



**MANITOBA CHAPTER, CACCN
ANNUAL GENERAL MEETING MINUTES
MONDAY, MAY 10, 2010**

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 2010 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 2010 Newsletter.

2. NOTICE OF MEETING AND CALL FOR NOMINATIONS

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 10, 2010 from 0730 – 0830, @ Norwood Hotel, 112 Marion St., 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 2010/11, and present the Manitoba Chapter Critical Care Nurse of the Year Award(s).

Elections for all Executive positions (except Conference Chair) will occur at this meeting. Duties for 2010/11 Executive will begin in June for a term of one year. All Manitoba Chapter CACCN members are invited to nominate for the following positions:

Program Chairperson and Membership Chairperson.

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 the 2009 - 2010.

Tannis Sidloski.....	Vice President
Chris Kuttinig.....	Program Chair
Andre Dube.....	Treasurer
Rhonda Matheson.....	Secretary
Anna Martin.....	Membership/Contact Chair
Sara Unrau.....	Conference Chair
Sara Unrau.....	Publicity Chair
Lissa Currie.....	President

4. As does National CACCN, we will 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: Helga Borchert and Shirley Ganske as scrutineers for this meeting. Seconder: Rhonda Matheson. Is there any discussion to this motion? **None**. **All in favor?** Opposed? **None**. Motion carried.

5. **Minutes** from the 2009 Annual General Meeting held **May 11, 2009** that have been posted on the web site and are also on the tables for you to review.

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

Helga Borchert Seconder: Anna Martin.

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

All those in favor of the motion to accept the minutes of the 2009 AGM as printed?

Opposed? None **Motion carried.**

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

7. **Conference Chair Greetings: Sara Unrau**

Good morning and welcome. I am happy to see you all on this lovely spring day. My name is Sara Unrau and I am the chair for the Edge of Excellence planning committee for this year. I would like to take this moment to thank all the sponsors who have helped make this day possible. You will see all the sponsors on the slide show throughout the day. Please notice the sponsor booths on the left side of the room, take some time to visit all the booths during break times.

I would also like to introduce you to the conference planning committee, without whom, I must admit I would have been a little lost as this was my first time chairing this committee. So thank you to Christina Kuttig, Joy Mintenko, Rhonda Matheson, Andre Dube, Lissa Currie, Tannis Sidloski, Anna Martin, Maurita Kiesman. Please feel free to approach any one of us throughout the day with any questions.

As well as the sponsor booths, there is a CACCN booth, where you will find membership information for those that are not already members, as well as information about our National Association.

We have an exciting day lined up with a variety of presentations. Some notes will be available on the website and others will be available on request from the speaker. Each of your tables also has an agenda for your reference. You also have evaluation forms on your tables, please take a moment to fill them out as your feedback is truly appreciated and will help guide future events.

8. **COMMITTEE REPORTS**

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

Report Period: May 2009 - June 2010

President – *Lissa Currie*

National Board Activities Report

National has again been very busy this year in their efforts to achieve their goals and objectives for the 2009-2010 year, many of which were similar to those of our local chapter. They have continued their efforts in the design and construction of the new website and member's only forum and revised the Critical Care Standards document. They have also continued to focus on recruitment and retention initiatives which are a common objective of local chapters around the country. They have also worked hard to create strong networking among various associations and organizations to ensure issues facing Critical Care nurses are brought to the forefront on both a national and international level.

Dynamics 2009 held on September 27th in Fredericton was another huge success.

Tannis Sidloski and I had the opportunity to represent the Manitoba Chapter at the Chapters Connections Day. It was an excellent opportunity for Canadian Chapters along with the Board of Directors to discuss present and future initiatives as well as chance to network and collaborate on ideas to maintain the vibrancy of our association.

This year Dynamics will be held in Edmonton, Alberta from September 19 to the 21st. Please check the web-site: at www.caccn.ca for further details.

The financial position for national as of March 31st 2009 was 700,349.00.

Presidents Report:

The Manitoba Chapter can celebrate another productive year thanks to the hard work and dedication of its executive team. This year the chapter decided to focus on provision of an increased number of educational events, promotion and retention of membership, continued updating and development of guidelines for various funding, continued development of our chapter's web-page and newsletter. I will call upon Tannis Sidloski VP to give a report.

Vice President – *Tannis Sidloski*

Promotion & Retention of Membership:

The chapter has continued to strategize to increase membership. We have taken opportunity to display a CACCN booth at various organizations educational events to promote membership. We continue to provide complimentary newsletters to the graduates of the Winnipeg Critical Care Nursing Education Programs. In addition we have been able to promote the benefits of membership during the presentation of the "CACCN Manitoba Chapter Recognition Award" at the WCCNEP graduation ceremonies.

Re-Structuring the Chapter Newsletter:

The Executive have continued to develop & re-structure the newsletter based on feedback received from our membership in order to provide a valuable and informative educational tool.

Provision of Educational Opportunities for Critical Care Nurses:

The chapter continued to plan and deliver workshops for its membership to enhance critical care nursing education. Our Program Chair, Christina Kuttig will provide further detail on the events with her report. Educational Funding sub-committee received one spring and two fall

applications which were approved. The recipients were Tannis Sidloski, Rhonda Matheson and Andre Dube.

Web-Site Development:

As well the chapter has continued with our efforts of updating our web page in order to provide membership with access to resources and important chapter information. One of our executive goals was to become a paperless chapter in order to become more environmentally friendly and have had great success. A lot of our information has been posted to our web page for members to access as needed.

We welcome all members' feedback as to what they would like to see done in the future and how we can better meet our provinces critical care nurses needs.

Program Chair – *Chris Kuttinig*

One of the goals that the committee established this past year was to offer more education sessions. I want to thank you for your support and your attendance at these events. Thank you to the other executive members for their assistance in getting these events out to you.

We had the opportunity to host “A Night at the Sim Lab” again in November. This proved to be a great opportunity to check out the Clinical Learning Simulation Facility at the Brody Center at the University's of Manitoba's Bannatyne campus. Nurses had an opportunity to get a tour of the facility and then join in mock code blue sessions. They had the chance to review ACLS algorithms and put them to practice using state of the art simulation equipment. Those that attended had great reviews and feedback. We cannot thank Dr. Faisal Siddiqui and Dr. Jay Ross enough for their enthusiasm and assistance.

Sandra Christie, a Nurse Practitioner at St. Boniface Hospital, presented on the “Interpretation of Lab Results” at Seven Oaks Hospital in February. We had one of the best attended sessions ever with approximately 60 nurses there, half of which came from non-ICU inpatient RNs. It was a great opportunity to share knowledge with non-ICU colleagues as well as improve ICU nurses working knowledge of lab basics.

Our next education session is currently in the planning phase is another member request topic. We will provide an evening education session on Heart Sounds. The location will be at St. Boniface and the date in June is just being finalized. Keep an eye out for that information to come your way.

Our proposed program yearly budget was \$500.00 per education session for a total of \$1500.00. Our Sim Lab event cost \$304.28 whereas the Lab Interpretation event netted \$654.42 for a total revenue currently at \$350.14. Our final budget total won't be available until our next June session is completed.

I have participated on the executive in the role of programs for the past 3 years. I have worked with some hard-working executive members. I have been privileged to be a part of some tremendous learning opportunities in the sessions that I have been a part of planning. I have learned about the various ICUs and enjoyed meeting members and non-members in our province. I look forward to remaining an active general CACCN member and attending sessions in the future. Good luck to the future executive and thank you for allowing me to represent you.

Membership/Contact –Anna Martin

The latest report from CACCN national shows that the Manitoba Chapter currently has 88 active members.

Recruitment activities have included providing newsletters to new WCCNEP graduates, advertising at the Critical Eye Conference, and the national Twin and Win campaign. As well, information boards with membership forms are up in ICUs across the province.

Site contacts continue to be renewed annually and are mailed hard copies of all CACCN – MB activities. Members are updated by email if available, and if not, by regular mail.

Secretary – Rhonda Matheson

Thank you for another great year. As Lissa mentioned the minutes from each meeting are posted on the website for your viewing. I look forward to another great year as secretary.

Conference Report –Rhonda Matheson

Edge of Excellence 2009 held on May 11, 2009 was a success with 82 attendees. The day conference kicked off with a presentation on ‘Colloids: The good, The bad & the Kidney’ by Dr. Duane J Funk, followed by the concurrent sessions of Calcium Channel Blocker OD by Marlene Ash and Adrenal Insufficiency by Michelle Rivet and Shelley Munro. Dr. Kumar captivated us with his statistics from the Manitoba Septic Shock Database, which discussed local epidemiologic and treatment trends. The afternoon capped off with 3 stimulating topics. A Case Study of Bitten by a Gaboon Viper by Rhonda Matheson, CSI '09 by Hazel Rona and Laura Hansen and Moral Distress in ICU Nurses by Marie Edwards. Thank you to all the speakers. A special thanks to the Edge of Excellence 2009 Planning Committee for all of their hard work and support for this event. You will find on your tables the financial statement from the conference for your review.

Edge of Excellence 2009 Conference Report

Revenue

Total Conference Tuitions \$ 5625.00

8 @ \$100.00

13 @ \$120.00

17 @ \$ 85.00

26 @ \$ 70.00

Sponsors:

Convatec \$500.00

Eli Lilly \$500.00

Medline \$100.00

Dr. Lee \$500.00

KCI \$300.00

Total Revenue

\$7525.00

Expenses

Norwood Hotel	\$3987.20
Attendee gifts	\$1139.61
Norwood Trophies	\$ 67.36
CCN of the year	\$ 250.00
Printing/stationary/stamps	\$ 326.66
Speaker gifts	\$ 590.20
Door prizes	\$ 300.88
Carnations	\$ 134.40
Tuition refunds (Member discount)	\$ 45.00

Total Expenses **\$ 6841.31**

Balance **\$ (683.69)**

Treasurer – Andre Dube

Submission on or before April 30

Chapter Name:

Report Period:

April 1, 2009 to March 31, 2010

Chapter Revenue	June 30	Sept 30	Dec 31	Mar 31
Membership reimbursement - From National	\$ 480.00	\$ 570.00	\$ 360.00	\$ 465.00
Tuitions: Conferences/ Workshops/Seminars	\$ 5,540.00	\$ 92.00	\$ 650.00	\$ 1,160.00
Sponsor Donations	\$ 1,100.00	\$ 800.00	\$ 500.00	\$ -
Fundraising Sales	\$ 30.00	\$ -	\$ -	\$ -
Bank Interest	\$ -	\$ 132.36	\$ -	\$ -
Other (Specify):	\$ -	\$ -	\$ -	\$ -
Quarterly Revenue	\$ 7,150.00	\$ 1,594.36	\$ 1,510.00	\$ 1,625.00
Yearly Revenue (Total Balance of 4 Quarters)	\$			11,879.36

Chapter Expenses	June 30	Sept 30	Dec 31	Mar 31
Workshops/Conferences/Seminars	\$ 4,663.72	\$ -	\$ 1,473.70	\$ 1,005.58
Speaker Honorarium and Expenses	\$ 829.48	\$ -	\$ -	\$ 150.00
Gifts/Awards/Prizes	\$ 1,892.25	\$ 650.00	\$ 454.28	\$ 75.00
Project (Specify):	\$ -	\$ -	\$ -	\$ -
Office Supplies:	\$ -	\$ -	\$ 28.35	\$ 17.96
Printing/Photocopying	\$ 580.94	\$ -	\$ 367.90	\$ 53.49
Phone/Fax	\$ -	\$ -	\$ -	\$ -
Post Office Box	\$ -	\$ -	\$ -	\$ 183.75
Bank Charges	\$ 25.02	\$ -	\$ 12.00	\$ 18.00
Other (Specify):	\$ 45.00	\$ -	\$ -	\$ -
Quarterly Expenses	\$ 8,036.41	\$ 650.00	\$ 2,336.23	\$ 1,503.78

Yearly Expenses (Total Balance of 4 Quarters)	\$	12,526.42
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Net Income:	-\$ 647.06
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Prepared by Andre Dube
Date Submitted April 30.2010

Chequing Account Balance:	\$ 14,541.29
Savings Account Balance:	\$ 5,212.50

Publicity Chairperson – Sara Unrau

We have continued with publishing a Spring and Fall newsletter, which have been distributed to members by email and by mail to contacts throughout the province. I have had the pleasure of working with Anna to get the Newsletters out to the membership as well as the contacts.

Fall 2009 Newsletter (printed at Office Depot)

Printing (60 copies) \$329.00
Postage ~\$35.00

Spring 2010 Newsletter (printed at St. Boniface Hospital print center)

Printing (60 copies) \$129.00
Postage ~\$72.80

The Spring Newsletter was also mailed out the WCCNEP class that graduated in February of 2010. I would like to take this opportunity to thank those that have sent newsletter submissions throughout the year. A special thanks to Kendra and the nurses at SOGH for their submission on the SOGH ICU. We would like to continue to “spotlight” ICUs around the province. If your ICU has not been featured in the newsletter yet, please feel free to send me your submissions! I would also like to challenge and encourage each one of you to consider submitting a critical care issue/article for future newsletters. What better way to learn than from each other’s experiences. I look forward to serving another year as the Publicity Chairperson.

Member at Large- Joy Mintenko

I am very excited to be a new member of the MB Executive. This will be a great opportunity to catch up with old friends and meet up with new ones. As a St. B grad of '77, I still see many familiar faces in the Critical Care units that I have been a part of since 1984. I am currently working as a casual (with full time- plus hours!) at several sites since returning in January. I have spent the last 9 y SK. I have been involved with CACCN since 1986. I have served on both the MB and SK executives in the past. Last year, I finished an action packed four year term on the National CACCN Board of Directors. I will be MB Chapter's first ever "Member At Large". (MAL) A MAL brings attention to questions and concerns from the general membership. Other duties include working on projects to further the goals of the organization and to develop services for the membership. As the majority of our Chapter's members work in direct patient care area that I would be a good representative. So next time I see you at the bedside, let me know what MB Chapter can do for you as a Critical Care nurse to make your life better.

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

Shirley Ganske Secunder: Karen Schnell-Hoehn

Any discussion? None

All in favor? All

Opposed? None
Motion carried.

10. **Resolutions- Changes to the Constitution**

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

Is there a motion to accept these proposed constitution changes?

Trica Garrioch Secunder: **Joy Mintenko**

Any discussion? None

All in favor? All

Opposed? None

11. **Elections for Manitoba Chapter Executive 2010-2011**

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 2009 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? Anna Martin

Those in favor? All

Opposed? None

Carried.

Lissa Currie is the Manitoba Chapter President for 2010 - 2011.

Vice - President

Tannis Sidloski has let her name stand 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? Karen Schnell-Hoehn

Those in favor? All

Opposed? None

Carried.

Tannis Sidloski is the Manitoba Chapter Vice President for 2010 - 2011.

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? Nancy Vokey

Those in favor? All

Opposed? None

Carried.

Rhonda Matheson is the Manitoba Chapter Secretary for 2010-2011.

Treasurer

Andre Dube has let his 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? Shirley Ganske

Those in favor? All

Opposed? None

Carried.

Andre Dube is the Manitoba Chapter Treasurer for 2010-2011.

Program Chairperson

I have a written nomination for Ashleigh Shearer and Stacey Ross for Co-Chairs, Programs.

I will now take further nominations from the floor for the position of Co-chair, Programs.

I move that nominations be closed.

Is there a seconder? Tannis Sidloski

Those in favor? All

Opposed? None

Carried.

Ashleigh Shearer & Stacey Ross are the Manitoba Chapter Co-chairs for Programs for 2010-2011.

Membership/Contact Chairperson

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

I have a written nomination for Jennifer Fulcher.

I will now take nominations from the floor for the position of Membership/Contact Chairperson.

I move that nominations be closed.

Is there a seconder? Sara Unrau

Those in favor? All

Opposed? None

Carried.

Jennifer Fulcher is Manitoba Chapter Membership/Contact Chairperson for 2010-2011.

Publicity/Newsletter Chairperson

Sara Unrau has let her name stand as Publicity/Newsletter Chairperson.

I will now take nominations from the floor for the position of Publicity/Newsletter Chairperson.

I move that nominations be closed.

Is there a seconder? Nancy Vokey

Those in favor? All

Opposed? *None*

Carried.

Sara Unrau is the Manitoba Chapter Publicity Chairperson for 2010-2011.

Member at Large

Joy Mintenko has let her name stand as Member at Large.

I will now take nominations from the floor for the position of Member at Large. I move that nominations be closed.

Is there a seconder? Anna Martin.

Those in favor? All

Opposed? *None*

Carried.

Joy Mintenko is the Manitoba Chapter Member at Large for 2010-2011.

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 2010 - 2011.

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 2010**

Karen Schnell-Hoehn

Karen graduated from the University of Manitoba's Faculty of Nursing in 1993 and began her career in oncology and medicine. In 1997 she completed the Adult Intensive Care Nursing Program and worked in both of the Intensive Care Units at St. Boniface Hospital where she was a preceptor and mentor to many of the staff and students. Karen inspired staff to learn and encouraged involvement with CACCN. She then took on the position of unit educator for the medical intensive care unit at SBH. This was big undertaking as they had not had a dedicated nurse educator for many years. Karen developed many essential resource materials to assist staff in their everyday work life. Karen then became an instructor in the Adult Intensive Care Nursing Program where she continued to encourage ICU students to learn and grow.

Karen became part of the CACCN executive in 2001 and remained on the executive in various positions for the next 7 years. During her time as president the executive increased educational promotion through evening and weekend workshops, revised and updated executive roles & responsibilities as well as our chapter's constitution. In 2004 Karen graduated from the University of Manitoba with her Masters in Nursing and her career path continued as she became a Clinical Nurse Specialist for the Cardiac Sciences Program at SBH. While having many program responsibilities Karen continues to focus on critical care with her work in the Intensive Care Cardiac Sciences. Karen participates on many committees including chair of the specialty nursing procedure and policy committee, member of the Critical Care Quality Improvement and surgical site infection committees.

Currently Karen is the lead for the cardiac surgery clinical pathway, patient care booklet as well as the cardiac nurses' palliative care knowledge research study. She promotes using research in practice and to support this, has developed the article of the month concept in the Cardiac Sciences Program. She is just completing final revisions on an article on cold agglutinins and cardiac surgery patients with Rhonda Findlater for the Canadian Journal of Cardiovascular Nursing. Last month she published an article on the Clinical Nurse Specialist role in cardiac

Sciences with Lorraine Avery. In addition to other publications she has also presented at many of the critical conferences both locally and nationally.

Karen is an outstanding critical care nurse who displays professionalism, outstanding knowledge and encourages and supports the growth of critical care nurses.

Please join me recognizing Karen Schnell-Hoehn's achievements as Critical Care Nurse of the Year 2010.

13. OPEN FORUM

Discussion was had around changing the 'Edge of Excellence' conference to the fall. Shirley Ganske shared that it used to be held in the fall & was changed to the spring due to competing conferences (Dynamics). Judy Nixon agrees that it helped to be separated from Dynamics. However, Helga Borchert pointed out that the fall was an o.k. time for those who were not able to go to National Dynamics, there was still 'Edge' to go to. Leona pointed out that the trauma day is usually in the fall. Judy Nixon suggested that it would be beneficial to find out when all the major conferences are and work around them, since they generally fall around the same time every year. Shirley suggested that October or March are probably good times, however anytime after May, people are generally thinking about summer and not the best times for a conference.

14. ADJOURNMENT

May I have a motion to adjourn meeting? Con Marks

Secunder: Sara Unrau

Any discussion to the motion?

All in favor? All

Opposed? None

Carried.

This meeting is adjourned.