

**CACCN Manitoba Chapter
Executive Meeting
September 8th, 2009**

Present: Lissa, Tannis, Rhonda, Sara, Chris, Joy, Margaret

Regrets: Anna, Andre

1. Approval of June minutes

Approved as written

2. Financial Report

The account balance was at \$15, 039.80. The bond was not displayed on the last statement, so Andre will enquire about it & to request to roll it over into the same plan as last year. Tannis will be reimbursed \$500 for ACLS from the education fund.

3. Regular Attendance at Meetings

Previously it had been decided that if the executive attended 75% of executive meetings then they could go to Edge for free. It was discussed how many meetings a committee member could miss before stepping down. It was decided that 2 missed meetings would initiate a follow up with Lissa. Joy shared that in Saskatchewan when the agenda was send out for meetings, members would have to automatically reply if able to attend or not.

4. Sub Committees

Education

Chris, Margaret & Joy have volunteered to be on the education committee for the spring and fall applications. Amount set at \$1000 for each spring and fall. The funding recipients then need to submit an article for the newsletter.

Awards

Rhonda & Sara have volunteered to be on the Awards committee which will decide the critical care nurse of the year & the recognition award.

5. Educational Events

Sandra Christie has volunteered to do a workshop on the interpretation of labs Feb. 11th, 2010 from 7-9 pm in the auditorium at 7 Oakes which is fully equipped and free. Chris had a draft poster with prices listed \$10 member & \$25 non member. Snacks included. Again, we will offer for non members to sign up & \$10 of their \$25 registration can go towards their membership.

Simulation lab- perhaps do this again for 2 session in early October, so as not to be at the same time as the potential H1N1 crisis in October/November. Betty Lou Rock has yet to get back to Lissa re: using the Sim lab for no cost (usual is \$250). Faisal Siddiqui could do it for free. Max. 18 people.

Heart sounds- Potentially in March? The newly renovated nursing room 1012 will be done soon & may be a good room to do this with good acoustics. This workshop was previously well attended.

Organ procurement- an idea, but will not be planned for now.

Will plan for \$500/session, but will be discussed with each workshop.

Will plan for \$75 gift for each guest speaker.

6. Goals

Goals reviewed. Change under #3. “develop and implement four to five workshops for this fiscal year” to “develop & implement a minimum of 3 workshops for this fiscal year”. The executive will continue to work on the guidelines for edge and work on the constitution including adding the student membership & member at large role. Lissa has requested that everyone review their roles & we can look at these guidelines at the next meeting.

7. Edge of Excellence Chair

Judy Nixon has said no. Sara Unrau has put her name forward as a co-chair. Karen Schnell’s name came up as a chair. The committee will continue to seek out another co-chair and discuss it at the next meeting.

As for a new location. Chris & Lissa visited the Delta where the conference rooms were great, but the prices were more than we usually spend. Our budget last year was around \$3000-\$4000. The Delta has drafted a budget of \$3900 for 50 people which is a discounted rate, however it would be ideal to have consistency in pricing for further years, not just for the first year at the Delta. This price includes parking for 50, and AV. The available date is May 3rd. Sara will contact the Norwood for their available dates either for May 3rd or 10th.

The idea of moving Edge to November also came up, as we are competing with many other conference in the spring. However, that would mean we would go 1.5 years without an Edge, but we could do a large workshop in place of Edge. Tannis will draft a ‘poll’ to ask the members. It was brought up that the topics of Edge need to be a mix of concrete/core topics & others of interest.

8. Constitution & By-Laws

This will be the focus of the October meeting, including roles & guidelines for Edge.

9. Open Forum

Newsletter- Reports due September 14th to Sara. It was decided to write a short bio on ourselves instead of repetition among each of our reports. This bio will allow the members to get to know their executive and their current roles and experience in critical care. Lissa will work on getting individual pictures. Nila will be the “ask the expert” with a focus on infection control & Kendra @ 7 Oakes will be the community profile.

Next meeting Tuesday October 6th, 2009, 1600-1700h MSICU Conference Room