

**CACCN Manitoba Chapter
Executive Meeting
November 3rd , 2010 @ 1600**

Present: Sara, Stacey, Jennifer, Ashley, Joy, Andre, Rhonda, Lissa, Tannis, Andre

1. Approval of October minutes

Approved with minor changes under #6- Newsletter. Revisions to be made & minutes to be resent by Rhonda.

2. Financial Report

Balance of \$15,932.57 (@ the end of September). Andre is working on the quarterly statement.

3. Educational Events

The 'Bugs, Drugs & ICU' presentation will be on November 3rd with registration & pizza for 6-6:30 & the presentation from 6:30-8:30 pm. Stacey has sent out the poster. Mail outs are costing approximately \$60-\$70. It will be held @ the Grace Hospital & can hold 60-70 people. There was no cost for the location Panago pizza is nearby & offers a discount of 20% off. The budget for the event is still \$500. A member from the Burntwood region contacted Stacey about offering the session via Telehealth. Stacey will talk to Trudy from Grace Hospital to see if this is possible. Rob will have ICU case studies & will have handouts, which Jennifer will try to make copies through the SBH print shop as it costs significantly less. It was decided that the 'student rate' could include any kind of student.

4. Edge of Excellence

- Monday, May 9th has been chosen as the date for the 2011 Edge of Excellence. The Norwood requires a \$1000 non refundable deposit 60 days prior to the event. This request has changed from previous years.

5. Letters to current & previous members

The letter was reviewed with some minor revisions. Jennifer to revise & resend out to executive. An incentive for the expired members to respond to the letter was suggested- a draw for a free membership.

6. Pizza Contest/Newsletter

It was decided that the pizza contest will take place between January 15th-February 15th, 2011, where the unit with the most CACCN members will win a pizza party. Stacey will

work on the color poster for the end of November, so that we can start to generate talk of the contest by early December. It will be distributed to the managers (through Betty Lou Rock @ a managers meeting) & educators, as well as the contacts. 'Twin & win' will also be on @ this time. Going to the unit staff meetings with the poster will generate some buzz as well.

The fall newsletter was sent out & looked great. There were 85 newsletters sent out & 30 went to the WCCNEP students. Printing costs were \$131.01 from St. Boniface Hospital through Sara. Stacey has the crossword compiler for future crosswords. Joy had also mentioned that it would be ideal to remind the members that they can claim CACCN in their income tax. It was decided to include this in the spring newsletter.

Lissa reported that the flowers for Claudette (who had been formatting the newsletter for CACCN) were well received & that Claudette was still willing to assist in the future.

7. Open Forum

- No further business.

Next meeting: December 1st @ 1600