

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

**Thursday September 3, 1015
1630 at SBH ICMS Conference Room**

Attending: Trudy Nernberg, Sara Unrau, Sarah Gilchrist, Lissa Currie, Colleen Sacrey, Tara Carson

Regrets: Monica Whiteway, James Danell

- 1.0 Approval of Minutes from June 11th, 2015-Approved as circulated.

- 2.0 Additions to the agenda:
 - 2.1 Proxy vote forms: Discussion around who was planning to attend the AGM at Dynamics, September 27th, and whether anyone wanted to submit a proxy form. Those present at the meeting are planning on attending the AGM therefore no need to complete proxy forms.

- 3.0 Newsletter: Discussion around what was needed for the fall newsletter, action items listed below, with a deadline of September 17th (other than Dynamics):
 - 3.1 Greetings from executive – Sara U
 - 3.2 Canadian Intensive Care Week – Lissa C
 - 3.3 Educational write-up – Colleen S/Tara C
 - 3.4 Chapter Connections write-up – Trudy N
 - 3.5 Membership/Recruitment – James D
 - 3.6 Spotlight on . . . – Trudy to follow up with Selkirk Hospital
 - 3.7 Ask the expert – Colleen to follow up with Cathy on Cytotoxic topic
 - 3.8 Funding options – Lissa and Colleen to do a write up on funding opportunities
 - 3.9 CNA Certification Study Group – introduction to the plan, with possible first dates to be added to the newsletter.

- 4.0 Dinner Workshop: Of the potential topics discussed in June, the executive decided to approach contacts that have had experiences with Mercy Ships and other foreign opportunities as the first choice. Second topic of choice would be to approach someone from the paramedic group. Possible dates for the dinner workshop – November 19th or December 3rd.

ACTION: Colleen and Sarah to follow up with possible presenters.
ACTION: Colleen to check with CRNM regarding availability of CRNM boardroom based on presenter availability.

- 5.0 Membership: We are currently at 140 members.

- 6.0 Financial: Chequing: \$13, 696.85, GIC: \$5463.62

- 7.0 CNA certification Study Group:

ACTION: Small group: Lissa, Trudy, Colleen, James and Sara to work on developing a formalized plan to create a study group. The group is to continue to think about a potential plan and ideas.

ACTION: Lissa to send a doodle poll to the small group to check everyone's availability.

8.0 Canadian Intensive Care Week: With Dynamics being in Winnipeg, the idea of Bud Spud and Steak for this week has been tabled, with plan to attempt to organize something like this for 2016.

ACTION: Fall newsletter, Lissa C will do a write-up in the fall newsletter

ACTION: October – James D to send members an email recognizing Canadian Intensive Care Week.

9.0 Open forum: No further discussion items.

**Next Meeting October 1, 2015 at 16:30 PM
ICMS Conference Room-St. Boniface Hospital**