

CACCN Manitoba Chapter  
Executive Meeting  
April 4th, 2013 @1630hrs  
SBH ICMS Conference Room

Present: Sara U, Tannis, Joy, Sarah G., Colleen, Gahmeng

Regrets: Marjorie, James, Lissa

1) Approval of minutes from March 8th, 2013

- Approved as written with date change

2) Executive Goals of 2013-2014

Please see Executive Goals of 2013-2014 for more details:

- Recruitment and retention continue to:
  - Send a letter to memberships that are about to expire
  - Give a complimentary newsletter to graduate from course
  - Keep up with tuition draws for dynamics and edge
  - Membership challenge with edge + tuition option
  - James will continue to follow up with expired membership
- Recruitment:
  - Tannis will connect with pediatrics and children population
    - Janelle director of clinical education
  - Sarah G. will follow up with Susan & Karen sponsoring of neonatal and pediatric events
- Newsletter
  - Maintain an updated email database
  - Feature different ICU members or members
  - Ask the expert tend to be tertiary specific in the past, focus on topics that apply throughout all ICUs
- Education
  - 3 workshops / year including 1 evening with dinner provided
  - Advertise where we can
- Chapter Resources
  - Has been updated
- Award
  - Membership award for 1 adult and 1 peds/NICU in graduating class

3) Workshop Guidelines

- Guidelines remain the same
- Continue with loss of \$500/workshop as our mandate is to promote education
- Workshop Fees:
  - Members and current ICU students \$15
  - Non-members: \$30

#### 4) Spring Workshop

- Colleen will contact discussed physician to be a workshop presenter and touch base with Marjorie

#### 5) Financial Report

- Edge
  - Income:
    - Sponsors Present at event:
      - Missing cheques from Arrow and GE, James will follow up
      - Cheque received from
        - Hill-Rom \$500
        - Gambro \$500
      - Registration: \$3140.00
  - Expenses:
    - Nurse of the year \$250.00
    - Trophy \$70.12
    - Norwood Deposit \$1000.00
    - Norwood \$2024.99
    - Membership cheque to National \$1260.00
    - Giveaway (mugs) \$858.19
    - Baskets \$285.13
    - Presenter gifts \$400.00
    - Edge brochure, printing and stamps \$123.15

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    - Total Expense \$6271.58
  - Balance: \$-2131.58
- May's agenda: strategies to improve attendance for Edge
- MB Chapter
  - Balance \$14,458.58

#### 6) Membership

- Deferred

#### 7) Open Forum

- Sarah G. follow up with James about sponsorship for Edge 2013
- Tannis will print up free membership draw for CACCN membership at Critical Eye
- National to be chapter of the year points publications, membership retention recruit and financial reports on time
  - Portal document the chapter must complete to be considered
  - Application due end of May/beginning of June

Next meeting: May 2<sup>nd</sup>, 2013 @ 1630 SBH ICMS Conference Room