

**CACCN Manitoba Chapter
Executive Meeting
October 6th, 2010 @ 1600**

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

1. Approval of September minutes

Approved as written

2. Financial Report

Deferred initially. No financial balance reported @ this time. 2 registrations for memberships were handed off to Lissa to send to National. Ashleigh was paid for her financial contributions for the heart sounds seminar. Andre gave a reimbursement cheque to Stacey for one of the members that cancelled in advance to heart sounds.

3. Educational Events

The hearts sounds event was reported a success with 32 attendees. 40 had registered but there were several last minute cancellations. Only 1 cancellation was granted their money back as they had cancelled 2 weeks prior. It was decided that for future events cancellations must be reported 2 weeks prior to the event in order to be eligible for a refund.

The comments from the participants were reviewed with most being positive. Only 1 comment about the internet not able to hear the audio. Stacey had followed up with the participants & sent out the link for these sites. 2 people renewed their membership. There were no non-members that signed up for membership. Students were charged \$10 for this seminar. There was lots of food left over. Stacey is working on preparing the expense sheet to be emailed out (see below).

REVENUE:

Registration Fees: \$535.00

EXPENSES:

Speaker Gifts:

Gift Certificate – Inferno’s \$75.00

Refreshments:

Café Oasis & Costco \$240.76

Total Expenses: \$315.76

NET REVENUE: \$ 219.24

The next event will be Rob Ariano discussing a 'bug talk' in the first week of December @ Grace Hospital. It was decided that this event may be a good one to have a 'pizza

party'. It was discussed that beverages will consist of bottled water, juice & pop, but no coffee for this inservice. It was decided to keep the cost the same for this event.

4. Goals & Ideas

Lissa will send out the final copy of the 'goals & objectives' The draft had been reviewed last month with input given from the executive. 2 of the objectives were discussed;

- Attending staff meetings @ various sites. Lissa will talk to some of the managers & find out when their upcoming staff meetings are. Joy volunteered to attend staff meetings. Jennifer will partake in the staff meeting @ her site (VGH). Stacey may also be able to attend some staff meetings.
- Renewal & Expired members letter. Jennifer & Ashleigh shared a draft letter for both renewal members & expired members. It was discussed that it may be best to have 2 separate letters. Ie. for the expired members the tone would be a 'hey we're missing you', 'what can we do to get you to come back?' For the renewal letter a focus of recognizing their contributions. Benefits of CACCN membership could be in both letters. It was discussed that CACCN membership expiry lists from approximately 1 to 1.5 years will be reviewed- around the time we had over 100 members, so that we can find the members that did not renew. Jennifer & Ashleigh will work on revising the letters & send out to the executive for feedback. Currently there are 88 members & 8 expired members. Jennifer sends a welcome letter out to new members.

5. Edge of Excellence

The date has not been booked yet as Sara is still awaiting response from the Norwood. A call for abstracts will be in the newsletter & an individual 'call' will be sent out separately later on in the year. It was questioned whether this was the 25th 'Edge'.

6. Newsletter

- Concordia ICU is being profiled. Sara is working on obtaining some Dynamics pictures.
- A group picture of the executive was taken.
- Rhonda will send Sara the presentation of 'Nurse of the Year' recipient (Karen Schnell).
- The WCCNEP award picture will be included.
- Lissa will submit her 'Chapter Connections' report from Dynamics. She will include a blurb about encouraging members to access the CACCN website & log on to the 'members only' forum. CACCN National is becoming more involved in political issues (ie. gun registry) & would like member feedback in order to represent it's membership.
- A crossword puzzle may be included if the software/program can be found & used.

- 'Ask the Expert' has featured ST segment monitoring (not Easy lead as discussed last month- this may be a future topic that requires more extensive research).
- The education fund recipients' article (from Edge 2010) will not be in the fall newsletter as they had reported they would not be able to complete the article, thus they will not receive funding for Edge. Lissa to touch base with the member to see if there was a problem with the guidelines. There was 1 application for Dynamics 2010, so Lissa will touch base with them to see if they have an article ready to go that could be put in the fall newsletter.

Sara reported that she has the newsletter template all set up & is able to do it independently. Previously Claudette (who works in finance) had been formatting it for CACCN for \$5/page. It was decided to send her some flowers to thank her for her help.

7. Open Forum

- Joy discussed the political issues that have come up recently in which CACCN has put out some statements to the public (see also under 6.0 newsletter, bullet 6).
- Assistance for upcoming Edge was elicited. One member from Seven Oakes identified that they would be interested in helping with CACCN events. Stacey will contact this member.

Next meeting: November 3rd @ 1600