

**Canadian Association of Critical Care Nurses
Manitoba Chapter
Executive Committee 2015-2016**

**Thursday May 7th, 2015
1630 at SBH ICMS Conference Room**

Attending: Monica Whiteway, Trudy Nernberg, Sara Unrau, Sarah Gilchrist, James Danell, Lissa Currie, Colleen Sacrey (conference call)

Regrets: Tara Carlson

- 1.0 Approval of Minutes from April 9, 2015-All approved-CARRIED
- 2.0 Goals and Objectives: Decision made regarding the offering of the tuition voucher. It was decided that we would put this initiative on hold in lieu of Dynamics being in Winnipeg this year. Discussion regarding the need to have a booth set up at local conferences (to be added to the Goals and Objectives)
ACTION: Lissa to follow up with Basil regarding an announcement at the QI Symposium regarding Dynamics
ACTION: Sara Unrau to circulate a contact list of province wide CACCN boards and CACCN contacts throughout the province
- 3.0 Newsletter: Cost of the newsletter to circulate was \$4.03/copy to print and send out which is up from \$3.48. Nothing is required at this time for the fall newsletter. Discussion had over the topic of “ask the expert”. Possible topic includes “Ultrasound Guided Central Line insertion”.
ACTION: Sara Unrau to follow-up regarding the inconsistent charges from the audio visual department for printing of the newsletter.
ACTION: Lissa Currie to follow up with Sherry Pinkerton regarding a write up for “Ask the Expert”
- 4.0 Spring Workshop: Decided to email managers and ICU’s throughout Manitoba as well as committee executive to print a copy of the poster to post on their respective units. Plan to send out to rural communities/managers. Food will include crackers, cheese, lunch meat, and coffee/tea/pop. Both Mezanine and Boardroom have been booked and will decide the room to be used based on numbers closer to the date.
- 5.0 Membership: No new numbers at this time. No concrete evidence through the survey monkey poll, which members completed in March 2015, that suggested the cessation of Edge of Excellence. It was felt that perhaps we needed to be more interactive at Edge to help draw numbers upwards.
ACTION: Lissa Currie to follow up with Sylvia-Seven Oaks Occupational Therapist, to ask her regarding cost of her being a guest speaker at Edge. Lissa attended a conference to which she was a speaker, and found her to be highly interactive and overall, a great speaker.
ACTION: Need to look over attendance from over the years at Edge, and make a decision in a future meeting.

- 6.0 Financial: Please see attached financial report. File report as read.
Balance \$13923.67
Savings \$5617.68
Last of the sponsorship money has been received
ACTION: Sara Gilchrist to send Monica Whiteway the Edge report to attach to meeting minutes
- 7.0 Education fund wording: Education fund guidelines were changed in 2011, the wording of “or a critical care topic of interest...” was not included from the previous guidelines. There were no meeting minutes that discussed this deletion; it appears that the wording may have been missed in the new revision.
ACTION: Sara U to change the guidelines to read, “Successful applicants are required to submit an article on the educational session attended or a critical care topic of interest for the newsletter before funding is dispensed”.
- 8.0 CNA certification Study Group: this to be discussed at a later date by the CACCN-MB Chapter Executive Board
- 9.0 Canadian Intensive Care Week: Bud Spud and Steak with money raised being donated to a charity, or perhaps back towards silent auction prizes.
ACTION: Monica Whiteway to follow up with possible locations for same and cost associated with it.
10. Open forum: Nothing more at this time

Next Meeting June 4, 2015 at 16:30 PM ICMS Conference room-St. Boniface Hospital