The Canadian Association of Critical Care Nurses
30th CACCN ANNUAL GENERAL MEETING
MINUTES
September 21, 2014 @ 1600 hrs ET
Room 200A, Quebec Convention Centre, Quebec City, QC

1. Call to Order and Welcoming Remarks

The Annual General Meeting was called to order at 1600 ET by Karen Dryden-Palmer, CACCN President as there was a sufficient number of members present for quorum.

2. Additions and Approval of Agenda

There were no additions to the Agenda.

MOTION: To approve the agenda for the 30th CACCN Annual General Meeting.

Moved: Brenda Gallagher, New Brunswick Chapter
Seconded: Tannis Sidloski, Manitoba Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

3. Notice of the Meeting and Proxy Vote Distribution

MOTION: To dispense with the reading of the Notice of Meeting.

Moved: Brenda Gallagher, New Brunswick Chapter
Seconded: Kate Mahon, Nova Scotia Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

CACCN received 32 signed proxy vote forms by the deadline of September 5, 2014. Proxy vote holders at this meeting are:

- Teddie Tanguay 31 proxy votes
- Kate Mahon 01 proxy vote

4. Minutes of the 29th Annual General Meeting of the CACCN

MOTION: To approve the minutes of the 29th Annual General Meeting of the CACCN - 2014

Moved: Teddie Tanguay, Greater Edmonton Chapter
Seconded: Brenda Gallagher, New Brunswick Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

5. Introductions – Board of Directors

The 2014-2015 CACCN National Board of Directors was introduced to the assembly.

Karen Dryden-Palmer  President - Central Region / Dynamics Liaison
Renée Chauvin         Vice President / Director at Large
Ruth Trinier         Treasurer - Central Region
Marie Edwards              Director - Western Region / Publications and Research
Rob Mazur  Director – Western Region
Barb Fagan            Director - Eastern Region / Awards & Corporate Sponsorship
Carla MacDonald Director - Eastern Region

The 2013-2014 Board of Directors were thanked for their dedication to CACCN.

6. Introduction – Chief Operating Officer

Christine Halfkenny-Zellas, Chief Operating Officer, CACCN National Office was acknowledged for her contributions to the Association. Christine also acted as Parliamentarian for the meeting.

7. Introductions – Chapter Presidents/Representatives

The Chapter Presidents were introduced to the assembly:

Vancouver Island    Carrie Homuth
British Columbia    Vena Camenzuli
Greater Edmonton    Holly Tkachuk
Southern Alberta    Melissa Redlich
Saskatchewan        Jennifer Graf
Manitoba             Tannis Sidloski
London Region       Alison Rowlands
Toronto             Ingrid Daley
Ottawa Regional     Marilyn White
Montreal             Mélanie Gauthier and Christine Ecchegaray-Benites
New Brunswick       Tessa Perron for Arthur “Joe” Carr, President
Nova Scotia         Ashley Mowatt

Chapter Executive Members who completed their terms in the 2013-2014 fiscal year were thanked for their dedication and commitment to the Association.

8. Introductions – Editor / Editorial Review Board

Paula Price, Editor of Dynamics: Journal of the Canadian Association of Critical Care Nurses was acknowledged and thanked for her significant contribution to the ongoing work of the Association and our journal. Paula was unable to attend.

The following ERB members were acknowledged for their commitment to the Journal:

Sandra Goldsworthy    Ontario    Mae Squires    Ontario
Martha Mackay         British Columbia    Franco Carnevale    Quebec
Judy Rashotte         Ontario    Deb Fraser    Manitoba
Marie Edwards         Manitoba

9. Introductions – Canadian Nurses Association

Lucie Vachon, Nurse Advisor, Certification, Professional Practice representing the Canadian Nurses Association was introduced to the assembly.

The parliamentary rules of order for speaking, timekeeping, motions and voting were provided to members prior to the meeting and with the AGM registration package.

11. Appointment of Time Keeper

Marie Edwards, BOD Director was appointed as timekeeper to ensure the meeting was completed on time and the essential business of the day was dealt with.

12. Approval of Minutes of 29th AGM – Halifax, NS

The minutes of the 29th Annual General Meeting of CACCN held on September 22, 2013 in Halifax, NS were circulated to members via the Members Only area of the website and notification provided to all members via the Critical Connections e-Newsletter.

Business arising from the 29th AGM minutes involved a question from a member regarding the CACCN / Dynamics Tuition Discount Coupons for non-members. The board took the information under advisement and reviewed the Tuition Coupon policy. The board determined the tuition coupon policy would remain as stated with respect to non-members using the coupons. This information was communicated in writing to the member. We thank the member for raising the question.

MOTION: To accept the minutes of the 29th Annual General Meeting.

Moved: Holly Tkachuk, Greater Edmonton Chapter
Seconded: Brenda Gallagher, New Brunswick Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

13. Change of Meeting Chair

The Vice President, CACCN National Board of Directors moved into the position of Meeting Chair and requested the President’s Report be delivered to the members assembled.

14. President’s Report

The business of the Association is diverse and multifaceted. With our vision of being “The voice for excellence in Canadian critical care nursing” the work of the Board of Directors focuses on providing opportunities for our members to network, share experience and knowledge across the country. We do this thru educational programs, conferences, and the use of social media to link electronically in discussion forums on the CACCN website.

The work of the BOD occurs over a minimum of 4 teleconferences, and 2 face to face meetings. Dynamics is the national conference of CACCN and the BOD provides both oversight and support to the local planning committees. In conjunction with Dynamics, the BOD also facilitates a daylong meeting with representatives from the 12 CACCN Chapters across the country to provide educational, leadership development and networking opportunities to learn from one another. It is very rewarding work that each Board and Chapter Executive member contributes to the Association.

As well the production and publication of a quality journal is an essential part of our membership benefits. Our critical care standards continue to be used by many in Canada and internationally.

Over the past year, the CACCN Board of Directors has:

Finalized, approved the General Operating Bylaw # 1 and received a Certificate of Continuance from Corporations Canada.
Played a key leadership role in **Canadian Intensive Care Week** to celebrate the critical care team and to raise the profile of critical care to government, public and other health care professionals.

Continued to increase partnership participation with a number of associations and groups including aC3KTion Net, the Canadian Blood Services Advisory Committee on Deceased Donations, the Canadian Critical Care Trials Group, Canada Critical Care Forum, the Canadian Critical Care Society, and the American Association of Critical Care.

Our partnership with the **American Association of Critical-Care Nurses (AACN)** continues to grow. The **National Teaching Institute (NTI)** was attended by the President/Vice President in Boston, MA to continue to dialogue and strengthen the linkage/partnership between our associations. Our partnership has resulted in an increase of international members, exhibitors, abstract presenters and delegates at our Dynamics conferences, as well as many ideas to benefit our members.

**MOTION:** To accept the President’s report as submitted.

Moved: Joan Rivard, London Region Chapter  
Seconded: Vena Camenzuli, British Columbia Chapter  
Discussion: None  
**In Favour:** All  
**Opposed:** None  
**Abstaining:** None  
**Motion:** CARRIED

15. **Change of Meeting Chair**

The President, CACCN National Board of Directors moved into the position of Meeting Chair and requested the Portfolio Reports from the Directors be delivered to the members assembled.

16. **Portfolio Reports**

**Secretary’s Report**
CACCN continues to respond to questions from Canadian and International nurses regarding critical care nursing in Canada. CACCN participated in the preparation of the Certification examination questions through CNA. CACCN is an active participant of the Network of Nursing Specialties through the Canadian Nurses Association and responds for requests for information as required.

**CACCN Membership:**
1165 Members as of March 31, 2014  
compared to 1140 members March 31, 2013  
Membership Recruitment Coupons issued: 58 @ $10.00/each

**Certification – April 2013:**
34 CACCN members wrote their adult certification  
33 CACCN members renewed their certification  
4 CACCN members wrote their pediatric certification  
3 CACCN members renewed their certification

At Dynamics 2013 in Halifax, NS, CACCN distributed $2,000 by awarding eight (8) - $250.00 prizes through a random draw for those members who wrote their examination or completed their recertification in April 2013. The certification draw recipients are noted on page 7 of the Annual Report.

**Chapter Recruitment:**
CACCN awarded $8,950.00 in Tuition Discount Coupons for Chapter Recruitment and Retention:
11 tuition discount coupons valued at $450.00 /each
20 tuition discount coupons valued at $200.00 /each

The certification and tuition coupon information is located page 7 of the Annual Report.

MOTION: To accept the Secretary’s report as submitted.

Moved: Suzie Durocher-Hendricks, New Brunswick Chapter
Seconded: Pam Cybulski, Toronto Chapter
Discussion:
How often is the certification examination reviewed by CACCN?
Response: CNA administers the examination and is responsible for the question writing / review. CACCN participates in the writing/review and encourages membership to certify.

In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Corporate Awards and Sponsorship Report

The following CACCN Awards/Grants were presented for the fiscal year April 1, 2013 to March 31, 2014:

CACCN Chapter of the Year: Manitoba Chapter

BBraun “Sharing Expertise” Award: Tricia Bray, Calgary, AB

Cardinal Health “Chasing Excellence” Award: Nancy Breen, Toronto, ON

CACCN Research Grant: Brandi Vanderspank-Wright, Ottawa, ON

Smiths Medical Canada Educational Awards:

Fall 2013 - Vininder Kour Bains, Vancouver, BC

Winter 2014 - Natalia Lavrencic, Toronto, ON

Spacelabs Innovative Project Award: Due to the generosity of Spacelabs Healthcare, the award was increased for the 2013-2014 fiscal year, allowing CACCN to award three Innovative Project Awards:

First Place: Anita Au, Barb Duncan, Melissa Adamson, Dr. Amaral, Dara Guarau, Maria Barnes and Michelle Arcons, Toronto, ON

Second Place: Allana LeBlanc, Vininder Kour Bains, Simmie Kalan and Christina Choung, Vancouver, BC

Third Place: Lisa Pell and Sherry Hergott, Kitchener, ON

CACCN Canadian Intensive Care Spotlight Challenge:

Francis Cacao and the MSICU team, Toronto General Hospital, Toronto, ON

CACCN was unable to award the Editorial Awards and the Brenda Morgan Leadership Excellence Award for 2013-2014.
On behalf of the Board of Directors, I would like to thank our award sponsors and the committee members who review the Award applications. For the full report, please view page 8 in the Annual Report.

**MOTION:** To accept the Awards and Sponsorship Report as submitted.

Moved: Jennifer Graf, Saskatchewan Chapter  
Seconded: James Danell, Manitoba Chapter  
**In Favour:** All  
Opposed: None  
Abstaining: None  
Motion: **CARRIED**

**Website Report**

CACCN implemented **Automatic Renewal** on June 5, 2013 as a member retention strategy. The online abstract submission process was updated and enhanced for Dynamics 2014 abstracts. CACCN also commenced a website refresh on the CACCN homepage. In March 2014, CACCN offered two – four hour webinars for paediatric certification review. These webinars were well attended and received. CACCN continues to be active on **Social Media** – Facebook and Twitter.

**MOTION:** To accept the CACCN Website Report as submitted.

Moved: Alison Rowlands, London Region Chapter  
Seconded: Teddie Tanguay, Greater Edmonton Chapter  
**Discussion:** None  
**In Favour:** All  
Opposed: None  
Abstaining: None  
Motion: **CARRIED**

**Publications and Research Portfolio**

**Dynamics: Journal of the CACCN**

- Personal Subscriptions: 1137  
- Institutional Subscriptions: 23 (7 complimentary)  
- Manuscripts Received: 10  
- Manuscripts Published: 05


The Board thanked Paula Price, Editor and the Editorial Review Board for their continued commitment to Dynamics: Journal of the CACCN.

The Board thanked our publisher, Heather Coughlin and her team at Pappin Communications, for their continued partnership with CACCN.

**Research**

Under the Research Portfolio, CACCN has been active with **aC3KTion Net**: the Canadian Critical Care Knowledge Translation Network, a CIHR funded initiative which seeks to improve the implementation of evidence informed best practices in critical care.

CACCN has provided support for approximately six initiatives/grant applications in 2013-2014. Support has ranged from general support via a letter to the addition of knowledge users to the team or the possibility of bringing together experts to serve as advisors to the project.
CACCN continues to support the research endeavours of our members through our Awards and Corporate Sponsorship Program and specifically the National Board sponsored CACCN Research Grant.

**MOTION:** To accept the Publications and Research Report, as submitted.

Moved:   Teddie Tanguay, Greater Edmonton Chapter  
Seconded: Kate Mahon, Nova Scotia Chapter  
Discussion: None  
In Favour: All  
Opposed: None  
Abstaining: None  
Motion: CARRIED

**Dynamics Liaison Report**

CACCN has confirmed/contracted for the following upcoming Dynamics of Critical Care Conferences:

**Dynamics 2015**  - September 27-29, 2015  - Winnipeg, MB  
Chairperson: Marie Edwards

**Dynamics 2016**  - September 25-27, 2016  – Charlottetown, PEI  
Chairperson: TBD

**Dynamics 2017**  - September 24-26, 2017  – Toronto, ON  
Chairperson: TBD

**Dynamics 2018**  - September 23-25, 2018  – Saskatoon, SK  
Chairperson: TBD

CACCN is currently reviewing proposals for Dynamics 2019 and 2020 tentatively scheduled for St. John, Newfoundland and Ottawa, Ontario.

**MOTION:** To accept the Dynamics Liaison Report, as submitted

Moved:   Laurie Mason, Ottawa Chapter  
Seconded: Vena Camenzuli, British Columbia Chapter  
Discussion: None  
In Favour: All  
Opposed: None  
Abstaining: None  
Motion: CARRIED

**Dynamics 2013 Report**

Kate Mahon, Chair of Dynamics 2013 was requested to provide her report on the conference. Dynamics 2013 was held in Halifax, NS from September 22 to 24, 2013 with a preconference day held on September 21, 2013.

Theme:  Shattering the Silence: Voices of Advocacy in Critical Care Nursing  
Venue:  World Trade and Convention Centre  
Attendance: 390 delegates  
Exhibitors: 60 exhibit spaces (including crafters)  
Profit:  $ 97,000.00 (includes GST/HST payment)

The major expenditures for the Dynamics 2013 conference included the venue rental/food/audio visual, bank fees and speaker fees/honorariums. The major revenue source for the Dynamics 2013 conference included our exhibitors and sponsors.
Kate thanked the planning committee for their hard work and the Board of Directors for their support.

For the full Dynamics report, please view the Annual Report, page 18 and the financial audit report.

**MOTION:** To accept the Dynamics 2013 Report as submitted.

Moved: Suzie Durocher-Hendriks, New Brunswick Chapter
Seconded: Carrie Homuth, Vancouver Island Chapter
Discussion: None

In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

**Financial Report – Ruth Trinier, Treasurer**

The CACCN Treasurer provided the 2013-2014 Financial Audit to the assembly.
- The audit was prepared by MacNeill Edmundson, Chartered Accountants.
- The following reports were presented:
  - Statement of Financial Position
  - Statement of Revenue, Expenditures and Net Assets
  - Statement of Revenue and Expenditures
  - Dynamics 2013

The activities that generate the majority of Revenue for the Association include:
- Dynamics Conference profit
- Membership fees
- Journal advertising
- Advertising sales on the website

The assets of the Association are divided between the **operating account** and **guaranteed investments**.
- CACCN’s financial health remains solid.
- The Board operates an annual balanced budget without a deficit each fiscal year.
- Service to members of the Association is a priority.
- Revenue generated through activities is reinvested into improving membership benefits and advancing the work of the Association.

The Board of Directors believes it is important for the Membership to have a full awareness and knowledge of the details and the breakdown of the finances of the Association.

Information is located on page 16 of the Annual Report. The audited Financial Statements are located in the Members’ Only area of the CACCN website at www.caccn.ca

**MOTION:** To accept the Treasurers Report as submitted.

Moved: Vininder Kour Bains, British Columbia Chapter
Seconded: Mat Wenger, Ottawa Chapter

In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

The CACCN General Operating Bylaw # 1 requires the appointment of the financial auditor for the upcoming fiscal year.
MOTION: To appoint the firm of MacNeill-Edmundson Chartered Accountants of London, Ontario to be the auditors of the Association for the 2014/2015 fiscal year.

Moved: Ruth Trinier, Treasurer
Seconded: Alison Rowlands, London Region Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

The Board of Directors was thanked for their hard work over the past year.

17. New Business

Changes to Regional Boundaries

Current Boundaries: At present the General Operating Bylaw # 1 indicates: The Board shall be composed as much as possible of the following Directors:

- Two (2) Directors from the Western Region
- Two (2) Directors from the Central Region
- Two (2) Directors from the Eastern Region
- One Director at Large

Rationale for Revision to Boundaries:

At the March 2014 the Board of Directors determined a revision of the regional boundaries was in order to ensure proportional representation for members across the country and to increase the Director pool for the Eastern Region in the future.

The boundary revision involved moving Manitoba into the Central Region as they are the 'heart of the continent' and moving Québec into the Eastern Region as they share some language issues/concerns with the New Brunswick Chapter.

Director Changes in 2015-2016 with Boundary Revision:

CACCN issued a Call for Nominations for Central Region as per our General Operating Bylaw # 1 and actively pursued members to submit nomination packages, the result as of the deadline on July 5, 2014 was NO nominations were received for the Central Region. As no nominations were received for Central Region, the Board will use this opportunity to realign the Board of Director boundaries as determined in March 2014.

Membership per Region as of the boundary change (August 2014):

- Eastern Region: 317 Members
- Central Region: 572 Members
- Western Region: 406 Members

Directors as a result of the change of boundaries:

- The two current Western Directors are from Manitoba and are now Central Directors.
- As no active nominations were received for the Central Director by the end of the Call for Nominations period (July 5, 2014), the boundary change eliminates Director vacancies in this region. Calls for Nominations from the floor will not be accepted.
- One position for an Eastern Region Director was filled by appointment in June 2014 and will again be addressed through the AGM election process in September 2014.
- Two positions for Western Region are available and will be addressed through the AGM election process in September 2014.
**Election of New Board Members**

The Vice-President/Nominations Chair addressed the Assembly regarding the Nominations for the CACCN National Board of Directors.

The Call for Nominations was issued to the membership via the following: Dynamics, Journal of CACCN Spring/Summer 2014 issues, CACCN Critical Connections e-Newsletters, CACCN website - [www.caccn.ca](http://www.caccn.ca), Chapter and Member Email.

The nomination deadline was July 5, 2014.

**Positions Available:**

- **Central Region – One (1) Position**
  - No (0) nominations received by the deadline

- **Western Region - Two (2) Positions**
  - Three (3) nominations received by the deadline:
    - Kathy Bouwmeester, Southern Alberta Chapter
    - Lara Parker, British Columbia Chapter
    - Virginia Vandall-Walker, Greater Edmonton Chapter

- **Eastern Region - One (1) Position**
  - Two (2) Nomination received by nomination deadline:
    - Amber Eason
    - Carla MacDonald

As the Call for Nominations for Director – Central Region resulted in no (Ø) nominations at the close of the Call for Nominations, the Board has used this opportunity to realign the regional boundaries, as discussed earlier. Therefore no nominations were accepted from the floor.

The nominee profiles have been available on the CACCN website since July 2014, included in the Fall 2014 journal and copies were also made available to everyone at the meeting.

The board determined as all candidates were not present for the meeting, it was not fair to allow those who were present to speak to the membership.

As we have more than one nominee for the Eastern and the Western Region, the Assembly will cast their vote by secret ballot.

At the time of registration, you received two ballots – one for the Director Eastern Region and one for the Director Western Region.

Please complete the ballot by selecting:

- **ONE** candidate only for Eastern Region and
- **TWO** candidates for Western Region.

Please place the ballots into the appropriate boxes at the back of the room.

We will now provide 10 minutes to complete the voting process.

18. **Announcements**

Canadian Intensive Care Week: October 26 to November 1, 2014-09-05
Plan an activity or event involving the ICU Team. Posters are available for download on the CACCN website. Share your event with CACCN by providing photos highlighting the team.
Dynamics 2015 Call for Abstracts: The call for abstracts will be issued in the Winter Journal scheduled for publication in November. The online abstract submission system will be open by November 15. Start to plan your abstract for presentation at Dynamics 2015 in Winnipeg!

19. Open Forum

BOD Candidates
- Have thought been given to offering video taped messages from candidates
- This would allow members to get a ‘sense’ of who they are that they cannot get from reading a biography
- Response: the BOD will look at this option, as we have skyped in the past and that was not successful

New Generation of Members
- What are we doing to attract the new generation?
- Response: the BOD is looking at this issue as part of the recruitment/retention of members.

Director at Large – BOD
- When does this position come available again
- Response: this position will come available again when Renée Chavin, Vice-President completes her term on the board of directors in 2018

Coffee at conference in the AM
- Could coffee be provided first thing in the morning at the conference?
- Response: will refer to the Conference Planning Committee for 2015 who will determine if this fits into their budget

Certification Webinars
- Are there plans to run an adult certification webinar much like the paediatric webinar from this year?
- Response: will take a look at this option

20. Board of Director Election Results

Christine Halfkenny-Zellas, Chief Operating Officer, Renée Chauvin, Vice-President/Nominating Committee, Angela Foote, Member Nova Scotia and Brenda Morgan, Member, London Regional counted the election ballots.

As a result of the ballots cast the following members have been elected to the Board of Directors for a term from April 1, 2015 to March 31, 2017:

- Eastern Region: Carla MacDonald
- Western Region: Kathy Bouwmeester
  - Lara Parker

Amber Eason – Eastern Region and Virginia Vandall-Walker - Western Region were thanked for putting their names forward for election.

Renée thanked Brenda Morgan and Angela Foote for their assistance counting the ballots.

MOTION: Do destroy the 2014 Board of Director election ballots sixty (60) days after the date of the meeting

Moved: Vininder Kour Bains, British Columbia Chapter
Seconded: Alison Rowlands, London Region Chapter
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

22. Thank You – Departing Board Members

Karen Dryden-Palmer, President thanked Ruth Trinier and Marie Edwards for their service to the CACCN as a Board member.

Marie Edwards indicated it was quite a journey being on the BOD – hard work, long hours and lots of laughter. She encourages members to run for office – it is fun and enjoyable. What you do as critical care nurses really does matter!!

Ruth Trinier indicated she has been a five year board member and every year has been amazing. Critical care nurses work hard!

Ruth and Marie will be missed when they depart from the Board in March 2015 and are wished much success and joy.

23. 31st CACCN Annual General Meeting 2015

The 31st Annual General Meeting of CACCN will be held at the RBVC Convention Centre, Winnipeg, MB in conjunction with Dynamics 2015.

24. Adjournment

Karen Dryden-Palmer, President thanked the members for actively participating in the governance of our professional association. Karen also thanked our sponsors/supporters for their ongoing support. Members were invited to attend the Poster Reception, enjoy the rest of the Dynamics 2014 conference and to plan to attend Dynamics 2015 in Winnipeg, MB.

MOTION: To adjourn the 30th Annual General Meeting

Moved: Brenda Gallagher, New Brunswick Chapter
Seconded: Mat Wenger, Greater Edmonton Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Approved by the Members of the Canadian Association of Critical Care Nurses at the Annual General Meeting held September 27, 2015 in Winnipeg, Manitoba.

CACCN Board of Directors

Karen Dryden-Palmer
CACCN President

Renée Chauvin
CACCN Vice-President