



CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES



Manitoba Chapter

**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
Friday, FEBRUARY 5th, 2016**

1. I, Sara Unrau, **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 10 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, Monica Whiteway, to read the “notice of meeting” that was published in the Fall 2015 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 Friday, February 5th, 2016 from 0730-0815, at Breezy Bend Country Club, 7620 Roblin Boulevard in 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 the 2016/2017, and present the Manitoba Chapter Critical Care Nurse of the Year Award.

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 2015/2016 term.

Sara Unrau.....President
Trudy Nernberg.....Vice President
Colleen Shepherd & Tara Carson.....Program Chairs
Sarah Gilchrist.....Treasurer
Monica Whiteway.....Secretary
James Danell.....Membership Chair
Lissa Currie.....Newsletter/Publicity Chair

Trudy Nernberg and Lissa Currie.....Conference Chairs
Vacant.....Member at Large

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 Monica Whiteway 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: Monica Whiteway and Colleen Shepherd as scrutineers for this meeting. Seconder: Trudy Nernberg Is there any discussion to this motion? None. ***All in favor? All*** Opposed? None. Motion carried.

5. **Minutes** from the 2015 Annual General Meeting held February 23, 2015 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?

Judith Stachan Seconder: Tara Carson

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

All those in favor of the motion to accept the minutes of the 2015 AGM as printed?
Opposed? None. ***Motion carried.***

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

6. **Committee Reports: March 2015- February 2016**

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

President – Sara Unrau

Through the commitment of the chapter executive, the Manitoba Chapter can celebrate another dynamic year of activities. Once again the goals the chapter wanted to focus on recruitment and retention of membership and provision of three educational events, this was changed to two, as Dynamics was held in Winnipeg this last fall.

Promotion & Retention of Membership:

The chapter has focused on strategies to increase both the number of new and returning members. We have continued to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Programs (WCCNEP) and promote the benefits of membership during the presentation of the “CACCN Manitoba Chapter Education and Professional Development Award” at the WCCNEP graduation ceremonies. With Dynamics being held in Winnipeg this year, we have had an increase in membership over the last year.

We will continue with our membership retention by awarding Edge of Excellence and Dynamics tuitions to our current members. We look forward to hearing from you on what you would like to see as a retention strategy. We will continue to show case CACCN with displays at various educational events to promote membership.

Chapter Newsletter:

The Spotlight on ICUs has received much positive feedback that we also planning to expand the spotlight on ICUs section to include members. If you or someone you know is interested in being highlighted in our newsletter, please contact Lissa Currie.

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. The attendance at our workshops has been excellent! The feedback has been outstanding on these events.

Education Funding Opportunities:

We did not have any members apply for funding over this last year. Any member interested in educational funding can find the criteria and application form on the Manitoba webpages at www.caccn.ca

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. You can talk with an executive member or email us at manitoba@caccn.ca

National Board Activities Report:

At the National AGM 2015 we learned of shifts in Board of Director responsibilities, moving away from portfolio based workloads to working committee structures that will draw in expertise of members from across the country. The central focus of this structure is to "develop an engaging, vibrant, educated and research driven specialized community". The working committees include communication, member relations, partner relations, professional development, finance and conference committees. If any of you are interested in becoming involved with any of these committees please refer to the website at www.caccn.ca for more information.

Dynamics 2015 was held in Winnipeg, Manitoba from September 27 to 29th, 2015. The conference started with Chapter Connections Day on September 26th. Trudy Nernberg and I had the honor of representing the Manitoba Chapter at Chapter Connections Day. We were able to meet with and share ideas with 22 representatives from local chapters across the country, as well as the members of the Board of Directors of CACCN. It was quite inspiring to hear of successes in member recruitment from several chapters. With goals of enhancing our members' professional development and networking opportunities, we were able to bring home some innovative ideas for member education and engagement. You will see some of these ideas come to fruition in the next year as we plan workshops and presentations.

The day concluded with announcement of the Chapter of the Year 2014-2015: Congratulations to the Montreal Chapter!

The theme for the conference was Bridging the Nation with Compassion, Imagination and Innovation. This year's Dynamics conference provided an excellent opportunity for networking with nurses from across Canada and learning about practices across the country, with multiple topics and sessions to choose from. Dynamics is a wonderful national educational opportunity, don't miss out on the next chance to share in this experience. Dynamics 2016 will be held on September 25-27th, in Charlottetown PEI.

Vice President – *Trudy Nernberg*

No report.

Program Chairs – *Colleen Shepherd & Tara Carson*

We were very pleased to offer two great education workshops this past year. On June 4, 2015, 29 members attended “Obstetrical CSI” in the Asper Center Boardroom at St. Boniface Hospital. Christine Finnbogason RN BN and Bridgitte Sims-Mitchell RN BN presented a detailed overview of the physiologic changes that occur to women when they are expecting. They included an interesting case study of a young woman who was cared for in the ICU. Both presenters were very knowledgeable, received excellent reviews and did their best to alleviate our fears of caring for such patients in the ICU.

Our Annual Dinner was held on December 11, 2015 in the boardroom of the CRNM building. The sold out workshop was titled “Exporting Expertise...Stories of Nursing Abroad”. Lindsay Kliewer RN BN and Jane Kesselman RN BN shared their experiences of volunteering abroad. Lindsay spent several months on a Mercy Ship – “Bringing Hope and Healing to the world’s forgotten poor” and Jane has given her time to Operation Smile – “Giving the gift of a smile to kids needing reconstructive surgery”. Both Lindsay and Jane passionately shared stories, photos and other memories of the many lives they changed as well as the bonds created with health care workers from all over the world. They were truly an inspiration to us all!!

A fall workshop was deferred to give members the opportunity to attend the National Conference – “Dynamics of Critical Care” which was held here in Winnipeg September 27 – 29, 2015. Our next workshop is coming up in the spring. The topic is yet to be determined. Information will be available in the near future.

We would like to take this opportunity to thank the Chapter Executive for their support and assistance with program planning. We would like to extend a huge thank you to all members that have attended the workshops and provided us with all the valuable feedback. We look forward to continuing to provide educational opportunities to benefit all Critical Care Nurses in Manitoba and please contact us if you have any suggestions.

Membership/Contact –*James Danell*

The executive is excited to announce our membership is at a record high! When describing membership rates it is important to also pay attention to the number of possible members. Based on the idea that Manitoba has roughly 1000 Critical Care nurses, and the CACCN MB Chapter usually has 90-100 members, one would describe this as 9% membership. As of January 31, 2016 we have 171 members, thus our membership rate has increased to 17%.

We have continued to focus on recruitment and retention initiatives. The MB Chapter executive promoted attendance for Dynamics 2015 by offering the unit with the highest attendance one free Edge of Excellence tuition. This was in addition to our Spring draw. The unit with the highest attendance at Dynamics 2015 was SICU at HSC. Congratulations, to Judith Strachan, the winner of this tuition draw. The Spring draw winners were: Maurita Kiesman – Dynamics 2015 winner of the draw for “CACCN member greater than 2 years” and Katrina Quijano – Edge of Excellence 2016 winner of the draw for “CACCN member less than 2 years”. If you would like to be entered in these draws, please watch for more information in the Spring 2016 newsletter. If you have ideas or suggestions on how we can recognize and recruit members, send your ideas to manitoba@caccn.ca.

I would like to thank the Executive and the Membership for many years of wonderful times. I've been told to go out on a positive note; given the increase in membership, I will be stepping down as Membership/Contact person to spend time with my family.

Secretary – *Monica Whiteway*

No report.

Treasurer – *Sarah Gilchrist*

Financial Report (April 1, 2014-March 31, 2015)

CACCN National has adjusted their financial year to be April 1- March 31st. Detailed spreadsheets are prepared and sent outlining our revenue and expenses throughout the financial year to the CACCN National office yearly in the dates outlined above. These detailed reports will be posted on our website in the spring upon completion of the report.

For continuity from last year's report the following outlines details from February 2015-Jan31 2016.

Our main source of funding comes from the CACCN National Office who provides quarterly reimbursements to Chapters based on membership numbers.

Total to date \$1470.00

Edge of Excellence 2015 Conference Norwood Hotel, February 23, 2015	
Revenue	
Tuition	\$4026.25
Sponsorship	\$2500.00
Total	\$6526.25
Expense	
Venue	\$3018.00
Attendee gifts	\$690.71
Norwood Trophies	\$72.00
CCN of the Year	\$250.00
Stationary	\$26.78
Brochure	\$54.01
Speaker gifts	\$450.00
Door Prizes	\$247.76
Membership to National	\$1496.21
Total	\$6305.51

Total revenue was \$220.74

Membership

CACCN Manitoba chapter continues to promote our chapter through membership awards during the WCCNEP graduations as well as a membership prize at the Critical Eye conference every spring. This is a recruitment and retention initiative.

Total expense \$ 393.75

Another recruitment and retention initiative is the annual draw for free to tuition to Edge of Excellence for a member of less than 2 years or to Dynamics for a member of greater than 2

years. This year we supported a nurse to attend CACCN Dynamics in Winnipeg, and a nurse to attend Edge Revitalized 2016.

Total expense \$557.50

Education Support

Our education fund is a fund designed to support CACCN National Members who meet the requirements to obtain funding in support of ongoing learning in Critical Care. We did not have any applicants for the education fund this past fiscal year.

This year we supported a nurse to attend CACCN National Conference in Winnipeg – this is also a recruitment and retention initiative.

Evening Educational Seminars

Our evening quarterly education seminars have continued to be an educational as well as financial success for our Chapter this fiscal year. We did not hold a Fall Seminar due to the National CACCN Conference being hosted by Winnipeg. The total earnings this year from the evening seminars is **\$384.55**.

June – Obstetrical CSI in the ICU

Revenue

Tuition	\$540.00
Total	\$540.00

Expense

Speaker gifts	\$150.00
Food and Supplies	\$226.19
Total	\$376.19

Total revenue was \$163.81

December – Exporting Expertise – Stories of Nursing Abroad

Revenue

Tuition	\$1380.00
CACCN Knowledge Fund	\$300.00
Total	\$1680.00

Expense

Speaker gifts	\$175.00
Food and Supplies	\$1215.61
Total	\$1390.61

Total revenue was \$289.39

Newsletter/ Publicity Chairperson – Lissa Currie

Over the past year, two newsletters have been published and distributed electronically to our CACCN members, provincial contacts and WCCNEP graduates. This has allowed us to meet our goal of going green and being both environment and fiscally responsible, saving approximately \$800.00 annually on printing and mailing costs. I would like to take this opportunity to thank those of you who have assisted with making the newsletter possible through your submission of articles, pictures and the help of my fellow executive members for their proof reading skills.

For the 2016/2017 year we would like to continue featuring ICU teams across the province and bring forward to our membership current issues and trends being experienced in critical care. I would like to encourage each one of you to consider submitting a critical care issue or article to be featured in upcoming newsletters. What better way to learn than from each other's experiences.

I look forward to serving another year as your Publicity Chairperson.

2014 Conference Report –Tannis Sidloski and Sara Unrau

Edge of Excellence 2015 was held on February 23, 2015 at the Norwood Hotel, in Winnipeg. The day was a success with a fascinating variety of speakers and topics. Our topics included:

- *Striving for Balance: Personal wellness amidst life's daily challenges*, highlighting 8 myths of exercise and nursing barriers to exercise.
- Erin Schillberg shared her experiences with Doctors Without Borders, during the first peak of the Ebola outbreak in Africa in a presentation titled *Ebola Epidemiologist: Experiences from the front lines*.
- Dr. Ryan Zarychanski presented *Organized chaos: How a massive transfusion protocol affects the care of severely bleeding patients*. The outcome of the protocol has led to enhanced and safer patient care in the critical situation faced by the bleeding patient.
- Cst. Kurt Kozyra from Winnipeg Police, shared *Current trends in Street Drugs*, highlighting the trends that are currently being seen on the streets.
- *CSI 2015* was presented by Tracey Williams. A fascinating story and presentation of hereditary angioedema was shared.
- Dr. Marcus Blouw, ended the day with his presentation on *Preventing post-traumatic stress in ICU survivors: ICU diaries as a tool for improving the mental health of patients and families*. Thought provoking patient comments of their nightmares and thoughts were shared with the group.

Thank you to all the speakers and the Edge of Excellence 2015 planning committee. If you or someone you know is interested in presenting at our next annual Edge of Excellence, we would love to hear from you at manitoba@caccn.ca.

Edge financial report as discussed earlier.

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

Tannis Sidloski Seconder: Joanne Hutton

Any discussion? None

All in favor? All

Opposed? None

Motion carried.

7. Resolutions- None

8. Elections for Manitoba Chapter Executive 2016/2017

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 March 2016 for a period of 1 year.

President

Sara Unrau has let her name stand for the 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? Tannis Sidloski
Those in favor? All
Opposed? None
Carried.

Sara Unrau is the Manitoba Chapter President for 2016/2017.

Vice - President

Trudy Nernberg has let her name stand for the position of Vice President.
I will now take nominations from the floor for the position of Vice President. (none)
I move that nominations be closed.
Is there a seconder? Judith Strachan
Those in favor? All
Opposed? None
Carried.

Trudy Nernberg is the Manitoba Chapter Vice President for 2016/2017.

Secretary

Monica Whiteway has let her name stand for the position of Secretary.
I will now take nominations from the floor for the position of Secretary.(none)
I move that nominations be closed.
Is there a seconder? Colleen Shepherd
Those in favor? All
Opposed? None
Carried.

Monica Whiteway is the Manitoba Chapter Secretary for 2016/2017.

Treasurer

Sarah Gilchrist has let her name stand for the position of Treasurer.
I will now take nominations from the floor for the position of Treasurer.(none)
I move that nominations be closed.
Is there a seconder? Monica Whiteway
Those in favor? All
Opposed? None
Carried.

Sarah Gilchrist is the Manitoba Chapter Treasurer for 2016/2017.

Program Chairperson

Colleen Shepherd and Tara Carson have their names stand as Program Co-chairs.
I will now take nominations from the floor for the position of Program Co-chair.(none)
I move that nominations be closed.
Is there a seconder? Trudy Nernberg
Those in favor? All
Opposed? None
Carried.

Colleen Shepherd and Tara Carson are the Manitoba Chapter Program Co-chairs for 2016-2017.

Membership/Contact Chairperson

James Danell has decided to step down from the position of Membership/Contact Chairperson. I have a written nomination for Miranda Lajoie for the position of Membership/Contact Chairperson.

I will now take nominations from the floor for the position of Membership/Contact Chairperson. (none)

I move that nominations be closed.

Is there a seconder? Colleen Shepherd

Those in favor? All

Opposed? None

Carried.

Miranda Lajoie is Manitoba Chapter Membership/Contact Chairperson for 2016/2017.

Publicity/Newsletter Chairperson

Lissa Currie has let her name stand for the position of Publicity/Newsletter chair.

I will now take nominations from the floor for the position of Publicity/Newsletter chair. (none)

I move that nominations be closed.

Is there a seconder? Colleen Shepherd

Those in favor? All

Opposed? None

Carried.

Lissa Currie is the Manitoba Chapter Publicity/Newsletter Chairperson for 2016/2017.

Member at Large

Member at Large is an appointed position.

At this point in time we have not appointed a chair to this position.

At this time Manitoba Chapter Member at Large Chair for 2016/2017 will remain vacant.

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 2016/2017.

9. 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 2015**



Tannis Sidloski was nominated and selected for the Critical Care Nurse of the Year Award for 2015.

Tannis began her nursing career in 1993 when she graduated from the University of Manitoba with her Bachelor of Nursing Degree and began working at St. Boniface Hospital. Tannis worked in a variety of clinical settings including medicine, surgery and emergency. In 1997 she decided to challenge herself and successfully graduated from the Adult Intensive Care Nursing Program and began her critical care career in the Medical Intensive Care Unit at St. Boniface Hospital as well as worked casual in the Surgical Intensive Care Unit at Health Sciences Center. Tannis became a strong critical care nurse supporting best practice and advocating for her patients. She quickly was recognized as a clinical expert and sought out by her fellow colleagues as resource and mentor.

In 2002 Tannis became the in unit educator for the Medical Intensive Care Unit and in 2005 took a position as an educator in the Adult Intensive Care Nursing Program and was part of the core team that re-developed the curriculum for what is now known as the Winnipeg Critical Care Nursing Education Program (WCCNEP).

Tannis continues to demonstrate her commitment to Critical Care Nursing working on a variety of committees with the goal of improving quality patient care and remains dedicated to CACCN attending and presenting at local and national conferences. Tannis was key to the success of the Dynamics 2015 conference held here in Winnipeg as part of the national conference planning committee. Tannis also served as an executive member on the Manitoba Chapter from 2005-2014 in a variety of positions from Membership Chair to President. During her time on the executive Tannis worked hard to promote identified goals, resulting in the Manitoba Chapter winning the Chapter of the Year Award in 2012. She has also been conference chair for the annual Chapter *Edge of Excellence* conference for numerous years. *Edge of Excellence* is a well-established event in the Winnipeg Critical Care community.

Tannis has strong interpersonal skills. She works well with others and functions effectively as a contributing team member. She is well respected in the WCCNEP and viewed as an education expert. She is a good resource and role model to managers, educators, and staff across the region. Tannis is very effective with students, assisting them to learn and achieve their goals. Her work with students is another example of her effective leadership. She has impacted the careers of many critical care nurses.

Tannis is open to change and is willing to try out new ideas both her own and those of others. She is innovative, always coming up with new ways of offering educational programming. She is adaptable and skilled at working with others to find a win/win outcome. Her ability to effect change is one of her strongest attributes as a leader. Tannis Sidloski is the embodiment of a

critical care nurse and a leader. She is knowledgeable, skilled, honest, innovative, and caring. She is a leader in critical care nursing.

Please join me in recognizing Tannis Sidloski's achievements as CACCN Manitoba Chapter Critical Care Nurse of the Year 2015.

10. Open Forum

No Discussion

11. Adjournment

May I have a motion to adjourn meeting? Lissa Currie

Secunder: Tara Carson.

Any discussion to the motion? None

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.