

**CACCN Manitoba Chapter
Executive Meeting
September 4, 2012**

Present: Joy, Ming, Tannis, Nicolle, Marjorie

Regrets: Sara U, Ashleigh, James, Sarah G.

1. Approval of minutes from June 2012

Approved as written.

2. Goals & Objectives/Chapter Challenge for 2012-2013

As discussed we will continue with individual ICU's membership challenge awarding the winners with a \$50 Tim's gift card.

Nicolle will mock up guidelines for the newsletter to include that newsletters will have a general greeting. When new executive join they will have a picture and write-up in the newsletter. We will continue with the Dynamics Tuition to recruit new members and retain current members. Tannis will follow up NICU/PICU educators on how would they like to be involved with CACCN and how can we facilitate it?

Other bullets that were completed will be removed.

Anyone who did not have the opportunity to share their ideas can email Tannis so she can add them in for the October Meeting.

3. Workshop Budget

Continue with guideline for workshops, allowing a potential \$500 loss/workshop, as our goal is to promote education.

4. Fall Workshop

Next education session will be Palliative Care in the ICU by Dr. Tim Hiebert which will be held at Seven Oaks on Sept 27, 2012. Marjorie will be taking a quick tour to ensure the facility has the required amenities and that Telehealth will also be accessible.

Marjorie and Ashleigh will meet to pre-plan the year for workshops/speakers. There will be a December workshop @ SBH with dinner included. Let them know any topics that may be of interest. Tannis received one email with interest for CXR interpretation.

5. Chapter Knowledge Fund

Tannis will apply to the knowledge fund for our December workshop, once we have the details finalized. The additional funds would be helpful to offset costs for our dinner workshop.

6. Fall Newsletter

We will include new executive write-ups and pictures in the fall newsletter. The newsletter will highlight STARS and Sara has Ask the Expert planned. The fall newsletter will also include information on Edge of Excellence, Call for Abstracts, AGM & proxy voting and nomination for Critical Care Nurse of the Year.

7. Financial Update

Deferred.

8. Meeting Dates , Time, Location

We will continue to meet the first Tuesday of each month Conference Room at SBGH ICMS conference room at 1600hrs.

9. Edge of Excellence 2013

Tannis and Sara agreed to again co-chair, with executive as planning committee. We will email membership to see if there is anyone interested in being part of the planning committee, net-working and having fun as we plan Edge.

10. Open Forum

Sara and Tannis will book date for Edge next week. James and Tannis will attend Chapter Connections Day on September 22, 2012. Tannis will be presenting at Chapter connections on how our Chapter does our newsletter.

Next meeting: October 2nd, 2012