

**CACCN Manitoba Chapter  
Executive Meeting  
January 2, 2014 @1630hrs  
SBH ICMS Conference Room**

Present: Sara, James, Tannis, Joy

Regrets: Colleen, Sarah, Marjorie, Gahmeng, Lissa

1) Approval of minutes from November 7<sup>th</sup>, 2103

- Quorum met via email

2) December Workshop Evaluations

- ~50% response rate
- Overall very positive

3) Spring Workshop

- Susan agreeable to presenting a pediatric topic – Topic TBA, along with speaker
- Location: Change from Concordia to HSC in relation to pediatric topic
- Sarah to follow up
- If not secured by March 15, 2014 will return to plan of trauma case study at Concordia Hospital.

4) Financial Report

- Deferred

5) Membership

- 78 current members
- Did not have usual increase in membership with Dynamics 2013
- Discussion occurred about why we have low member attendance at events and high nonmember attendance at events. No resolution reached.

6) Recruitment and Retention Strategies:

- Recruitment: Offer Edge tuition and registration together
- Retention: James to assist with developing mail out for free workshop to renewing members.

7) Intentions for Next Year

- Joy will be stepping down from her chair position
- Awaiting email response from other executive chairs

6) Open Forum

- MB webpages up to date

**Next Meeting: February 6<sup>th</sup>, 2014 @ 1630 SBH ICMS Conference Room**