

**CACCN Manitoba Chapter
Executive Meeting
October 2, 2012 @1600hrs**

Present: Tannis, Joy, Marjorie, Sara U, Nicolle, Gahmeng, Julie, Monica, James
Regrets: Ashleigh, Sarah G

1) Approval of minutes from September 4, 2012 meeting

Approved as written.

2) Goals & Objectives/Chapter Challenge 2012-2013

- All approved with the following changes:
- Restructuring of newsletter guidelines by Nicolle: will have a general greeting unless there is a new executive members. New members will have a picture with a biography included to introduce themselves to membership.
- Newsletter may also highlight CACCN members, in addition to provincial ICUs.
- 3 workshops per year
- Advertise and draw membership in spring newsletter for Edge and Dynamics
- CACCN MB Chapter WCCNEP Recognition Award to be altered related to challenge with workload of nominations. President (or delegate) will go to WCCNEP graduation to promote association and its benefits. We will donate 2 memberships chosen by a random draw: 1 in adult and 1 in pediatric/NICU. Tannis to follow up on process with Suzanne Turner.

3) Palliative workshop/December Dinner workshop

Palliative workshop:

Goal to promote and enhance further education met

- 9 people register
- 13 attended including executive and 2 non member; 1 no show

Finance for palliative workshop:

- Income: Registration fee \$130
- Spent: \$75 gift card for inferno + \$82.97 for Coffee and refreshment = \$157.97
- Net total: \$ -\$27.97

Positive feed back was received from evaluation of those who attended with suggestions for future topics: care of mental health patient, blood product and administration, conflict in the ICU, stress in the ICU

December workshop:

- Speaker and topic - Heart and lung transplant Dr. Darren Freed,
- Additional speaker - A recipient of heart and lung to come speak
- Date - Marjorie to put a brochure together and date to be finalized
- Location - Board room at the asper center

- Tannis will fill out the knowledge fund to receive funding from National
- Door prizes: CACCN bag with umbrella (from National)

Registration will have 3 separate fees in order to attract more members:

- members \$ 10
- non members + membership fee \$85
- non member fees \$30

Executive in agreement to cover the cost of membership taxes once implemented.

4) Fall Newsletter

Fall newsletter is almost complete. It requires some final adjustments and formatting. Sara and Tannis will review/revise to send out ASAP.

5) Financial Update

Deferred

6) Membership

Currently 101 Members!!

7) Open Forum

National quorum at AGM is 2.5% of membership. Currently, Manitoba Chapter's requirement is 50% of executive + 1, and 20% of members. Propose quorum for Manitoba Chapter is 50% of executive + 1 and 10% of members to be present for quorum. This will be included in the newsletters to notify members of vote prior to AGM. Proposed changes to MB Chapter constitution are posted on webpages.

Canadian Intensive Care Week includes all discipline: Doctors, nurses and support staff (October 29 - November 4) to be advertised in newsletter

7) Edge Meeting

Minutes to follow

Next meeting: November 6th, 2012