

## CACCN Manitoba Chapter Executive

January 5<sup>th</sup>, 2010

Present; Lissa, Anna, Rhonda, Sara, Joy, Chris, Andre

Regrets; Tannis

### 1.0 Approval of December minutes

Minutes approved as written.

### 2.0 Financial Report

Andre had emailed the quarterly statement stating our balance of \$14,213.57 and \$5212.50 GIC. Lissa had renewed the GIC with the 3 year option. Edge Financial balance 2009 was emailed out by Rhonda. Minor correction of the venue needed. Final balance was + \$683.69.

### 3.0 Spring Newsletter

Was decided that instead of individual reports, perhaps an executive message may be better. Lissa will draft & send out for review. Boundary Trails ICU will be the feature ICU & Dwayne Funk can be the 'Ask the Expert', re: Fluid/Volume issues. Also suggested that a 'Ask the Expert' on pediatric codes may be informative. Can use this topic if Dwayne Funk n/a.

### 4.0 Educational Events

- 4.1 Sim Lab Cost- Lissa reported that she had heard from Dr. Brown & we may be getting some money reimbursed for our Sim Lab fees.
- 4.2 Sandra's lab interpretation evening for February is ready for advertising. Discussion surrounding color vs. non color posters. It was decided to send out color copies to the contacts. Lissa will post on the website & we will post in all general areas of the hospital as the topic is applicable for all nurses. Chris will send the poster out to Anna to distribute via email to members. Also discussed sending out to the rural areas (2 per site) which usually ends up in education services. Anna to include a note with the next mail out re: posting the advertisement in any general areas (not specifically critical care).
- 4.3 Dr. Wolfe was going to do a heart sounds evening, but may have an issue with doing in March d/t scheduling concerns. The auditorium in the nursing building needs to be trialed for sound. It would be ideal to have the advertisements available for Sandra Christies' presentation.

## 5.0 Chapter Roles & Responsibilities

Lissa will send out proposed changes for the constitution & by-laws.

5.1 Membership Chairperson- Change Anna's title to 'Membership/Contact Chairperson'.  
Remove point #3 as National does renewal reminders. Alter #7 to obtain attendance record for chapter activities & activities from Program Chairperson. This point needs to be added under the Program responsibilities. It was suggested that reviewing the attendance records for non members & extending an email invitation for future education sessions. Alter #5 to add 'To assist the program chairperson by informing the contact persons **& members** of upcoming chapter events'.

5.2 Treasurer- No changes

5.3 Secretary- Add maintenance & checking of the mailbox.

## 6.0 Open Forum

Discussion r/t pediatric resuscitation topic. Joy will look into some contacts that may be interested in preparing something. Anna noted that membership counts have dropped from 108 to 94. Lissa shared that this is common this time of year & some will register around the 'Edge' time. In discussing recruitment techniques the ICU students were discussed re: what should be discussed with students about CACCN, who should discuss it (Lissa or another executive member d/t Lissa's involvement with the course), & an ideal time (graduation vs beginning of course?). It was discussed that graduation may be a good time with the CACCN award. Further thought & discussion required. Lissa will re-work her current speech.