



**CACCN**

CANADIAN ASSOCIATION OF CRITICAL CARE NURSES

**MANITOBA CHAPTER, CACCN  
ANNUAL GENERAL MEETING MINUTES  
MONDAY, MAY 28, 2007**

1. I, Karen Schnell-Hoehn, **CALL TO ORDER** the Annual General Meeting of the Manitoba Chapter of the Canadian Association of Critical Care Nurses and declare that an acceptable number of Chapter Executive and Chapter Members are present to constitute a quorum. (Article V of the Chapter Constitution states that there must be 20 members in good standing present at the AGM in order to conduct Chapter business).

As published in the spring 2007 Manitoba Chapter Newsletter, a member in attendance at this meeting can hold proxy votes from other members who are unable to attend this meeting. These proxy votes must be verified at the Meeting Registration Desk before presentation during a vote. If you have not already done so, please have your proxies verified at the desk near the door now.

I would like to welcome the Manitoba Chapter Members & Executive to this Annual General Meeting.

Now, I will call on our Manitoba Chapter secretary, Rosanne Labossière to read the “notice of meeting” that was published in Spring 2007 Newsletter.

**2. NOTICE OF MEETING**

Notice is hereby given by the President of the Manitoba Chapter, CACCN to all Chapter Members that the Annual General Meeting of the Chapter will be held on Monday, May 28, 2007 at the Norwood Hotel, 112 Marion St., Winnipeg, Manitoba. This will be a regular general meeting of the Chapter and all members are invited to attend.

The purpose of this meeting is to review the Chapter activities during the past year, accept committee reports, discuss the business of the Chapter, elect Executive Officers for 2007-2008, and present the Manitoba Chapter Critical Care Nurse of the Year Award.

3. At this time, I would like to introduce you to your Manitoba Chapter Executive and to thank each of them for all of their efforts to the Chapter during 2006 - 2007.

Morna Halparin.....	Vice President
Kendra Gierys/Shelly Munro.....	Program Chairs
Marshall Lawrence.....	Treasurer
Rosanne Labossière.....	Secretary
Tannis Sidloski.....	Membership/Contact Chairperson
Karen Schnell .....	Conference Chair
Trica Garrioch.....	Publicity Chair
Karen Schnell-Hoehn.....	President

4. As does National CACCN, we follow Bourinot's Rules of Order for our Annual General Meeting. If anyone introduces or seconds a motion during this meeting, please stand and clearly give your name so that Rosanne can keep an accurate record.

I would like to appoint two scrutineers who will count hands when we vote on motions during the meeting. (Article VIII of our Constitution states that the scrutineers can be appointed from the general membership).

I make a motion to appoint: Brenda Kline and Sandi Chartrand as scrutineers for this meeting. Seconder: Kendra Gierys. Is there any discussion to this motion? no discussion. *All in favor?* Opposed? None. Carried.

5. Minutes from the 2006 Annual General Meeting held May 16, 2006 are on the tables for you to review.

Would someone make a motion to accept these minutes as printed?

Sandi Chartrand Seconder: Con Marks

Are there any corrections or amendments to these minutes? None.

All those in favor of the motion to accept the minutes of the 2006 AGM as printed? Opposed? None. *Motion carried.*

6. Is there any New Business from these minutes? No

#### 7. NATIONAL PRESIDENT'S GREETINGS: Asha Pereira

On behalf of the National Board of Directors, it is my pleasure to bring greetings to you today. This is my final presentation to you as National President, as I am now in the twilight of my Presidency. My term will end on March 31, 2008. It is interesting to me, how this journey has unfolded. I joined CACCN in 1991, as a new ICU grad. I assumed the role of Secretary at the urging of Shirley Ganske. I then moved into the Vice Presidency, and then became President of the local chapter. I chaired 3 Edge of Excellence conferences, including the one, 10 years ago, which had to be cancelled during the Flood of the Century. I have served on the National Board of Directors since 2003 and I have been National President since 2006. I am also the Chair of the Dynamics 2008 conference to be held in Montreal.

Why am I telling you all this? Because over the past 16 years, I have had amazing opportunities to be part of CACCN's 24 year history and it has been an honor and privilege.

I would like to take this opportunity to congratulate the planning committee, the Chapter executive, Karen, and the speakers, for what appears to be a great day! It is the volunteers, who make days like this happen. Without your hard work and preparation, critical care nurses would be denied the opportunity to enhance their knowledge while networking with colleagues from across the city.

The National Board recognizes that it is due, in part, to the support of the Chapters that our organization continues to grow and has managed to exist during some extremely turbulent times in health care, for the past almost ¼ century.

The CACCN Board of Directors has been extremely busy over the past few years enhancing the service we provide our membership. As you are likely aware, a new database was developed to ensure that our membership numbers were accurate. The Board then sought to develop the website. As many of you know, it certainly has a Manitoba touch, with familiar faces on the front page. We hired a new administrator this January, Gina Mustard, who has a business degree as well as a degree in marketing. We are thrilled that Gina is able to understand CACCN and will help to move us even further ahead with various enhancements and ideas to support membership. On-line membership and conference registration is now available; we have placed our Standards of Critical Care on the website for everyone to access. In February, we launched our e-newsletter, critical connections as a way to reach our members to inform them of information pertinent to critical care nursing specifically and nursing in general. We will soon be launching a job posting board for nurses who are looking for new adventure and opportunity.

We continue to sponsor the Nursing Week contest, provide funding for education and research, and seek corporate sponsorship for the conferences, awards and other initiatives. This year, we supported a number of nursing research initiatives as we believe strongly in developing a strong evidence base. The national board has worked very hard to form strong links with many organizations, such as the Canadian Intensive Care Foundation, ISMP Canada, the Canadian ICU Collaborative, The Canadian Council for Donation and Transplantation, The Canadian Nurses Association and the World Federation of Critical Care Nurses. Many of these groups now write a regular feature for our Journal.

Dynamics, the official journal of the Canadian Association of Critical care nurses, continues to be published 4 times/ year. This year, for the first time in many years, we are able to offer CEU credits and testing for some of the articles published. We are exploring options to provide this journal on-line. It is an expensive, but likely necessary piece that we need to make happen.

CACCN continues to support the Canadian Nurses Association certification exams. I am among 6 critical care nurses who have been involved in revising the exam to reflect the changes in critical care nursing over the past few years. It is a great way to refresh one's knowledge of critical care nursing and to challenge oneself.

Last year, Dynamics 2006, was held in spectacular St. John's, NFLD. This year, it will be held October 21-23, in Regina Saskatchewan. It is being chaired by Joy Mintenko, Judy Nixon is a member of the committee and the program that is being offered is varied and exciting. One of the highlights, apart from the fabulous keynote speakers and the HUGE Manitoba presence reflected in the abstracts, is the Panel Discussion that will be presented by CCDT. This discussion will provide information and education about DCD, or donation after cardiocirculatory death, a topic that is emerging and extremely important. There is an abstract about a hospital in Saskatchewan that now has paramedics working in the ICUs to offset the critical shortage of ICU nurses. Certainly, a thought provoking topic...to say the least. I would encourage all of you to plan to descend upon the Queen City because it is going to be a great conference and I

think you will regret it, if you miss it... and, of course, speaking of Dynamics, plan to join us in Montreal next year for the 25<sup>th</sup> Anniversary celebrations!

The National Board of Directors of CACCN congratulates you and I, on behalf of them, wish you all a great day!

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## **8. COMMITTEE REPORTS**

I will now call on the MB Chapter Executive for their reports on chapter activities for the last year:

**Report Period: May 2006 - June 2007**

### **President – *Karen Schnell-Hoehn***

The Manitoba Chapter has had another very productive year thanks to the Chapter Executive. This year the chapter focused on four objectives: promotion & retention of membership, re-structuring the Chapter newsletter, provision of educational opportunities for critical care nurses, and ensuring the Chapter resource binders were up-to-date.

#### Promotion & Retention of Membership:

The chapter continued to provide complimentary copy of the latest newsletter to graduates of ICU Nursing Program and the ICU Community Based Orientation Program.

#### Re-Structuring the Chapter Newsletter:

The Chapter newsletter was re-structured based upon feedback from members and the Executive. Guidelines for newsletter submissions were developed and distributed to members in the Spring edition of the newsletter.

#### Provision of Educational Opportunities for Critical Care Nurses:

Two Chapter workshops were held this year. The first workshop entitled, "Interventions for Sepsis-Let's put it all together" presented by Dr. Rob Ariano, was put on in collaboration with Victoria General Hospital. There were 81 attendees present at this evening workshop on November 13, 2007. A second workshop, entitled, 'Heart Failure Update' presented by Dr. Shelley Zieroth, held at St. Boniface General Hospital on March 5, 2007 was well attended with 43 nurses. The Chapter Education Funding subcommittee approved funding for Angela Lesiuk and Tannis Sidloski.

#### Ensure Chapter Resource Binders are Up-To-Date:

The Chapter Executive focused much of this year on reviewing the Chapter Binders, last revised in 1994. The information in the resource binders was updated and organized for easy access. This was a huge undertaking, but a worthwhile endeavor to help guide future members of the Executive.

### **Vice President – *Morna Halparin***

I have served in the position of Vice President on the executive of the Manitoba Chapter of CACCN over the last two years. I represented the Manitoba Chapter at Chapter Connections with Kendra Gierys, at Dynamics last fall as well as attending the conference. I was very involved with organizing the CACCN workshop on Sepsis in

collaboration with the Victoria General Hospital, which was a success with over 80 attendees. Being part of the CACCN Manitoba Chapter has been a positive experience and I encourage other members to become more involved with our Chapter executive.

### **Program Co-chairs -*Kendra Gierys & Shelly Munro***

Once again it has been a busy year on all fronts. CACCN, MB Chapter has put on two very successful workshops this year.

On November 13, 2006, a sepsis bundle presentation was held at the Victoria General Hospital. Dr. Rob Ariano mapped out the sepsis bundle and “put it all together for us”! David Beaton from Lilly generously sponsored and donated refreshments and pizza for the event. Due to corporate sponsorship a nominal fee was charged and a very small profit was made. 81 people attended, more than half of the attendees were from community sites. Suggestions for the upcoming year included having more educational workshops held at community sites. Evaluations from the workshop were positive.

The second workshop took place at SBGH in the nursing parlor on March 5, 2007. Dr. Shelly Zeiroth and Dr. Mahesh Rajoram updated an audience of about 40 nurses on the latest and greatest in heart failure. Dr. Rajoram explained heart sounds in the normal heart as well as in heart failure and valvular disease. Lynne Perkins from 3M donated a cardiology Littman stethoscope as a door prize. A small profit was made on this event as well. Reviews of the evening were good to excellent!

Thank you for the past three years of fun, I have enjoyed planning a variety of events for CACCN members and critical care nurses in general during my term. Edge of excellence planning committee has also been enjoyable for the past four years! I challenge you to get involved and help plan next years edge!  
Kendra Gierys

This past year has been a great experience. I am looking forward to the upcoming year. I hope to have both spring and fall sessions again, as well as hosting them at a community site. Kendra has been awesome to work with and I have learned so much from her. I can't thank Kendra enough. I would also like to thank the Edge of Excellence Planning Committee for their patience and guidance. I have had the opportunity to meet so many critical care nurses from Manitoba. If any of you have ideas for workshop topics, or would like to assist in planning a workshop, please contact me!! Have a great summer.  
Shelley Munro

### **Membership/Contact -*Tannis Sidloski***

It's been a good year for membership. In May 2006 we had 106 active members. During the past year we have stayed stable with our membership. As of May 17<sup>th</sup>, 2007 we have 104 active members. We seem to recruit a handful of members at Edge of Excellence, so it's likely that our membership will be higher than last year after this morning's registration.

There are several factors that have been involved in maintaining our membership. Again this year, National had the TWIN and WIN Campaign to help recruit new members. The Manitoba Chapter also continued to promote CACCN membership, by providing all ICU Nursing Graduates, from tertiary and community programs, with a complimentary newsletter and information on CACCN. We re-distributed the "Benefits of Membership poster" throughout the province. While we've also had support from our members like Liz Hextall, who contacted me to send her information/brochures so she could set up a CACCN information booth at a conference at Brandon General Hospital.

National office has resolved the problems we were previously having with our membership database. The database is working great and now allows for real-time information on our membership. It also allows National to generating membership reminder letters which are sent out to members three months before their membership expires.

In the past members have expressed concerns for becoming a member or renewing their membership online. There is no need for any concern as the website is now secure to pay for your membership online.

For those of you who have looked at the updated CACCN website, you've seen how much the site has improved and become much more user friendly with many related links.

If you haven't seen the website lately, check it out and tell all your friends who aren't yet members!

### **Secretary - *Rosanne Labossière***

Good morning. Another busy year has gone by, and we've accomplished many things for our Chapter as you've heard. It can be challenging work, but so rewarding when you look back and see what you've done in your term of office. As this is my last year on the executive, I'd like to thank every member of our team, past and present for everything they have taught me over the years, and for their team spirit. Without all of you contributing part of yourself, we wouldn't have been able to accomplish our goals, and have so much fun in doing so.

I'd like to wish the new 2007-08 executive the best of luck, and thanks again for everyone's support. Without all of you here today, we wouldn't have a Chapter to work for, and therefore would risk losing our voice for Critical Care in Manitoba. Let's continue to recruit members, and remain strong in numbers.

Thanks again.

### **Conference Report – *Karen Schnell-Hoehn & Tannis Sidloski* - Edge 2006 Co-Chairs**

Edge of Excellence 2006 was held on May 15, 2006, at the Norwood Hotel. This one day conference began with a presentation on the June Morris Inquest: What have we learned. After a morning break, there was a presentation on infection prevention and control, followed by another presentation on endovascular stenting of an aneurysm in the ICU. A pasta lunch was provided with the opportunity to visit the display booth area. There were three additional presentations in the afternoon: 1) Myoctic aneurysm in the ICU, secondary to Salmonella; 2) Hemodynamics: What are all those other numbers and 3) Pulmonary artery pressure: how high is too high.

The conference was attended by 101 people, including 75 registrants, 10 Executive and Planning committee members, 6 presenters and 6 exhibitors. The total corporate sponsorship secured for the conference was \$2700.00. The total net profit for this event was \$3548.51. The conference evaluations were positive with a majority preferring a one day conference with single session format. Suggestions and feedback from the evaluations will be used to guide next years conference planning.

**Treasurer - *Marshall Lawrence***

April 1st 2006- March 31st 2007

The following is a summary of the income/expense year-end report for the Manitoba Chapter of CACCN:

*Income*

National Refund	940.00
Heart Sounds W/S	510.00
Sepsis W/S	110.00
Edge 2006	2962.31
GIC Interest	56.24
Total	4578.55

*Expenses*

Sepsis W/S	108.66
Street Drug W/S	445.13
Administration	2332.86
Bank Charges	95.87
Deposit Edge 2007	500.00
Education Fund	794.44
Post office Box	169.60
<i>Total</i>	{4446.56}

Net Income 131.99

Checking account balance 7211.55  
(as of March 31st 2007)

GIC Account Balance 7142.29

**Publicity Chairperson – *Trica Garrioch***

Over the past year, two newsletters have been published and distributed to CACCN members and contacts throughout the province. The first mailing was in the third week of August 2006 and the subsequent mailing in the second week of February 2007. All printing was through Galaxy Printing on St. Mary's Road. All other supplies were purchased at Staples.

Newsletter Summer 2006

Printing of newsletters	\$ 65.99
Postage	\$ 74.19
<b>Total</b>	<b>\$140.18</b>

Newsletter Spring 2007

Printing ~120 newsletters	~\$ 80.00*
postage & supplies	~\$ 90.00*
	<b>~\$170.00*</b>

\*mailing done by another executive member

All receipts available upon request.

This year has seen the creation of newsletter submissions guidelines as well as electronic mailing of the newsletters. I look forward to another challenging year in this role.

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Is there a motion to accept these committee reports, as well as the President's report?

**Alice Dyna** Secunder: **Yolanda Dyna**

Any discussion? \_\_\_\_\_ **None**

All in favor? \_\_\_\_\_ **All**

Opposed? \_\_\_\_\_ **None**

Motion carried.

**10. Resolutions**

Are there any resolutions or changes to the Constitution that a member would like to present from the floor?

(None)

**11. Elections for Manitoba Chapter Executive 2007-2008**

I will read the written nominations that we have for each position and then accept nominations from the floor. Please note that these positions will take effect June 2007 for a period of 1 year.

**President**

I have one written nomination for the position of President: Lissa Currie.  
I will now take nominations from the floor for the position of President.

**No further nominations**

I move that nominations be closed.

Is there a seconder? Trica Garrioch  
Those in favor? All  
Opposed? None  
Carried.

**Lissa Currie is the Manitoba Chapter President for 2007 - 2008.**

**Vice - President**

I have one written nomination for the position of Vice-president: Sean Jardine.  
I will now take nominations from the floor for the position of Vice-President.

**No further nominations**

I move that nominations be closed.  
Is there a seconder? Judy Strand  
Those in favor? All  
Opposed? None  
Carried.

**Sean Jardine is the Manitoba Chapter Vice President for 2007 - 2008.**

**Secretary**

I have one written nomination for the position of Secretary: Rhonda Matheson.  
I will now take nominations from the floor for the position of Secretary.

**No further nominations**

I move that nominations be closed.  
Is there a seconder? Nancy Vokey  
Those in favor? All  
Opposed? **None**  
Carried.

**Rhonda Matheson is the Manitoba Chapter Secretary for 2007-2008.**

**Treasurer**

I have one written nomination for the position of Treasurer: Sandra Christie.  
I will now take nominations from the floor for the position of Treasurer.

**No further nominations**

I move that nominations be closed.  
Is there a seconder? Sean Jardine  
Those in favor? All  
Opposed? **None**  
Carried.

**Sandra Christie is the Manitoba Chapter Treasurer for 2007-2008.**

### **Program Chairperson**

Shelley Munro has let her name stand as Co-chair for Programs.  
I will now take further nominations from the floor for the position of Co-chair, Programs.  
Michaele Rivet has nominated Christina Kuttinig for the position.  
Nomination accepted.

### **No further nominations**

I move that nominations be closed.  
Is there a seconder? Sandi Chartrand  
Those in favor? All  
Opposed? **None**  
Carried.

**Shelley Munro & Chris Kuttinig are the Manitoba Chapter Co-chairs for Programs for 2007-2008.**

### **Membership/Contact Chairperson**

I have one written nomination for the position of Membership: Rose Grant  
I will now take nominations from the floor for the position of Membership.

### **No further nominations**

I move that nominations be closed.  
Is there a seconder? Alice Dyna  
Those in favor? All  
Opposed? **None**  
Carried.

**Rose Grant is Manitoba Chapter Membership/Contact Chairperson for 2007-2008.**

### **Publicity/Newsletter Chairperson**

Trica Garrioch has let her name stand for the position of Publicity/Newsletter  
Chairperson.  
I will now take nominations from the floor for the position of Publicity Chairperson.

### **No further nominations**

I move that nominations be closed.  
Is there a seconder? Rhonda Matheson  
Those in favor? All  
Opposed? **None**  
Carried.

**Trica Garrioch is the Manitoba Chapter Publicity Chairperson for 2007-2008.**

## **Conference Chairperson**

The position of Conference Chairperson is an appointed position. When the new Executive meets this will be one of the first orders of business.

Please join me in congratulating the incoming Chapter Executive for 2007 - 2008.

## **12. MANITOBA CHAPTER CRITICAL CARE NURSE OF THE YEAR**

About the Award:

Since 1990, during the annual Edge of Excellence Conference held in May, a Manitoba Chapter CACCN Member who consistently displays the attitude and professional practice that reflect critical care nursing excellence has been presented with the Critical Care Nurse of the Year Award.

The award is meant to recognize chapter member(s) who have promoted critical care nursing in Manitoba, exhibited a high degree of professionalism and demonstrated proficiency in critical care nursing. We do not want to take the extra-ordinary nurses and their achievements for granted! The selection will be made by the Awards Committee, a sub committee of the Manitoba Chapter Executive.

The award consists of a commemorative plaque and an honorarium presented at the Annual General Meeting in May. A maximum of 2 awards will be given out each year.

### **Eligibility:**

1. Must be a member in good standing of the Manitoba Chapter CACCN.
2. A Critical Care Nurse working in Pediatric, Neonatal or Adult Critical Care.
3. A Critical Care Nurse working at the bedside or in management, research, administration or education.

### **Ineligibility:**

1. A member of the Executive of the Manitoba Chapter-CACCN.
2. A past recipient of less than 3 years.

### **Information Required for Nomination:**

1. A completed nominee form, found in our newsletter.
2. A write up of at least 250 words describing why the nominee should receive the award. Included should be specific example(s) in at least one of the following areas of how the nominee:
  - promotes critical care nursing in Manitoba
  - exhibits a high degree of professionalism
  - demonstrates proficiency in critical care



**Manitoba Chapter-Canadian Association of Critical Care Nurses  
Critical Care Nurse of the year Award**

*Michaele Rivet*

Michaele graduated from nursing at the Grace General Hospital in 1984 and completed the Adult Intensive Care Nursing Program in 1994.

She has been employed in the Surgical ICU (now Cardiac ICU) at the St. Boniface General Hospital since 1994. In 2000, she became the Clinical Resource Nurse in this unit, where she currently remains employed. It is within this role that many have seen Michaele shine. She is a strong leader and has been instrumental in guiding nursing, medical, and support staff during the consolidation of cardiac surgery. She is cool under pressure and, speaking from experience, is a great person to have around when your patient arrests.

Michaele is professional and knowledgeable about nursing practice and focuses on evidence-based rationale. Michaele is the co-founder of the Critical Care journal club of Winnipeg encouraging critical care nurses to critique journal articles and share knowledge. She has participated in SBGH and regional committees and expands her knowledge through educational events she attends.

Michaele has presented at workshops locally, provincially and nationally on topics such as pulmonary hypertension, hypothermia protocols and intensive insulin therapy. She has published in the *Official Journal of the Canadian Association of Critical Care Nurses (1995)*, on intravenous codeine in the neurosurgical patient population.

Michaele is deserving of this award because of the work she has done which inspires people she comes in contact with to improve their practice. She is a valued member of the health care team and is an asset to nursing.

**13. OPEN FORUM**

I now welcome any comments or questions from the floor. Please stand, state your name and address any questions to myself.

**None**

**14. ADJOURNMENT**

May I have a motion to adjourn meeting? Con Marks

Secunder: Yolanda Dyna

Any discussion to the motion? **No**

All in favor?

Opposed? **None**

Carried.

**This meeting is adjourned.**