

**CACCN Manitoba Chapter
Executive Meeting
December 8th , 2010 @ 1600**

Present: Sara, Stacey, Jennifer, Ashley, Joy, Andre, Rhonda, Lissa, Tannis, Andre

1. Approval of November minutes

Approved with minor changes under #3 ('Bugs, Drugs & I see you' not 'ICU'). Date of presentation changed from November 3rd to 30th. Under #4 name corrections made. Revisions to be made & minutes to be resent by Rhonda.

2. Financial Report

Balance of \$16, 400.

3. Educational Events

The 'Bugs, Drugs & I see you' presentation had 27 people registered. There were 25 attended, so 2 people that registered did not attend (1 had paid & 1 had not). There were viewers from Thompson & Gillam via Telehealth. Stacey has submitted the expense sheet:

Registration Fees: \$345.00

EXPENSES:

Advertising:

Photocopies and Mail-outs \$68.09

Speaker Gifts:

Gift Certificate – Inferno's \$75.00

Card \$5.59

Refreshments:

Panago Pizza \$115.56

Beverages \$35.62

Handouts:

\$74.88

Total Expenses:

\$374.74

NET LOSS:

\$29.74

It was noted that photocopies for 20 copies were costly & that it may be ideal to go through Sara for printing. It was discussed going paperless, however it is nice to have notes.

The 17 evaluations that were returned were positive. Other topics suggested were HFO, shock & drugs, chest x-ray, a panel featuring different points of view. This idea was discussed with a topic of shock where a pharmacist, a nurse, an MD or RT could all speak on the topic. Also good panel topics may be cardiogenic vs. septic shock. The end of February will likely be the next educational event. Locations were discussed with the Victoria & Concordia hospitals being due for an event @ their site. Concordia has some great contacts (Shelley Munro & Jason). Chest x-ray @ 7 Oakes was suggested.

4. Pizza Party

At the last manager meeting Lissa expressed interest in presenting @ the various sites staff meetings, however she had not heard back from the sites as to when their meetings are. Few changes were made to the pizza party poster, which Stacey will amend & send to Lissa.

5. Edge of Excellence

See separate Edge minutes.

6. Letters to current & previous members

Deferred as the deadline was December 13th. However, Jennifer sent out the result from the responses on December 13th (see below). The comments/suggestions received from past members were reviewed & discussed. The suggestions/comments will be used in future planning of CACCN activities.

Names to be entered into the draw for a 1yr free membership:

7. Open Forum

Stacey had emailed out the revised heart sounds seminar financial statement (see below)

Registration Fees: \$535.00

EXPENSES:

Advertising:

Photocopies and Mail-outs \$61.73

Speaker Gifts:

Gift Certificate – Inferno’s	\$75.00	
Refreshments:		
Café Oasis & Costco	\$240.76	
Total Expenses:		\$377.49
NET REVENUE:		\$157.51

Next meeting: January 5th @ 1600