



**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
MONDAY, FEBRUARY 23rd, 2015**

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 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 2014 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 23, 2015 from 0730-0815, 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 the 2015/2016, 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 2014 - 2015.

Sara Unrau.....	Vice President
Colleen Sacrey & Trudy Nernberg.....	Program Chairs
Sarah Gilchrist.....	Treasurer
Monica Whiteway.....	Secretary
James Danell.....	Membership Chair
Lissa Currie.....	Newsletter/Publicity Chair
Tannis Sidloski.....	President
Sara Unrau & Tannis Sidloski.....	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: Colleen Sacrey and Marie Edwards as scrutineers for this meeting. Second: Sarah G. Is there any discussion to this motion? None. *All in favor?* Opposed? None. Motion carried.

5. Minutes from the 2014 Annual General Meeting held February 24, 2014 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?

Alissa Neufeld. Second: Trudy Nernberg.

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

All those in favor of the motion to accept the minutes of the 2014 AGM as printed? Opposed? None. *Motion carried.*

Is there any New Business from these minutes? None.

6. Committee Reports: March 2014- February 2015

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

President – Tannis Sidloski

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.

Promotion & Retention of Membership:

The chapter has focused on strategies to increase both the number of new and returning members. One area of focus of recruitment has happened with Edge of Excellence registration by offering a membership and tuition rate. I am pleased to report that this has been successful as we have acquired 16 new members, many of which are here this morning. 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.

We will continue with our membership retention by awarding Edge of Excellence and Dynamics tuitions to our current members. We introduced a free tuition voucher to an evening workshop for members who renewed during a 6 week block last spring. We had 12 members renew during that time. Unfortunately only one member used their voucher. 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 skyrocketed this past year! The feedback has been outstanding on these events.

Educational Funding sub-committee had two fall requests. Sara Unrau and Lissa Currie each received \$500.00 for Dynamics of Critical Care in Quebec City. 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 AGM 2014 the National boundaries were changed to have a more equal distribution of membership across the country. We have moved to the Central Region.

Dynamics 2014 was held in Quebec City, Quebec from September 21-23rd, 2014 Sara Unrau and I had the opportunity to represent the Manitoba Chapter at the Chapters Connections Day. The format of the day changed this year with half of the day focusing on professional growth and development. We spent the morning participating in a session on having *Crucial Conversations*. In the afternoon we had national and chapter discussion and sharing. The day ended with the Montreal Chapter being awarded Chapter of the Year 2013-2014!

This year Dynamics of Critical Care will be held in Winnipeg, Manitoba from September 27-29th, 2014. Mark your calendars! We are going to host an outstanding conference! Check the web-site: at www.caccn.ca for further details.

Vice President – Sara Unrau

No report.

Program Chairs – Colleen Sacrey & Trudy Nernberg

We had three successful evening workshops this past year. On May 21st, 25 members attended “Dr. Brendan McCarthy Talks Trauma” at the HSC Isabel Stewart Building. Dr. McCarthy shared engaging case studies of trauma patients he has seen in his practice. Audience members were challenged to choose appropriate assessment techniques, diagnostic information, resuscitation measures and care strategies. He was able to introduce the now-official Massive Transfusion Protocol, and how it would have benefitted one of his presented cases. Audience members left the session with new ideas and heightened enthusiasm on this topic.

The fall workshop entitled “Organ Donation – Neurologic Determination of Death and the Manitoba Experience” was held Sept 10th at the Grace Hospital Lecture Theatre. Medical Director of the Manitoba Gift of Life Program, Dr. Faisal Siddiqui teamed up with GofL Multi-Organ Donor Coordinator Jessica Ammeter for an informative review of the current state of Organ Donation practice in Manitoba. They were able to also bring forward exciting new developments, that will allow Donation After Cardiac Death (DCD) in our region in the near future. Attendees asked many questions, and were able to have an informative discussion of the impact of these plans on their units, other teams involved (eg: surgical team at the site, transport team), and their own views on Organ Donation.

Our annual dinner was held November 27, 2014 at the CRNM Building Board Room. This sold-out session featured “A Night in the Life of a MEI” with Medical Examiner Investigator, Kim Witt RN BN. Kim shared fascinating stories from her personal experiences in this role, and was able to bring this valuable work to life for all of us (LOL). The audience left with a new appreciation of how their own work impacts the ME office, and how the nurses who work there care for the deceased persons’ family with respect and dignity.

Our next event will be a spring session, with the topic TBD. Information will be coming out soon.

We would like to take this opportunity to thank the other members of the Committee for their support and assistance with program planning. We would also like to thank all who have attended the workshops and have provided valuable feedback. We are looking forward to continuing to provide educational workshops that will benefit Critical Care Nurses and we are always open to suggestions.

Membership/Contact –James Danell

Year to year membership has increased through 2014. Membership has climbed to a peak of 123 members at the end of the 2014 calendar year (3rd quarter).

The Chapter has focused on strategies to increase both the number of new and returning members. We continue to offer tuition and registration enrollment at Edge of Excellence. This was a successful strategy last year, acquiring 21 new members and 20 renewals in the 4th quarter of the 2013-2014 year. To date this year we have acquired 16. Throughout the next year (2015 – 2016), the chapter is predicted to continue to increase in membership, primarily due to

DYNAMICS 2015 BEING IN WINNIPEG. Sept 27th – 29th!! WOOT WOOT!

We have continued to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Program (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.

We will also continue with our membership retention by awarding Edge of Excellence and Dynamics tuitions to our current members. Watch for details in our Spring 2015 newsletter.

Lastly, in June/July 2014 we are offered rewards for membership renewal with vouchers to education events. 10 Members renewed with CACCN and received a voucher (worth \$15) for a Chapter Sponsored Evening Education event. One has been redeemed.

Secretary – *Monica Whiteway*

No report.

Treasurer – *Sarah Gilchrist*

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

We have had a successful financial year thanks in part to our well attended evening seminars.

December Seminar \$314.69

Spring Seminar \$142.15

Fall Seminar \$309.59

We also continue to receive support from the CACCN National office through membership reimbursements.

We have used our funds to support chapter members in their education pursuits. (\$2206.79) through the education fund, funding the Manitoba Chapter newsletter, funding our 3 times annual evening seminars and annual local conference.

Newsletter/ Publicity Chairperson – *Lissa Currie*

We have continued to publish our Spring and Fall newsletters, which were distributed to members through email and sent via mail to our provincial contacts. In order to continue our “going green” efforts, we now email a complimentary newsletter to the WCCNEP graduates and will be switching to emailing for all future newsletters to our provincial contacts as well.

Manitoba Chapter CACCN Newsletter		
	Spring 2014	Fall 2014
printing cost	\$161.93	\$126.42
stamps	\$92.61	\$46.94
envelopes	\$10.29	\$0
labels	\$0.98	\$0.78
Total Expenses	\$265.81	\$174.14

The last year as the Publicity chairperson 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.

I would also like to take this opportunity to thank those that have sent in 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 or if you would like to show case your unit, 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.

2014 Conference Report –*Tannis Sidloski and Sara Unrau*

Edge of Excellence 2014 was held on February 24, 2014 at the Norwood Hotel.

Edge of Excellence 2014 Conference Report

Revenue

Total Conference Tuitions

21 @ \$65.00=\$1365.00

14 @ \$140.00 =\$1960.00

4 @ \$160.00 =\$640.00

1 @ \$212.00= \$212.00 (2 year membership)

1 @ \$143.75= \$143.75 (included taxes)

Total Tuition/Membership fees: \$4320.75

Total Sponsorship: \$2500.00

(Arjo, Drager, GE, Health Canada, Philips)

Total Revenue: \$6820.75

Expenses

Norwood Hotel (deposit) \$1000.00

Norwood Hotel \$2540.45

Attendee gifts \$ 642.84

Norwood Trophies \$ 71.19

CCN of the year \$ 250.00

Stationary/stamps \$ 19.85

Brochure (150) \$ 125.21

Speaker gifts \$ 475.00

Door prizes \$ 235.26

Membership to National \$1328.25

Total Expenses \$6688.05

Balance \$132.70

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

Nancy Vokey Seconder: Marie Edwards.

Any discussion? None

All in favor? All

Opposed? None

Motion carried.

7. Resolutions- None

8. Elections for Manitoba Chapter Executive 2015-2016

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 2014 for a period of 1 year.

President

I have a written nomination for Sara Unrau 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? Lissa Currie

Those in favor? All

Opposed? None

Carried.

Sara Unrau is the Manitoba Chapter President for 2015- 2016.

Vice - President

I have a written nomination for Trudy Nernberg 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 Strachen.

Those in favor? All

Opposed? None

Carried.

Trudy Nernberg is the Manitoba Chapter Vice President for 2015 - 2016.

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? Sara Unrau.

Those in favor? All

Opposed? None

Carried.

Monica Whiteway is the Manitoba Chapter Secretary for 2015-2016.

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? Sally Johnson.

Those in favor? All

Opposed? None

Carried.

Sarah Gilchrist is the Manitoba Chapter Treasurer for 2015-2016.

Program Chairperson

Colleen Sacrey has let her name stand as Program Co-chair.

I have a written nomination for Tara Carson for the position of Program Co-chair.

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? Sandra Lang-Donald.

Those in favor? All

Opposed? None

Carried.

Colleen Sacrey and Tara Carson are the Manitoba Chapter Program Co-chairs for 2015-2016.

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? Trudy Nernberg.

Those in favor? All

Opposed? None

Carried.

James Danell is Manitoba Chapter Membership/Contact Chairperson for 2015-2016.

Publicity/Newsletter Chairperson

Lissa Currie has let her name stand for the position of Publicity/Newsletter chair. (none)

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

I move that nominations be closed.

Is there a seconder? Nancy Vokey.

Those in favor? All

Opposed? *None*

Carried.

Lissa Currie is the Manitoba Chapter Publicity/Newsletter Chairperson for 2015-2016.

Member at Large

Member at Large is an appointed position.

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

Manitoba Chapter Member at Large Chair for 2015-2016 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 2015 - 2016.

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 2014



Gladys is an exemplary Clinical Resource Nurse in the Critical Care program. She has been a Grace Hospital employee since 1982, an ICU staff member since completing the HSC ICU course in 1984, and she has been the sole full time ICU CRN since 2007. She plays an essential role in our ICU and is seen as a leader by both the interdisciplinary team and the management team. She excels in her CRN role, and there is a high degree of quality to her work. Gladys is always well-prepared, thorough and consistently meets deadlines. She arrives on time to meetings and returns calls and emails in a timely manner. She is a reliable and consistent champion of all nurses within our hospital community.

While Gladys is very organized and detail- oriented, she also has the ability to be creative and flexible. She's able to quickly change her schedule to accommodate patient needs, in-services, and one-to-one education sessions as the need arises. Gladys is collaborative and a team player. She works well with site and regional peers, is inclusive of ideas and concepts and responds quickly, thoroughly and with a positive attitude to requests for input and information.

Gladys also has excellent supervisory skills. She routinely supervises WCCNEP students in clinical practice in our ICU during Specialized Orientation. She also supervises both new and senior nurses in their daily practice of patient care. She provides them with learning opportunities in the ICU that benefit their development. She is able to assess and adapt strategies as required. She knows almost every detail of every policy and procedure used in our unit!

Accomplishments:

- Gladys has successfully completed requirements as an Infection Control Practitioner via distance education in June 2014. She utilizes this knowledge to contribute to patient care in the Critical Care setting. She received an Educational Scholarship from the Grace Hospital in support of this training endeavor.

- Gladys effectively assumed the role of Ward Lead in an on-going 15 month Quality Improvement project, “Releasing Time to Care”. She completed training with MB Health and reviewed all UK National Health Service materials to familiarize herself with the required modules. She has led our unit through all modules: organizing meetings, processes and follow-through. She been instrumental in engaging staff involvement and buy-in, which has been a key component of our success. Gladys has since provided presentations in several venues to inform and train others regarding this project, its benefits and processes.
- Gladys was the successful peer-nominated recipient of the 2012 Grace Hospital Clinical Nursing Excellence Award. This award recognizes a deserving staff nurse for contributions to patient care, to staff and team relationships, and to the goals of the organization.
- Completing CNA Certification in Critical Care Nursing was a goal Gladys achieved in 2011. She continues to be an active participant in her own learning and development. Her belief that ‘every nurse is a life-long learner’ is well demonstrated in her own practice. She attends every educational opportunity available to her, and contributes actively to the learning of others.
- Gladys is also well known in her residential and church communities as a willing and cheerful supporter, advocate and resource for friends, family and strangers alike. She is regularly involved in activities in these settings. It is apparent to everyone that she is most often the strength of others. Her nursing and interpersonal skills are frequently called-upon outside the workplace. She never hesitates to help where she can.

Staff Relationships:

Gladys has positive relationships with staff, colleagues and superiors. She is well liked and respected by the interdisciplinary team that she is involved with. She is approachable and uses coaching techniques to promote learning and critical thinking.

Communications and Teamwork:

Gladys is inclusive and consistently contributes to meetings, committees and discussions.

It is indeed a pleasure to work with her at the Grace ICU!

**Please join me in recognizing Gladys Ens achievements as CACCN Manitoba Chapter
Critical Care Nurse of the Year 2014.**

10. Open Forum

No Discussion

11. *Adjournment*

May I have a motion to adjourn meeting? Alissa Neufeld.

Secunder: Sandra Lang-Donald.

Any discussion to the motion? None

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.