

**CACCN Manitoba Chapter  
Executive Meeting  
November 10, 2009**

Present: Lissa, Chris, Joy, Sara, Anna  
Regrets: Tannis, Rhonda, Andre, Margaret

**1. Approval of October minutes**

- Approved as written

**2. Financial Report**

- Deferred

**3. Spring Newsletter**

- Suggestions for Ask the Expert:

**1. Fluid replacement – possible author Duane Funk**

**2. Sedation and/or Pain management – possible author Brian Penner**

- Possible spotlight ICU – Winkler ICU
- The fall newsletter printing costs were approx \$320 for 65 copies, questions were raised regarding the cost, if this was too much, how can we cut back. As a group it was decided that the costs were not extensive, we would continue to cut back where possible.

**4. Educational Events**

- Sim Lab at HSC
  - 4 confirmed applicants
  - plan to readvertise in the ICUs, ER, approach the current WCCNEP students to generate interest
  - Margaret to take care of refreshments (Chris to follow up with Margaret)
  - Chris to reconfirm with Dr. Siddiqui

**5. Education Funding**

- 2 members approved for funding
- to receive funding on receipt of an article submitted for the Spring Newsletter

**6. Roles and Responsibilities**

- Joy was prepared with her research and suggestions for the Member at Large roles and responsibilities
- The MAL roles and responsibilities were discussed and revisions made will be added to our constitution and bylaws for voting at the next AGM
- A question was raised on how to best make the membership aware of suggested changes – suggested to email the changes to the membership about 60 days prior to the AGM for review, in preparation for voting at the next AGM

## **7. Open Forum**

- Concern over lack of response and presence at meetings was raised. Is it the day of the month, what can we do to improve presence at meetings? In order for the CACCN executive to be successful we need committed members who are able to come to majority of the meetings. Lissa to send out an email to assess the need to change the day of the week for upcoming meetings.

## **8. Edge Executive meeting**

- Held following the chapter meeting
- Edge minutes will be done separately and circulated to the edge committee

**Next meeting December 1, 2009**