

**CACCN Manitoba Chapter
Executive Meeting
October 6th, 2009**

Present: Lissa, Tannis, Rhonda, Sara, Chris, Joy, Margaret, Anna
Regrets:, Andre

1. Approval of September minutes

Approved as written

2. Financial Report

The account balance was at \$15, 039.80 as of September 30th, 2009. The bond is due to be renewed in November. Pending to be deposited is \$500 from the 'Chapter of the Year' award, as well as \$500 received from Dr. Lee (conference sponsorship). While on the topic of 'chapter of the year' Lissa announced our receipt of the reward, which also includes a plaque- not sure where to display it.

3. Fall Newsletter

Sara reports that the fall newsletter is almost done. Sara will be discussing with Trica who needs to receive a paper copy.

4. Dynamics & Chapter Connections Report

Tannis & Lissa attended Chapter connections on the Saturday before the conference in Fredericton. They reported that they found it interesting to hear from other chapters & finding that many other chapters had similar issues as in Manitoba, such as tertiary driven membership/involvement. Other chapters experience low attendance at inservices with even the risk of folding their chapter. The main focus at the Chapter connections was about running an AGM, which Tannis reported that our AGM goes fairly well with over 50% of our membership attending (perhaps the incentive of breakfast helps). However, some other chapters find that they don't get enough members for voting. Also discussed in Chapter Connections was dealing with the media & how CACCN plans to deal with this.

The conference had more than 400 people attend, however there were only about 25 from Manitoba, where there are usually 40-50. Many of the conference topics were focused on end of life, VAP or ICU programs/education. The Plenarys' were reported to be interesting, such one that discussed the experiences of military nurses in Afghanistan. Baxter hosted a great reception. Next year the conference will be in Edmonton.

5. Educational Events

Chris displayed the poster for the lab values education evening, which will be included in the 'dates to remember' list in the newsletter. Poster will be available later this fall. A mock poster for the Sim lab was presented for [November](#). To be sent to Lissa and Anna to post on website and distribute to members. Date November 18/09 from 1830-2030

Dr. Kevin Wolfe has agreed to do a heart sounds evening in March or April. The newly renovated room in the nursing building is ideal providing the accoustics are adequate.

The Edge of Excellence has been booked at the Norwood for May 10th, 2009. The questionnaire that Tannis mocked up (re: moving 'Edge' to November) [will be sent out on Thursday prior to the newsletter going out.](#)

Chris Kutnigs' sister may be an ideal co-chair with Sara for 'Edge'. Some thoughts on how to facilitate better 'Edge' meetings d/t accommodating a variety of schedules was discussed. One thought was to have the meetings right after the CACCN meetings, as we know in advance the dates & several members of CACCN are also on the 'Edge' committee.

6. Education Funding

[Will be handled via email amongst the Education Funding Sub committee.](#)

7. Discussion of 'Edge' guidelines

Some minor changes & additions to the guidelines (not all changes are listed here);

- First bullet to read "Conference chair/co-chair will be an appointed member from the Manitoba Chapter Executive.
- Third bullet- it was agreed that the majority (75%) of the conference planning committee members should be CACCN members and any non members should be encouraged to join.
- Budget for speaker gifts discussed- decided that \$50 per speaker is reasonable. Under budget add the typical AV costs/requirements.
- Under "Conference Chair/Co-chairs" the first bullet should read "Greetings to conference participants".
- Remove the 6th bullet reading "design the conference syllabus (if applicable), as the committee is trying to go paperless with more on-line material.
- In regards to taking pictures & ensuring consent; Dynamics had an announcement that if you did not want your picture to be taken or used then to notify a committee member. It was thought that we could [also include a disclaimer](#) in our brochure.
- To add under the role of the conference chair/co-chairs—compile evaluations.
- Under 'programs' third bullet- set a deadline for presenters' AV requirements & abstracts.
- Add bullet re: ensure that presenters [are aware we will not be printing notes but rather making them available on our website so if they require them for the session to let us know in advance.](#)
- Under the responsibilities of door prizes & publicity 5th bullet add 'e-mail' & 'contacts' to the "mail conference brochures to potential participants/facilities & contacts".
- Under Sponsorship add a bullet re: for sponsorship organizer to inform the Edge chairperson of exhibitor booth/space requirements.
- Add a bullet re: to consider a rolling power point slideshow thanking the sponsors.

- Under Treasurer/AV add print door prize slips & ensure follow up with sponsors (re: receipt of sponsor money).
- Under the timelines of 'Edge' 7-9 months- add potential sponsors.

Next meeting November 3rd, 2009, 1600-1700h MSICU Conference Room