

**CACCN Manitoba Chapter
Executive Meeting
February 5th, 2009**

Present: Rhonda, , Lissa, Tannis, Rose, Sandra, Trica

Regrets: Chris, Sean

1. Approval of January minutes

Minutes approved as written.

2. Financial Report

Sandra had downloaded the new quicken onto her stick. The program transferred the old information & worked well on Sandra's computer, however when she took the stick to another computer it did not work well. The concern is that future secretaries may have problems accessing the info. There was no help number, but Sandra will try to sent them an e-mail. Lissa will try the stick on her computer. As of December 31st the account had \$15, 471.59. The bank had deposited \$145 from GIC interest into the account.

3. Newsletter- Ask the Expert Guidelines

The 'Ask the Expert' guidelines were reviewed with minor changes made. References used will be changed to less than 5 years old. The 'Ask the Expert' guidelines will be added to the Newsletter submission guidelines.

Newsletter

Trica requires individual submissions from the executive before February 17th. Elections info will be included, as well as a note about the newsletter submission guidelines & education fund guidelines will be on the CACCN- Manitoba website. Edge of excellence information will be included, as well as the 'Ask the Expert' from Mike (RT) discussing high frequency oscillators. There is also an article from Nancy about Maggie's presentation at Dynamics in Montreal in exchange for funding. Trica will contact Betty Lou about her submission for the newsletter.

4. Education Fund Guidelines

Minor revisions were made to the guidelines. Original receipts are necessary for the funding.

5. National Report: Silver Anniversary Challenge

We have been approved for \$300 to boost membership.

6. Edge of Excellence Update

There are approx. 6-7 people on the committee, which includes members from the various sites. The question was posed whether the committee members need to be CACCN members. Lissa will work on developing criteria for the Edge of Excellence Committee. The potential speakers were reviewed (see Edge of

Excellence Minutes). Brenda Enns came up for a potential speaker @ an inservice for lab results. It was suggested that the resenter's powerpoint presentations be posted beforehand & if they are not, the participants should be aware in advance so they can take notes. Trica had suggested that the Norwood will usually donate a door prize. \$300 will be spent on door prizes, plus anything that the sponsors provide. Rhonda will e-mail the Edge of Excellence minutes to Lissa.

7. Educational Events

Chest X-ray Interepretation

Some comments from the inservice included that the room was too warm & some seats were hard to see the slides. Sandra passed out the financial breakdown of the inservice. The desserts were not listed on the sheet, so Sandra will look into (see below). There was a total profit of \$251.83.

Sim Lab Evening

The first lab was cancelled due to lack of registration over the 3 labs. The first lab had the most with 7 registrants, which were rescheduled to later dates. The cost was \$250 night. It is not certain whether we will be refunded our money. Dr. McDiarmid will review.

8. Open Forum

Membership

Rose has reported that our current membership is 106. Rose had not been getting the membership updates, which Lissa will sent to her.

Next Meeting Proposed for: March 5th, 1600.

Clarification of 7.0 Desserts for Chest X-ray Interpretation

Just to clarify, desserts were included in the beverages section of Chris' initial summary of expenses.

If you want it separated out the total for desserts was 15.98 plus tax.

Sandra Christie