



**MANITOBA CHAPTER, CACCN  
ANNUAL GENERAL MEETING MINUTES  
MONDAY, MAY 28, 2008**

1. I, Lissa Currie, **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 20 members in good standing present at the AGM in order to conduct Chapter business).

As published in the spring 2008 Manitoba Chapter Newsletter, 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, Rhonda Matheson, to read the “notice of meeting” that was published in Spring 2008 Newsletter.

**2. NOTICE OF MEETING**

Notice is hereby given by the Manitoba Chapter President of CACCN to all members that the Annual General Meeting of the Chapter will be held on Monday, **May 12, 2008** from **0730 – 0830**, at **Club Regent Casino**, 1425 Regent West., Winnipeg, MB. 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 2008/09, and present the Manitoba Chapter Critical Care Nurse of the Year Award(s).

The purpose of this meeting is to review the Chapter activities during the past year, accept committee reports, discuss the business of the Chapter, elect Executive Officers for 2007-2008, 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 2007 - 2008.

Sean Jardine.....Vice President  
Chris Kuttinig/Shelly Munro.....Program Chairs  
Sandra Christie.....Treasurer  
Rhonda Matheson.....Secretary  
Rosalie Grant.....Membership/Contact Chairperson  
Trica Garrioch & Lissa Currie.....Conference Chair  
Trica Garrioch..... Publicity Chair

Lissa Currie.....President  
Karen Schnell-Hoehn.....Past President

4. As does National CACCN, we 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 Rhonda 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: Sara Unrau and Tannis Sidloski as scrutineers for this meeting. Seconder: Asha Perreira. Is there any discussion to this motion? **None**. ***All in favor?*** Opposed? **None**. Carried.

5. **Minutes** from the 2007 Annual General Meeting held **May 28, 2007** are on the tables for you to review.

Would someone make a motion to accept these minutes as printed?

Shelley Munro Seconder: Jane Stuart.

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

All those in favor of the motion to accept the minutes of the 2007 AGM as printed? Opposed? None ***Motion carried.***

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

#### 7. **Conference Chair Greetings: Lissa Currie**

Good morning and welcome. My name is Lissa Currie and I am the president of the MB Chapter of CACCN. It is exciting to see all of you here today for our annual Edge of Excellence Conference. I would like to take this opportunity to thank all of our sponsors who have helped make this day possible. Please take time to visit the sponsor's booths during break times.

I would also like to take this opportunity to introduce to you the conference planning committee whom without all their hard work and dedication Edge would not be possible. Trica Garrioch, Shelley Munro, Chris Kuttig, Rhonda Matheson, Rose Grant and last but not least Tammy Hagyard-Wiebe. Please feel free to approach anyone of us through out the event.

We planned this day based on feedback we have received from our members and previous attendees. So you will notice on your tables there are evaluation forms. Please take a minute to fill them out as your feedback is truly appreciated and will guide future educational events.

You will also notice a CACCN booth located at the back of the room with membership opportunities for those of you who are not members as well as information about our National Association. There are also lab coats for sale for those of you that may be interested.

We have a very exciting day lined up with a variety of case study presentations. Notes will be made available on our website following the conference. And of course a number of fabulous door prizes which will be drawn during break times.

Thank you on behalf of the planning committee we hope you enjoy the day.

## **8. COMMITTEE REPORTS**

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

**Report Period: May 2007 - June 2008**

**Past President- *Karen Schnell-Hoehn***

I have the pleasure of serving as Past President of the Manitoba Chapter of CACCN this year. This role has enabled me to act as a resource and support to the new Chapter President, Lissa Currie and offer guidance to the chapter executive when needed. This transitional year was productive due to the dedication of the Chapter. I would like to commend Lissa along with the executive on all of their hard work as the Manitoba Chapter has brought forward innovative ideas to increase membership and enhance the Chapter's website. Being part of the chapter executive for the past seven years has provided me with wonderful learning opportunities and the ability to connect with critical care colleagues. I wish every success to the executive as they continue their work to ensure excellence in critical care nursing in Manitoba.

**President – *Lissa Currie***

### National Board Activities Report

Dynamics 2007 was held in Regina on October 21<sup>st</sup> 2007 with 324 delegates in attendance. Manitoba was well represented with 49 delegates. Way to go!! I had the privilege of attending Chapters Connections Day where chapters shared their successes and challenges. The Board of Directors were also interested in hearing what the chapters felt were the important issues and priorities CACCN should be concentrating on in the upcoming year. Overall it was felt that the Association of Critical Care Nurses needed to become more visible and have a stronger voice.

The Board of Directors gave updates on the year's activities. The highlights included the continued web-site development which went through a bit of a challenge as they switched over to a new Web site firm. CACCN has also been working hard at trying to increase membership through initiatives such as the "twin and win" and offered chapters access to a silver anniversary fund to support their 25% growth initiative. The Manitoba chapter met the criteria and was able to access this fund.

Financially as of April 2008, there was 238,797.94 in the operating fund. Dynamics 2007 was a success making a profit of approximately 150,000.00. The Saskatchewan Chapter won the 2007 Chapter of the Year award.

This year Dynamics will be held in Montreal celebrating its 25<sup>th</sup> silver anniversary. Please check the web-site: at [www.caccn.ca](http://www.caccn.ca) for further details. The future site of Dynamics 2009 will be Fredericton, Newfoundland.

Presidents Report:

The Manitoba Chapter has had another productive year thanks to the very dedicated hard working executive. This year the chapter focused on promotion and retention of membership, the further development of newsletter guidelines for submissions, provision of educational opportunities for critical care nurses and the continued development of our chapter's web-site.

#### *Promotion & Retention of Membership:*

The chapter has continued to provide complimentary newsletters to the graduated of the Adult Intensive Care Programs. Along with National's "Twin & Win" initiative, MB Chapter offered its own incentive. All new, renewing and current members whom signed someone new were given an opportunity to enter a ballot for a Littman Cardiology Stethoscope to be drawn today at the close of the conference.

#### *Newsletter Submission Guidelines*

The Chapter continues to receive requests for newsletter submissions. In order to ensure submissions are in line with CACCN's mission, the newsletter guidelines are being revised and will be posted on the Chapter web-site sometime in the fall.

#### *Educational Opportunities:*

Two chapter workshops were held this year. The first workshop entitled "HITT" was presented by Dr. Eric Jacobsohn in the Sam Cohen Theatre in November. The second entitled "Age 20: 1 Appy, 181 Blood Products 124 Days in Hospital What Went Wrong" presented by Sara Unrau and Maggie Lukianachuk at Concordia Hospital in March. Sadly the MB Chapter Education Fund had no applications submitted for the 2007-2008 year. Remember to access this fund.

#### *Web-Site Development:*

As well the chapter has been busy updating the web site in order to make it a resource for our members. It offers a site for its members to access education fund applications, newsletters, executive meeting minutes and upcoming educational events. We would like member's feedback as to what other resources they would like to see on the web-site.

#### **Vice President – Sean Jardine**

Good Morning. I would like to thank the membership for allowing me to serve as Vice President on their behalf. The Manitoba Chapter has had another very busy and productive year. We have a strong and committed executive and a strong membership. We have had some excellent speakers at our events this year and I am committed to helping next year to be even better. I encourage other members who are interested to join the executive and become involved.

#### **Program Co-chairs –Chris Kuttig & Shelly Munro**

This past year has been both rewarding and challenging. I have had the privilege of working with Shelley Munro in her 2<sup>nd</sup> year as program co-chair. Last's years goal for programs was to

provide a spring and fall workshop to the membership with one of those sessions to be delivered at a community site. We are please to be able to have fulfilled that goal.

On the evening of November, 21, 2007 Dr. Eric Jacobsohn presented the fall education session at the Sam Cohen Auditorium at St. Boniface Hospital. 56 people attended a presentation on “*Everything an ICU Nurse needs to know about HIT*” (*heparin-induced thrombocytopenia*). Registration fees were minimal with members only paying \$10.00 to attend. Jackie Ataman from Organon Canada, a part of Schering-Plough Canada, provided an unrestricted educational grant of \$1000.00 for the CACCN MB Chapter’s Education Fund as per Dr. Jacobsohn’s request. The feedback from the presentation was very positive and there were suggestions provided for future topics as well as locations.

The second workshop took place at the Concordia Hospital on the evening of March 3, 2008. A case presentation was provided by Sara Unrau and Margaret Lukianchuk entitled “*Age 20: 1 Appy, 181 Blood Products, 124 Days in Hospital. What went wrong?*” Sara and Margaret told the spell-binding case report of a patient that originated in the Concordia Hospital that had systemic capillary leak syndrome following appendectomy. There were 15 nurses in attendance. Due to the success of the Fall education session, the member registration fee was \$10.00 in order to confirm attendance and was later refunded upon attending. The session was well-received and evaluations were positive.

The budget set aside for each session was \$500.00. The net results of the two education sessions was a profit of \$28.55, not withstanding the education grant received.

**Chris Kuttinig:** Thank you for those that attended the sessions. I want to thank Shelley for her patience in working with me this past year and putting up with my endless questions and company in planning programs and working on sponsorship for Edge of Excellence. I look forward to the next year with the goal of providing a fall and spring workshop of equal quality and again to look at a community site or alternate location. I have names of attendees at the workshop that are interested in participating in program planning, and I will be contacting them. If you are interested in the challenge in getting involved and have great ideas for future topics or venues, I look forward to hearing from you.

**Shelley Munro:** I have been very fortunate as Program co-chair theses past two years. Last year I co-chaired with Kendra Gierys and this past year my co-chair has been Chris Kuttinig. I have also met many interesting, intelligent, and caring critical care nurses. I am looking forward to meeting many more critical care nurses at future educational events. However, I will be attending these events as a interested participant as I will not be submitting my name for re-election to the 2008-2009 CACCN Manitoba Chapter Executive Committee. Thank you to the 2007-2008 Executive and Edge of Excellence Planning Committee for all your support this past year. I am certainly willing to help out whenever I can this upcoming year. Special thanks to Chris as her sense of humor and attention to fine detail has made this past year a pleasure.

## **Membership/Contact –Rose Grant**

Hi Members,

As of May 5, 2008 our membership totals are at 91. Last year by May 17 our membership totals were at 104. The difference can be due to a few recent expired memberships and traditionally we get a few at today’s workshop.

National did offer the Twin and Win campaign again this year in an attempt to increase recruitment. We also added an additional incentive for new members, renewing members and for members who actively recruited other critical care nurses. This offer included a free ballot to enter into a draw for a Cardiology Littman 3 Stethoscope. This is the 25<sup>th</sup> Anniversary year of the CACCN organization. National put forth a challenge to the Chapters to try and increase membership by 25% but we have not been able to meet that challenge despite our advertising attempts.

The Manitoba Chapter promoted the CACCN organization by providing ICU graduates with a complimentary newsletter and information about the organization. We re-distributed the “Benefits of Membership” posters to our CACCN contacts throughout the province.

The database from National is responsible for updating membership and has been sending out reminder letters and E-mails to members whose memberships will be expiring. Membership can be done on-line and via E-mail. The database is done on “real time” and is updated regularly but still requires cross-referencing to see who our new members are. I do encourage you strongly to let us know if you are not receiving newsletters or information on workshops because it may be that your E-mails are incorrect. This is the first year that we have done everything by E-mail. Hard copies are still being sent out to contacts and to people who do not have E-mail addresses.

### **Secretary – Rhonda Matheson**

Good morning. Thank you for all of you for coming. This year has been challenging, yet rewarding as many of us on the executive got comfortable in our roles. As secretary I have very little to report. I am looking forward to another great year with the present executive, as well as new committee members. Thank you to all CACCN members for your commitment to critical care in Manitoba. Without you there we would not be a Chapter to work for and Critical Care in Manitoba would not be represented. Thanks for your support.

### **Conference Report – Karen Schnell-Hoehn Edge 2007**

Edge of Excellence 2007 was held on May 28, 2007, at the Norwood Hotel. This one day conference began with a presentation on Excellence in Nursing Practice: A destination or a journey. After a morning break, there were two more presentations: an interactive case study, followed an ablation therapy presentation. A hot lunch was provided with the opportunity to visit the display booth area. There were three additional presentations in the afternoon: 1) Care of the ICU Burn Patient: A Nurses Story; 2) Ready, set, ARDSnet and 3) The Ups and Downs of Cortisol Dysfunction.

The conference was attended by 90 participants including 6 exhibitors. The total corporate sponsorship secured for the conference was up slightly from last year at \$ 2850.00. The total net profit for this event was \$3728.51, which is up ~\$200.00 from last year. A special thanks to the Edge of Excellence 2007 Planning Committee for all of their hard work and support with this event.

### **Treasurer – Sandra Christie**

## **Cumulative Financial Statement**

Chapter Name: Manitoba

Report Period: April 1, 2007 to March 31, 2008

<b>Chapter Revenue</b>	<b>June 30</b>	<b>Sept 30</b>	<b>Dec 31</b>	<b>Mar 31</b>
Membership reimbursement - From National	\$230.00	\$0.00	\$580.00	\$450.00
Tuitions: Conferences/ Workshops/Seminars	\$4,155.00	\$2,320.00	\$605.00	\$0.00
Sponsor Donations	\$1,300.00	\$1,550.00	\$0.00	\$0.00
Fundraising Sales	\$0.00	\$0.00	\$95.87	\$0.00
Bank Interest	\$191.16	\$0.00	\$0.00	\$0.00
Other (Specify):	\$0.00	\$0.00	\$0.00	\$1.64
<b>Quarterly Revenue</b>	<b>\$5,876.16</b>	<b>\$3,870.00</b>	<b>\$1,280.87</b>	<b>\$451.64</b>
<b>Yearly Revenue ( Total Balance of 4 Quarters)</b>	<b>\$11,478.67</b>			

<b>Chapter Expenses</b>	<b>June 30</b>	<b>Sept 30</b>	<b>Dec 31</b>	<b>Mar 31</b>
Workshops/Conferences/Seminars	\$4,548.59	\$247.34	\$373.62	\$0.00
Speaker Honorarium and Expenses	\$464.59	\$0.00	\$170.66	\$81.97
Gifts/Awards/Prizes	\$325.00	\$140.00	\$0.00	\$0.00
Project (Specify):	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies:	\$56.01	\$0.00	\$0.00	\$0.00
Printing/Photocopying	\$151.57	\$0.00	\$55.00	\$0.00
Phone/Fax	\$0.00	\$0.00	\$0.00	\$0.00
Post Office Box	\$0.00	\$0.00	\$0.00	\$173.84
Bank Charges	\$29.51	\$5.00	\$15.00	\$15.00
Other (Specify):	\$160.00	\$0.00	\$0.00	\$0.00
<b>Quarterly Expenses</b>	<b>\$5,735.27</b>	<b>\$392.34</b>	<b>\$614.28</b>	<b>\$270.81</b>
<b>Yearly Expenses (Total Balance of 4 Quarters)</b>	<b>\$7,012.70</b>			

<b>Net Income:</b>	<b>\$4,465.97</b>
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Chequing Account Balance:	\$13,490.86
Savings Account Balance: GIC	\$5,000.00

Date Prepared May 6th/08  
Prepared By Sandra Christie

**Publicity Chairperson – *Trica Garrioch***

Over the past year, two newsletters have been published and distributed to CACCN members and contacts throughout the province. The first mailing was in the third week of November 2007 and the subsequent mailing in the first week of April 2008. All printing was through Galaxy Printing on St. Mary’s Road. All other supplies were purchased at Office Depot.

<u>Newsletter Fall 2007</u>	
Printing of newsletters	\$179.61
Postage	\$ 41.98
<b>Total</b>	<b>\$221.59</b>

<u>Newsletter Spring 2008</u>	
Printing of newsletters	\$206.08
Postage	\$ 20.17
Supplies (envelopes)	<u>\$ 13.43</u>
<b>Total</b>	<b><u>\$239.68</u></b>

All receipts available upon request.

This year has seen the creation of our Manitoba chapter website with newsletters being posted on the site. I look forward to another year in this role.

P. Garrioch

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

Sean Jardine Seconder: Rhonda Matheson

Any discussion? None

All in favor?

Opposed?

Motion carried.

#### 10. Resolutions

Are there any resolutions or changes to the Constitution that a member would like to present from the floor?

#### 11. Elections for Manitoba Chapter Executive 2008-2009

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 June 2008 for a period of 1 year.

#### President

Lissa Currie has let her name stand as President.

I will now take nominations from the floor for the position of President.

I move that nominations be closed.

Is there a seconder? Sandy Chartrand.

Those in favor? All

Opposed? None

Carried.

Lissa Currie is the Manitoba Chapter President for 2008 - 2009.

#### Vice - President

I have a written nomination for Tannis Sidloski for Vice President.  
I will now take nominations from the floor for the position of Vice-President.

I move that nominations be closed.  
Is there a seconder? Asha Perreira  
Those in favor? All  
Opposed? None  
Carried.

**Tannis Sidloski is the Manitoba Chapter Vice President for 2008 - 2009.**

### **Secretary**

Rhonda Matheson has let her name stand as Secretary.  
I will now take nominations from the floor for the position of Secretary.

I move that nominations be closed.  
Is there a seconder? Alice Dyna  
Those in favor? All  
Opposed? None  
Carried.

**Rhonda Matheson is the Manitoba Chapter Secretary for 2008-2009.**

### **Treasurer**

Sandra Christie has let her name stand as Treasurer.  
I will now take nominations from the floor for the position of Treasurer.

I move that nominations be closed.  
Is there a seconder? Con Marks  
Those in favor? All  
Opposed? None  
Carried.

**Sandra Christie is the Manitoba Chapter Treasurer for 2008-2009.**

### **Program Chairperson**

*Chris Kuttinig* has let her name stand as Co-chair for Programs.  
I will now take further nominations from the floor for the position of Co-chair, Programs.  
Chris Kuttinig had nominated Sean Jardine. Seconder Rhonda Matheson.  
Nomination accepted.

### **No further nominations**

I move that nominations be closed.  
Is there a seconder? Trica Garrioch  
Those in favor? All  
Opposed? None  
Carried.

**Chris Kuttinig & Sean Jardine are the Manitoba Chapter Co-chairs for Programs for 2008-2009.**

**Membership/Contact Chairperson**

Rose Grant has let her name stand as Membership/Contact Chairperson.  
I will now take nominations from the floor for the position of Membership.

**No further nominations**

I move that nominations be closed.  
Is there a seconder? Alice Dyna  
Those in favor? All  
Opposed? None  
Carried.

**Rose Grant is Manitoba Chapter Membership/Contact Chairperson for 2008-2009.**

**Publicity/Newsletter Chairperson**

Trica Garrioch has let her name stand for the position of Publicity/Newsletter Chairperson.  
I will now take nominations from the floor for the position of Publicity Chairperson.

**No further nominations**

I move that nominations be closed.  
Is there a seconder? Alice Dyna  
Those in favor? All  
Opposed? **None**  
Carried.

**Trica Garrioch is the Manitoba Chapter Publicity Chairperson for 2008-2009.**

**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 2008 - 2009.

**12. MANITOBA CHAPTER CRITICAL CARE NURSE OF THE YEAR**

About the Award:

Since 1990, during the annual Edge of Excellence Conference held in May, 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. We do not want to take the extra-ordinary nurses and their achievements for granted! The selection will be made by the Awards Committee, a sub committee of the Manitoba Chapter Executive.

The award consists of a commemorative plaque and an honorarium presented at the Annual General Meeting in May. A maximum of 2 awards will be given out each year.

### **Eligibility:**

1. Must be a member in good standing of the Manitoba Chapter CACCN.
2. A Critical Care Nurse working in Pediatric, Neonatal or Adult Critical Care.
3. A Critical Care Nurse working at the bedside or in management, research, administration or education.

**Ineligibility criteria can be found on the CACCN website.**

### **Information Required for Nomination:**

1. A completed nominee form, found in our newsletter.
2. A write up of at least 250 words describing why the nominee should receive the award. Included should be specific example(s) in at least one of the following areas of how the nominee:
  - promotes critical care nursing in Manitoba
  - exhibits a high degree of professionalism
  - demonstrates proficiency in critical care



**Manitoba Chapter- Canadian Association of Critical Care Nurse  
Critical Care Nurse of the Year Award**

### ***Asha Pereira***

Asha completed the Adult intensive Care Nursing Program in 1991 and started her career in the Surgical Intensive Care Unit at St. Boniface General Hospital. Asha's performance in critical care nursing has been exemplary.

Asha has been actively involved in the Critical Care Nurses Association holding a number of positions over the past 17 years. She has been involved at the National level since 2003 holding various positions such as President as well as Dynamics Conference Chair being held in Montreal this year. Locally she has held various positions on the executive from 1991-1996. She has participated in the planning of Edge of Excellence from 1992-2000 holding the position of facilities chair and conference chair.

Asha has demonstrated her commitment to critical care nursing through her involvement as a committed member in a number of associations such as the Canadian Council for Donation and Transplant, Canadian Intensive Care Foundations and Co-founder of the Critical Care Journal Club to name a few.

Asha is quick to recognize the contributions of other nurses and has nominated many of her fellow colleagues for various awards and was instrumental in the development of the Brenda Morgan Leadership Award. She has shared her knowledge and expertise presenting on both a National and Local level and publishing two articles for "Dynamics" the official Journal of Canadian Association of Critical Care.

Asha is deserving of this award as she is an inspiration, mentor and leader in critical care nursing. Please join me in recognizing Asha Pereira's achievements as Critical Care Nurse of the Year 2008.

### **13. OPEN FORUM**

Helga questioned the need for an audit. Asha Pereira discussed that from a National Perspective audits are not routinely required, unless strongly indicated. The electronic submission of our financial report should eliminate the need for an audit. As well, the Manitoba chapter has invested with a GIC, which is not a risky investment.

A question was posed by a member of the Chapters' initiatives to involve member 'contacts', as it seems to be difficult keeping track and involving the 'contact' persons. Judy Nixon stated that this is not a new issue. Rose has sent out letters to the contacts and has phoned some contacts. Judy encouraged personal contact. Rose has suggested involving education services and unit managers. Judy suggested having perks for 'contacts'.

Cathy Ferguson questioned why twin & win has a deadline. Asha Pereira advised the group that National is talking about extending it.

Lissa discussed with the members the removal of the education fund guidelines from the newsletter and that it is available on line. As well, feedback was requested about the electronic version of the newsletters.

**14. ADJOURNMENT**

May I have a motion to adjourn meeting? Con Marks

Secunder: Helga

Any discussion to the motion?

All in favor? All

Opposed? None

Carried.

**This meeting is adjourned.**