that it has been two years since I became MB Chapter's first ever 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's members work in direct patient care areas, I am a visible executive member in the several ICUs where I work casual full time hours.

I attend the monthly chapter meetings and was a member of the Edge Planning Committee. At Dynamics 2010 in Edmonton last September, I was fortunate to be a part of Chapter Connections Day with Lissa. In April, I had the pleasure of attending the Critical Eye Conference to represent MB Chapter at our CACCN booth.

CACCN benefits all critical care nurses if you become involved. So next time that I see you at the bedside, let me know what MB Chapter can do for you.

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

Camille Meub Seconded: Sara Unrau

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 2011-2012

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 2011 for a period of 1 year.

President

I have a written nomination for Tannis Sidloski 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? Rhonda Dube

Those in favor? All

Opposed? None

Carried.

Tannis Sidloski is the Manitoba Chapter President for 2011 - 2012.

Vice - President

I will now take nominations from the floor for the position of Vice-President.

Sara Unrau has nominated Camille Meub. Is there a seconder? Joy Mintenko

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

Camille Meub is the Manitoba Chapter Vice President for 2011 - 2012

Secretary

Rhonda Dube has let her name stand as Secretary.
I will now take nominations from the floor for the position of Secretary.

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

Rhonda Dube is the Manitoba Chapter Secretary for 2011-2012.

Treasurer

I have a written nomination for Rhonda Kaluzny 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? Camille Meub
Those in favor? All
Opposed? None
Carried.

Rhonda Kaluzny is the Manitoba Chapter Treasurer for 2011-2012.

Program Chairperson

Ashleigh Shearer has let her name stand as Program Co-chairperson for Programs.
I will now take further nominations from the floor for the position of Co-chair, Programs.
Sara Unrau has nominated Marjorie Chody. Is there a seconder? Rhonda Dube
I move that nominations be closed.
Is there a seconder? Nancy Vokey
Those in favor? All
Opposed? None
Carried.

Ashleigh Shearer & Marjorie Chody are the Manitoba Chapter Co-chairs for Programs for 2011-2012.

Membership/Contact Chairperson

I have a written nomination for James Danell 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? Joy Mintenko
Those in favor? All
Opposed? None
Carried.

James Danell is Manitoba Chapter Membership/Contact Chairperson for 2011-2012.

Publicity/Newsletter Chairperson

Sara Unrau has let her name stand as Publicity/Newsletter Chairperson.
I will now take nominations from the floor for the position of Publicity/Newsletter Chairperson.
I move that nominations be closed.

Is there a seconder? Stacey Ross
Those in favor? All
Opposed? *None*
Carried.

Sara Unrau is the Manitoba Chapter Publicity Chairperson for 2011-2012.

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? Sara Unrau
Those in favor? All
Opposed? *None*
Carried.

Joy Mintenko is the Manitoba Chapter Member at Large for 2011-2012.

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 2011 - 2012.

12. MANITOBA CHAPTER CRITICAL CARE NURSE OF THE YEAR

About the Award:

Since 1990, during the annual Edge of Excellence Conference held in May, 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. We do not want to take the extra-ordinary nurses and their achievements for granted! The selection will be made by the Awards Committee, a sub committee of the Manitoba Chapter Executive.

The award consists of a commemorative plaque and an honorarium presented at the Annual General Meeting in May. A maximum of 2 awards will be given out each year.

Eligibility:

1. Must be a member in good standing of the Manitoba Chapter CACCN.
2. A Critical Care Nurse working in Pediatric, Neonatal or Adult Critical Care.
3. A Critical Care Nurse working at the bedside or in management, research, administration or education.

Ineligibility criteria can be found on the CACCN website.

Information Required for Nomination:

1. A completed nominee form, found in our newsletter.
2. A write up of at least 250 words describing why the nominee should receive the award. Included should be specific example(s) in at least one of the following areas of how the nominee:
 - promotes critical care nursing in Manitoba
 - exhibits a high degree of professionalism
 - demonstrates proficiency in critical care



**Manitoba Chapter- Canadian Association of Critical Care Nurse
Critical Care Nurse of the Year Award 2011
Trudy Nernberg**

Trudy graduated from the University of Manitoba's Faculty of Nursing in 1988 and began her career in medicine at the Grace Hospital. In 1999 she completed her Masters of Nursing from the University of Manitoba. Trudy has worked in the Intensive Care Unit at the Grace Hospital since 1997 as a staff nurse and then in 2007 as their Critical Care Clinical Educator. Trudy possesses an outstanding clinical knowledge and skill which she transfers to new ICU nurses. Trudy is highly respected among the nurses in her unit and with colleagues throughout the region. Trudy has been instrumental in the amalgamation of the community and tertiary ICU programs teaching in the now Winnipeg Critical Care Education program. As part of the vision she took on the role as lead for the preceptor workshops being offered to all ICU nursing staff.

Trudy participated on many committees including the WRHA Critical Care Quality Improvement committee, WRHA Code Blue Standardization Committee, Critical Care Program Council, ICU initiatives at Grace Hospital including sepsis protocol and organ donation collaborative to name a few. Trudy exemplifies the qualities of an exceptional educator. Trudy is know for her passion of Critical care nursing and creative educational strategies such as T3 "Tuesdays at Three with Trudy" where she provides in unit spontaneous reviews and in-services.

Trudy is an outstanding critical care nurse known for her professionalism, "can do" attitude and her support for the growth of critical care nurses.

Please join me in recognizing Trudy Nernberg's achievements as Critical Care Nurse of the Year 2011.

13. OPEN FORUM

No Discussion

14. ADJOURNMENT

May I have a motion to adjourn meeting? Rhonda Dube

Secunder: Sara Unrau

Any discussion to the motion? None

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.