

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

Present: Lissa, Rose, Sandra, Trica, Tannis

Regrets: Rhonda, Chris, Sean

1. Approval of February minutes

Minutes approved as written.

2. Financial Report

Sandra spoke with several staff at different stores regarding Quicken. She found out that the program is licensed to a person and they were unsure if there were a limited amount of downloads per purchase. She was able to download, our current on-line purchased version, to her home computer and work computer but is leery to try anymore incase there are only 3 downloads to the purchase. Lissa thought that as long as we have her name and the product key it should be able to be transferred to another individual. The plan is for Sandra to return the on-line version she purchased and purchase an in-store copy. They are the same price and the in-store version comes with a CD.

3. Newsletter

Trica is picking it up from the printers on Friday March 6th. Rose will send the electronic version on Friday March 6th and mail out the hard copies on Saturday March 7th.

There was discussion around whether we can remove the executive job descriptions from the spring newsletter and just post them on line. The thought was that the announcement of the AGM, elections and proxy form still needed to be included. A final decision needs to be made before next spring's newsletter.

4. CACCN MB Chapter Recognition Award

For the past class who graduated February 20th, we gave the first 2 awards. 1 was given to the group of SBGH, Conc & VGH and 1 for HSC, 7 oaks & Grace. It was done very quickly and now we need to finalize guidelines that will work even when no one from the executive also teaches in the WCCNEP. Guidelines were sent by email, from Lissa, please review and send her your comments so a revised version can be discussed/reviewed next meeting.

5. Edge of Excellence Update

The last meeting was cancelled but they will meet again next week. It has been challenging with many members from different sites. I.e. To rotate meeting places etc. They have too many speakers so there was discussion about concurrent sessions or evening educational events. The thought was we didn't want to turn away speakers especially since they perceived there were accepted to speak at Edge. If they were new speakers it was best to have concurrent sessions and if they were 'known' speakers maybe an evening education session could be done.

We shouldn't compare ourselves to Critical Eye as we are different groups with a different focus. Helena was focusing on sponsorship with Chris K's little black book. Rose to follow up with Michael Rivet regarding a sponsor from the flo-trac like system just purchased for ICCS. The attendee gift will be a memory stick with our logo.

Rose thinks that the chair should be named in June to allow more time. Lissa cautioned about starting too early.

6. Educational Events

Sim Lab Evening

We know we took a loss. All receipts have not been submitted in and therefore the final numbers have not been tallied.

7. Members at Large

Trica has been approached by Joy Mintenko regarding members at large attending executive meetings. This has occurred in other chapters. She would like to attend but not be part of the executive. Plan: Trica to invite Joy to our next meeting to discuss how this process worked and how privacy issues were handled. This will increase our transparency and may interest in the executive. Trica checked the CACCN website and there is no information regarding members at large.

8. Membership

Rose is still not getting updates from national. Lissa is forwarding them to Rose and noticed that Rose's email is on the original email. Rose to follow-up with National to ensure they have her current email address.

9. Open Forum

Lissa received an email from Sean stating her was too busy for CACCN. Lissa will email him back thanking him for his time on the executive, but he is no longer part of the executive.

Next meeting we need to discuss executive newsletter reports and how to avoid duplicating information throughout the reports. Trica will draft guidelines for each role and what they should discuss. This will be reviewed next meeting.

Next Meeting: April 7th, 1600.