1. Call to Order – Cecilia St. George-Hyslop, President

Meeting called to order at 1645 hours and it was noted that a sufficient number of members were present for quorum to proceed.

2. Welcoming Remarks – Cecilia St. George-Hyslop, President

Delegates present at Dynamics 2009 – 413 Total

- British Columbia: 35
- Alberta: 28
- Saskatchewan: 28
- Manitoba: 25
- Ontario: 126
- Quebec: 49
- Nova Scotia: 37
- Prince Edward Island: 0
- New Brunswick: 68
- Newfoundland/Labrador: 16
- Northwest Territories: 0
- Yukon: 0
- Nunavut: 0
- International: 0

3. Notice of the Meeting – Pamela Cybulski, Secretary

The National Board of Directors of the Canadian Association of Critical Care Nurses would like to extend an invitation to the membership to attend the 2009 Annual General Meeting of the CACCN. The CACCN Annual General Meeting will be held on Sunday, September 27, 2009 at 1645 hours at the Delta Fredericton hotel in conjunction with Dynamics 2009.

Notice of the meeting was distributed to all members in excess of the 60 day notice through the Dynamics Journal, the CACCN website, the Critical Connections Bulletins (June, July, August 2009) and the Dynamics Brochure (May 2009).

4. Proxy Votes – Pamela Cybulski, Secretary

All proxy votes received in National Office in the required timeframe have been distributed to the members:
Name | Proxies
--- | ---
Teddie Tanguay | 06
Brenda Gallagher | 19
Ellen Riel | 02
Gwen Thompson | 01
Andrea Maurich | 01
Sandra Statt | 01
Tracie Northway | 01
Tricia Bray | 01
Valerie Banfield | 01

5. Introductions – Board of Directors – Cecilia St. George-Hyslop, President

Cecilia introduced the 2008-2009 CACCN Board of Directors.

Cecilia St. George-Hyslop President / Dynamics 2009 Chair Central Region
Kate Mahon Vice-President / Publications Portfolio, Eastern Region
Joanne Baird Treasurer, Eastern Region
Pamela Cybulski Secretary / Recruitment and Retention, Central Region
Tricia Bray Director / Awards and Corporate Sponsorship / Dynamics 2011 Chair, Western Region
Teddie Tanguay Director / Website / Dynamics 2010 Chair, Western Region

Christine Halfkenny-Zellas National Administrator
Riek Van den Berg Parliamentarian

6. Introductions – Chapter Presidents/Representatives - Kate Mahon, Vice-President

Kate introduced the Chapter Presidents or their representatives present at the meeting:

British Columbia Chapter | Tracie Northway representing Lisa Krueckl
Calgary Chapter | Kathy Bouwmeester
Greater Edmonton Chapter | Ellen Riel
Saskatchewan Chapter | Angela Kubiak
Manitoba Chapter | Lissa Currie
London Regional Chapter | Brenda Morgan
Toronto Chapter | Karen Dryden-Palmer
Ottawa Chapter | Campbell Toohey representing Leesa Blakeley
Montreal Chapter | Kathy Yeomans
Nova Scotia Chapter | Sharon Gavin
New Brunswick Chapter | Brenda Gallagher representing Katie Poser

Thank you to the Chapter Executive Members who completed their terms in the 2008-2009 fiscal year.

Point of Order

Brenda Morgan raised a point of order to request her proxy votes be a matter of record, as they were not included in the Notice of Meeting / Proxy given by the Secretary

Brenda Morgan 08 proxy votes
7. Introductions – Clinical Editor / Editorial Review Board – Cecilia St. George-Hyslop

Cecilia introduced Dr. Paula Price, Clinical Editor of Dynamics….The Official Journal of the Canadian Association of Critical Care Nurses and acknowledged her significant contribution to the ongoing work of the Association and our journal. The following members of the Editorial Review Board were present:

**Adult Consultants**

- Dr. Marie Edwards  Manitoba

Cecilia acknowledged the work of the ERB members who were unable to attend:

- **Adult Consultants**
  - Sandra Goldsworthy  Ontario
  - Janice Beitel  Ontario
  - Mae Squires  Ontario
  - Kathleen Graham  Nova Scotia
  - Martha Mackay  British Columbia

- **Pediatric Consultants**
  - Dr. Franco Carnevale  Quebec
  - Dr. Judy Rashotte  Ontario

- **Neonatal Consultants**
  - Deb Fraser Askin  Manitoba

Cecilia also acknowledged Bruce and CB Pappin of Pappin Communications of Pembroke, Ontario, who are the publishers of our Journal. They are long-time supporters of CACCN and are very much appreciated.

Cecilia introduced Lucie Vachon, representing the Canadian Nurses Association.

8. Appointment of Parliamentarian – Cecilia St. George-Hyslop, President

Riek van den Burg, Ottawa, Ontario, will serve as a resource person for parliamentary procedures for this Annual General Meeting.

Riek van den Burg provided the parliamentary rules of addressing the assembly during the meeting

9. Appointment of Time Keeper – Cecilia St. George-Hyslop, President

Cecilia appointed Teddie Tanguay, Director as timekeeper to ensure the meeting was completed on time and the essential business of the day was dealt with.

- The timekeeper holds up a yellow card when there is one minute left in a section.
- The timekeeper holds up a red card when there is no more time in a section;
- At that time the discussion will end and we will proceed based on the agenda.
10. Appointment of Scrutineers – Cecilia St. George-Hyslop, President

MOTION: To appoint Lucie Vachon, representative CNA, Lois McPherson, representative Spacelabs and Walter Poprawa, representative Sorin Medical, as scrutineers at this meeting.

Moved: Brenda Gallagher, New Brunswick Chapter
Seconded: Rob Fuerte, Toronto Chapter
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

11. Approval of Minutes of 24th AGM – Montreal, PQ – Cecilia St. George-Hyslop – President

The minutes of the 24th Annual General Meeting of CACCN have been circulated to each of the Chapters. Copies of the Minutes were also distributed at the AGM on September 27, 2009.

MOTION: To accept the minutes of the 24th Annual General Meeting.

Moved: Melanie Fecteau, Yellowknife
Seconded: Gwen Thompson, Edmonton
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

12. Change of Meeting Chair

Kate Mahon, Vice President, CACCN National Board of Directors moved into the position of Meeting Chair at this time and requested the President’s Report be delivered to the members assembled.

13. President’s Report – Cecilia St. George-Hyslop, President

Cecilia reported on the many activities that National Office has been involved in:

- Design and construction of the new website
- Facilitating educational programs
- Maintaining and increasing membership
- Revising the Critical Care Standards
- Working on Certification
- Producing the Dynamics journal
- This work occurs over 3 teleconferences and 2 face to face meetings
- Once a year, we meet with the leaders from our 11 chapters across Canada to complete the work previously described and to facilitate meeting the goals of the association
- We partner with the following organizations:
  - Canadian Nurses Association (CNA) where our goal is to strengthen our network to ensure issues of critical care nurses are brought forward at the National level;
- **Canadian Council for Donation & Transplantation** where we continue to provide the critical care nurses’ perspective in caring for donors, recipients and their families;
- **World Federation of Critical Care Nurses (WFCCN)** where our partnership is to provide an international voice for critical care nurses. CACCN represents Canada at an international level and is represented at the WFCCN by Bernice Budz;
- **Canadian Intensive Care Foundation (CICF).** CACCN and CICF entered into a formal Memorandum of Understanding (MOU) with CICF to show our commitment to this agency for the work they do in funding research and education in critical care. Sandra Matheson serves as our representative between CACCN and CICF;
- **Institute for Safe Medication Practices (ISMP Canada).** CACCN continues to partner with ISMP Canada. ISMP writes regular columns in our Dynamics Journal which are positively received by our members;
- **ICU Collaborative.** CACCN recognizes the role of the Canadian ICU Collaborative in improving patient care and for the past two years have encouraged our members to participate in the quality initiatives of this organization.

**MOTION:** To accept the President’s report as submitted.

- Moved: Campbell Toohey, Ottawa
- Seconded: Paula Price, Calgary
- Discussion: None
- In Favour: All
- Opposed: None
- Abstaining: None
- Motion: CARRIED

**14. Change of Meeting Chair**

Cecilia St. George-Hyslop, President, CACCN National Board of Directors moved into the position of Meeting Chair at this time and requested the Portfolio Reports from the Board of Directors be delivered to the members assembled.

**15. Portfolio Reports**

**Secretary’s Report – Pam Cybulski, Director**

- Responsible for National and International Inquiries
- CACCN membership survey was developed, delivered and analyzed. Results were presented in the Spring 2009 Dynamics journal
- Continue to support and encourage Critical Care Certification through CNA
- Implemented new communication boards

**MOTION:** To accept the Secretary’s report as submitted.

- Moved: Gwen Thompson, Edmonton
- Seconded: Ellen Riel, Edmonton
- Discussion: None
- In Favour: All
- Opposed: None
- Abstaining: None
- Motion: CARRIED
Corporate Awards and Sponsorship Report – Tricia Bray, Director

The following were awarded between April 1, 2008 and March 31, 2009 under our Corporate Sponsorship and Awards program:

- **Sorin Chapter of the Year**: Calgary Chapter

- **Spacelabs Innovative Project Award**:
  - First Prize: Bonnie Molinski, CHEO, Ottawa, ON
  - Second Prize: Judy Glowa, Gail Liggett, and Elaine Rose, Calgary Critical Care Nurses Journal Group, Calgary, AB

- **Editorial Awards**:
  - 1st Prize sponsored by Edwards Lifesciences: Rhonda Matheson and Jo Anne Sawatzky, Winnipeg, MB: *Altered Fever Response in End Stage Renal Disease: Implications for Critical Care Nurses*

- **Smiths Medical Educational Awards**:
  - Sandra Goldsworthy, Oshawa, ON – September 2008, PhD, University of Toronto
  - Chad Johnson, Thunder Bay, ON - January 2009, MSN Program, University of Southern Indiana

- **CACCN Research Grant**: Dr. Franco Carnevale, Montreal, PQ

- **Baxter Guardian Scholarship for Excellence in Patient Safety**
  - Marie Dennis, Toronto, ON
  - Tracie Northway and team at BC Children’s Hospital, Vancouver, BC

- **BBraun Mentorship Award**:
  - Alison Dodds, Toronto, ON

- **Brenda Morgan Leadership Excellence Award**:
  - Dr. Paula Price, Calgary, AB

**MOTION**: To accept the Awards and Sponsorship Report as submitted.

Moved: Brenda Gallagher, New Brunswick
Seconded: Kathy Yeomans, Montreal
Discussion: None
**In Favour**: All
Opposed: None
Abstaining: None
Motion: CARRIED

Cecilia called on Glenda to provide the Dynamics 2008 report on behalf of Asha Pereira, Dynamics 2008 Planning Committee Chair.

- Dates: September 28 to 30, 2008
- Theme: Celebrating 25 Years of Critical Care Advocacy: Past, Present and Future
- Venue: Hilton Bonaventure, Montreal, PQ
- Chairperson: Asha Pereira
- Attendance: 556 Delegates
- Profit: $ 116,000.00

Glenda thanked the planning committee for their hard work.

**MOTION:** To accept the Dynamics 2008 Report as submitted.

Moved: Valerie Banfield, Nova Scotia
Seconded: Susan Roper, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Recruitment and Retention Report – Pamela Cybulski, Director

*Recruitment Initiative*

- The following chapters received one full tuition coupon and one $100 tuition coupon to Dynamics 2009 for recruiting – minimum of 33% of new memberships, in the reporting year:
  - British Columbia
  - Greater Edmonton
  - Calgary
  - Manitoba
  - London
  - Toronto
  - Ottawa
  - Montreal
  - New Brunswick
  - Nova Scotia

Overall we had 467 new members

*Retention Initiative*

- The following chapters received three $100 tuition coupons to Dynamics 2009 for greater than 80% renewal of its previous year’s members:
  - London
  - Ottawa
  - New Brunswick
• The following chapters received two $100 tuition coupons to Dynamics 2008 for greater than 70% renewal of its previous year’s members:
  • Calgary
  • British Columbia

• The following chapters received one $100 tuition coupons to Dynamics 2008 for greater than 60% renewal of its previous year’s members:
  • Edmonton
  • Manitoba
  • Nova Scotia
  • Toronto

Overall retention was 85.3%

**MOTION:** To accept the Recruitment and Retention Report as submitted.

Moved:    Sean De Jardine, Toronto
Seconded: Ingrid Daley, Toronto
Discussion: None
**In Favour:** All
Opposed: None
Abstaining: None
Motion: CARRIED

**Certification Portfolio – Pamela Cybulski, Director**

• Congratulations to all members who have certified or recertified in our specialty
• There were 34 who wrote their adult certification for the first time and 50 who renewed their certification
• There were 3 who wrote their pediatric certification for the first time and 6 who renewed their certification
• At Dynamics 2008, in Montreal, PQ, CACCN awarded 8 - $250.00 awards to:
  o Adult certification:
    ▪ Crystal Campbell, Quispamsis, NB
    ▪ Melissa Rosen Edmonton, AB
    ▪ Rhonda Thorkelsson, Winnipeg, MB
  o Adult recertification:
    ▪ Cheryl McLuckie, Kelowna, BC
    ▪ Janice Gaisson, Winnipeg, MB
  o Pediatric certification:
    ▪ Evelina Glasser, Calgary, AB
    ▪ Andrea Jesney, Calgary, AB
  o Pediatric recertification:
    ▪ Rosella Jefferson, Vancouver, BC

• All names of members who certified and recertified were published in Dynamics: the Official Journal of CACCN
• Applications will be accepted until October 16, 2009 for the 2010 examination
• The exam is scheduled to be written on April 17, 2010
MOTION: To accept the Certification Report as submitted.

Moved: Rob Fuerte, Toronto
Seconded: Kathy Bouwmeester, Calgary
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Publications Portfolio – Kate Mahon, Director

- Dynamics, the Official Journal is published 4 X per year with the summer edition being devoted to conference abstracts
- There were 8 articles published in the remaining 3 issues
- Special thanks to:
  - Bruce and CB Pappin, Pappin Communications, our publisher
  - Dr. Paula Price, Clinical Editor and her Editorial Review Board

MOTION: To accept the Publications Report as submitted.

Moved: Campbell Toohey, Ottawa
Seconded: Susan Roper, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED


- Joanne reviewed the following statements prepared by MacNeill Edmundson, Chartered Accountants: Statement of Financial Position, Statement of Revenue, Expenditures and Net Assets, Statement of Revenue and Expenditures – Dynamics
- Financial Statements are under Schedule I

MOTION: To accept the Treasurers Report as submitted.

Moved: Veronica Breadner, Toronto
Seconded: Sharon Gavin, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

- The CACCN by-laws require members at the Annual General Meeting to appoint the auditors for CACCN for the next year.

MOTION: To appoint the firm of MacNeill-Edmundson Chartered Accountants of London, Ontario to be the auditors of the Association for the 2009/2010 fiscal year.
Moved: Ellen Riel, Edmonton  
Seconded: Brenda Gallagher, New Brunswick  
Discussion: None  
In Favour: All  
Opposed: None  
Abstaining: None  
Motion: CARRIED

Website Portfolio – Teddie Tanguay, Director

- Based on a survey of the CACCN membership the website was identified as an area to redesign to improve service to our members.
- Biz-Zone was the company selected based on our RFP process.
- There were 2 phases to the website project.
- The highlights of phase 1 were: the graphic redesign of the website and dynamics conference online registration.
- Phase 2 was complete in July and the Members’ Only went live for all CACCN members.
- The highlight of Phase 2 was the Members’ Only area with a discussion board, CEU’s and the placement Dynamics Official Journal of the Canadian Association of Critical Nurses online.
- Please take time to visit the Members’ Only site and participate in the Discussion forum regarding critical care nursing.
- Pictures with Critical Care nurses are still required for the website, please keep clicking and send your pictures into National along with your consent forms.
- The Board also reviewed the idea of a bilingual website being available. RFP’s were issued to twelve translation companies to provide costing on having the current site translated, as well as the ongoing costs to have updates/additions to the site translated.
- The cost of French translation averaged $7,400.00 (low quote of $5,400 to high quote of $10,700) in January 2009 (approximately $0.23/word) which did not include continued updates.
- The Board voted to defer the implementation of website French translation at this time based on budget.

MOTION: To accept the Website Report as submitted.

Moved: Susan Roper, Nova Scotia  
Seconded: Gwen Thompson, Edmonton  
Discussion: None  
In Favour: All  
Opposed: None  
Abstaining: None  
Motion: CARRIED

16. Election of New Board Members

- There was a call for nominations for the position of CACCN Central, Eastern and Western CACCN Directors for the term of April 1, 2010 to March 31, 2012.
- As a result of this call for nominations, the CACCN National Office has received four (4) nominations.
- One vacant position in Central Region: Ruth Trinier from Toronto, Ontario has put forth her name for election to the National Board of Directors.
- One vacant position in Eastern Region: Joanne Baird from Grand Falls-Windsor, NL has put forth her name for re-election to the National Board of Directors.
• Two vacant positions in Western Region: **Tricia Bray** from Calgary, AB and **Teddie Tanguay** from Edmonton, AB, have put forth their names for re-election to the National Board of Directors.

• Based on the current constitution and bylaws, Article IV, Section 4, Nominations, 4.2 of the Association, sufficient nominations have been received for the vacant board positions by the nomination closing date (July 28, 2009), therefore nominations from the floor are not required.

• As a result of the nominations received, the following are acclaimed to the CACCN National Board of Directors:
  - Tricia Bray, Western Region
  - Teddie Tanguay, Western Region
  - Ruth Trinier, Central Region
  - Joanne Baird, Eastern Region

• Ruth Trinier addressed the membership as a new CACCN Board member:
  - ICU Nurse – 10 years
  - Hospital for Sick Children
  - Encouraged by work on the Standards Review Committee and members of the Toronto Chapter to put name forward for nomination
  - Looking forward to working with the Board Members, Chapter Executive and members.

17. Nomination Notification Procedure

• Commencing in 2010, the Association will notify members of nominations to the Board in the following manner:
  - In order to receive the nominees bios and photos into the hands of the members in the most expedient manner all information will be posted on the CACCN website in the Members Only area, and in the Critical Connections Bulletin, after the close of the Call for Nominations.
    • If the open position has one nomination at the close of the Call for Nominations, the nominee will be acclaimed to the open position.
    • If the open position has two or more nominees at the close of the Call for Nominations, an election by secret ballot at the next Annual General Meeting will take place.
    • If no nominations have been received at the close of the Call for Nominations, a call from the floor will occur at the next Annual General Meeting.
    • Notification of this procedure will be posted in the Critical Connections Bulletin, on the website and in the Winter 2009 Dynamics Journal.

18. New Business - **Cecilia St. George-Hyslop**

Revisions to the Constitution and Bylaws (2009)

• The existing Constitution and Bylaws were last revised in October 2007.
• Notice of the proposed revisions were issued to the membership in 2009 via the Critical Connections Bulletin, posted at [www.caccn.ca](http://www.caccn.ca), provided in the Fall 2009 Dynamics Journal and mailed to members who do not have email addresses on file.
MOTION: To accept the revision to Page iii, Interpretation, Revision to 8 to read “Member means any Active, Student, Associate, Honourary Member or Life member as defined and determined in these by-laws as submitted”.

Moved: Julie Weir, New Brunswick
Seconded: Melanie Fecteau, Northwest Territories
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article II, Membership, Section 1 - Classes of Members:

1.1 There shall be five (5) classes of members

1.11 ACTIVE MEMBER - any registered nurse, with an interest in critical care, who possess a current and valid licence or certificate in the province, territory or country in which the registered nurse practises.

1.12 STUDENT MEMBER – any nursing student in an accredited professional nursing program, who is currently not licensed as a registered nurse or graduate nurse.

1.13 LIFE MEMBER -- any member in the association who has made significant contributions to the association as determined by the board may be provided Life Member status.

1.14 ASSOCIATE MEMBER - any person with an interest in critical care, but who does not meet the requirements for an ACTIVE MEMBER.

1.15 HONOURARY MEMBER - persons who are not otherwise eligible for membership in the Association and whom the Association wishes to honour.

Moved: Campbell Toohey, Ottawa
Seconded: Valerie Banfield, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article II, Membership Section I, Classes of Members

1.2 International Members who meet the Active member designation will have access to all CACCN benefits however may not hold office or serve on committees at the National level.

Moved: Brenda Gallagher, New Brunswick
MOTION: To accept the revision to Article II, Section 5 Admission of New Members

5.1 - 5.13 evidence of the applicant's current and valid licence or certificate to practice nursing in the jurisdiction in which the applicant practises;

5.4 STUDENT MEMBERS must submit to the Association:
   5.41 an application in the form prescribed by the Board;
   5.42 annual membership dues, as prescribed by the Board;
   5.43 evidence of the applicant's current and valid enrolment in an accredited professional nursing program and are not a registered nurse or graduate nurse.

5.5 LIFE MEMBER shall be any member in the association who has made significant contributions to the association as determined by the board may be provided Life Member status.

MOTION: To accept the revision to Article III, Section 6 Voting

6.1 Each member shall be entitled to vote on all questions. In case of a tie vote the Chairperson of the meeting shall have a second, or casting vote. Honourary, Associate and Student Members shall not have the right to vote

MOTION: To accept the revision to Article # IV, Directors Section 1, Number and Qualifications

1.1 The affairs of the Association shall be managed by a Board of seven (7) Directors of who four (4) shall constitute a quorum. Each Director must be an Active
Member of the Association and be currently working in or affiliated with a critical care specialty, at the time of election.

Moved: Kathy Yeomans, Montreal
Seconded: Melanie Fecteau, Northwest Territories
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article # IV, Directors Section 5, Vacating Office

5.1 The office of any Director shall ipso facto be vacated:
   5.11 if the Director ceases to be an Active Member of the Association;
   5.12 if the Director ceases to be a member in good standing with their regulatory body;
   5.13 if by notice in writing to the Association, the Director resigns the office of Director;
   5.14 if the Director becomes bankrupt or suspends payment or compounds with creditors or makes an authorized assignment or is declared insolvent;
   5.15 if the Director is found to be a mentally incompetent person or becomes of unsound mind

Moved: Kathy Bouwmeester, Calgary
Seconded: Brenda Gallagher, New Brunswick
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article # VII, Officers Section 1, Officers

1.1 The officers of the Association shall be the President, the Vice President, the Secretary and the Treasurer, each of whom shall be a member of the Board of Directors, and will form the executive of the board. Other officers may be appointed as the Board of Directors decides.

Moved: Campbell Toohey, Ottawa
Seconded: Sharon Gavin, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article # VII, Officers Section 2, Election of Officers

CACCN AGM Minutes – September 27, 2009
2.1   Duly qualified members may be elected to a term of office of two (2) years as a Director, and that election of officers of the Association shall be made by the Board of Directors at the first meeting of the Board following election of such Directors. At the discretion of the Officers and Directors of the Board, the term of office may be amended by one (1) year (either extended or reduced) to ensure continued effective operation of the Association.

Moved: Brenda Gallagher, New Brunswick
Seconded: Brenda Morgan, London
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article # VII, Officers Section 2, Election of Officers

2.2   There shall be elected seven (7) Directors of the Association with two (2) Directors from each of the three regions and an additional director, as Director at Large.

Moved: Brenda Gallagher, New Brunswick
Seconded: Brenda Morgan, London
Discussion:

Brenda Morgan, London

- To elect someone to the Dynamics Chair is a big job. Having a Board member running two dynamics back to back is unmanageable.

- Suggestion to elect one more Director and then determine who would be best suited for various responsibilities on the Board.

MOTION: To amend the revision to Article # VII, Officers Section 2, Election of Officers

2.2   There shall be elected seven (7) Directors of the Association with two (2) Directors from each of the three regions and an additional director, as Director at Large.

Moved: Brenda Morgan, London
Seconded: Paula Price, Calgary
Discussion:

Brenda Morgan, London

- Should add to elect anywhere across Canada
• 7th Director – 2 year term

MOTION: To amend the revision to Article # VII, Officers Section 2, Election of Officers

2.2 There shall be elected seven (7) Directors of the Association with two (2) Directors from each of the three regions and an additional director, as Director at Large. The Director at Large position will not be representative of any particular region.

Moved: Brenda Morgan, London
Seconded: Rob Fuerte, Toronto

Discussion:

Glenda Roy, Newfoundland/Labrador

• Can we afford another Director?
• What will be the cost of Board Travel with a 7th Director?
• What are the benefits of having the 7th Board Member?

Joanne Baird, CACCN National Treasurer

- Average Board Travel Costs are $19,000/year
- $3,000/year per director

Cecilia St. George-Hyslop, CACCN National President

- Currently have 6 Board members
- There is a fair amount of work to be completed by the Board along with the regular portfolios
- Board members are over-extended
- In addition, Dynamics is a complex business to manage – 7th Board member will alleviate some of the extra work required

MOTION: To accept the amended revision to Article # VII, Officers Section 2, Election of Officers

2.2 There shall be elected seven (7) Directors of the Association with two (2) Directors from each of the three regions and an additional director, as Director at Large. The Director at Large position will not be representative of any particular region.

Moved: Kathy Yeomans, Montreal
Seconded: Paula Price, Calgary
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED
MOTION: To accept the revision to Article # VIII, Officers Section 9, Dynamics

9.1 The Chair for Dynamics will be a member of the Board of Directors

Moved: Rob Fuerte, Toronto
Seconded: Brenda Gallagher, New Brunswick
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To accept the revision to Article # VIII, Annual Dues Section 3, Payment of Chapter Portion of Dues

3.1 The Board shall return the $15.00 for Active and Associate Members and $7.50 for Student Members, which constitutes the Chapter portion of the membership fees to the Chapter within 30 days of the end of the quarter in which the fees were received.

Moved: Rob Fuerte, Toronto
Seconded: Brenda Gallagher, New Brunswick
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Rob Fuerte, Toronto

• Would like to thank the board for increasing the chapter reimbursement portion – this will be helpful for us as a chapter.

MOTION: To accept the revision to Article XVI, Chapters Section 2, Creation of Chapter

2.13 the Chapter members have passed resolutions by simple majority electing the Executive Officers, each of whom shall be Active Members of the CACCN. The Officers shall consist of a minimum of 4 positions of President, Vice-President, Secretary and Treasurer.

Moved: Julie Weir, New Brunswick
Seconded: Melanie Fecteau, Northwest Territories
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED
MOTION: To accept the removal of Article XVI, Lifetime Recognition Awards Section 1 – Definition

Moved: Campbell Toohey, Ottawa
Seconded: Kathy Bouwmeester
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To extend the Annual General Meeting by an additional fifteen (15) minutes to complete the business of the Association

Moved: Rob Fuerte, Toronto
Seconded: Brenda Gallagher, New Brunswick
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Resolutions

The following resolutions were put forth by the Board of Directors. The resolutions do not require revision to the CACCN Constitution and Bylaws.

MOTION: To continue to offer the Student Membership fee, currently offered at $50.00 annually.

Moved: Brenda Gallagher, New Brunswick
Seconded: Rob Fuerte, Toronto
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

MOTION: To continue to offer the Two Year Membership fee, currently offered at $140.00 biennially.

Moved: Gwen Thompson, Edmonton
Seconded: Ellen Riel, Edmonton
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

WFCCN Proposal

Tricia Bray outlined the WFCCN Proposal for the membership:

- CACCN has submitted a proposal to host the World Federation of Critical Care Nurses (WFCCN) World Congress in 2012 in conjunction with Dynamics 2012, being held in Vancouver, British Columbia.
The WFCCN proposal provides for fifteen thousand dollars ($15,000.00) to be allocated to WFCCN for funding for the WFCCN Core Committee and World Congress Members to travel to Vancouver, BC for meetings prior to and to attend Dynamics 2012. It is the Board’s proposal to set aside five thousand dollars ($5,000.00) from Dynamics 2009, 2010, 2011 for this endeavour.

A CACCN member with WFCCN experience will be part of the Dynamics 2012 Planning Committee.

It is our intent to use WFCCN members for some concurrent/plenary sessions at the Dynamics 2012 conference.

**Background**

- The WFCCN exists to provide a global forum and network to link the critical care nurses of the world as individual practitioners and through their local and national professional associations. Over 20 critical care nursing associations belong to CFCCN.

**WFCCN Objectives:**

- To represent critical care nurses and critical care nursing at an international level.
- To improve the standard of care provided to critically ill patients and their families throughout the countries of the world.
- To advance the art and science of critical care nursing in all countries throughout the world.
- To promote co-operation, collaboration and support for critical care nursing associations and individuals.
- To improve the recognition of critical care nursing throughout the world.
- To maintain and improve effective co-operation between all health professionals, institutions, agencies and charities who have a professional interest in the care of critically ill patients.
- To foster and support research initiatives that advance critical care nursing and patient/family care.
- To encourage and enhance education programs in critical care nursing throughout the world.
- To provide conferences, written information and continuing education for critical care nurses.

It is the Board’s intent that hosting the WFCCN World Congress in Vancouver, BC in 2012 will raise the profile of CACCN on the International stage.

**MOTION:**

To approve setting aside funding of $5,000 per year over the next three years ($15,000 total) in support of the goals of the WFCCN World Congress in conjunction with Dynamics 2012.

Moved: Brenda Gallagher, New Brunswick  
Seconded: Julie Weir, New Brunswick  
Discussion:

Rob Fuerte, Toronto

- Clarification: $5,000 annually for total $15,000
Brenda Morgan, London

- What are the other potential costs associated with this?
- Who owns the debt, if we lose money?
- AACN lost $200,000 – 4 years ago hosting the World Congress
- Need to go into this with low expectation
- May also need to consider we could end up having to put up additional funds to cover
- Need to go into this with our eyes wide open – we could lose a lot of money on this
- Proposal seems to favour WFCCN rather than CACCN
- Based on a normal Dynamics budget, the cost would add $15,000 to the budget
- For Dynamics the costs increase due to increased people attending
- This is a good global idea, but really need to think about this

Lois Crossman, Calgary

- Was the membership consulted about this proposal?
- Member indicates she has never heard of WFCCN

Kathy Bouwmeester, Calgary

- What exactly is WFCCN asking CACCN to provide?

Betty Lou Rock, Manitoba

- What is the advantage for CACCN to host WFCCN?
- For an extra 40 people, this is a lot of expense

Glenda Roy, Newfoundland/Labrador

- $15,000 will not go far, if WFCCN chooses to bring someone from a country such as India

Tricia Bray, CACCN National Board of Directors

- The Proposal is not in place of Dynamics 2012
- We will still control and operate Dynamics
- We are looking at including the World Congress in conjunction with Dynamics 2012
- We have been WFCCN members since 2001
- CACCN Members were notified of the proposal being put forth through Critical Connections, the Website and the Dynamics Journal in advance of this meeting
- WFCCN is asking us to provide support for extra costs such as hotel funding, etc.
- Approximately 40 people attending for WFCCN
- We are part of the global community – benefit is to raise CACCN to the ‘world stage’
• WFCCN may opt to bring someone from a developing country who may not otherwise have been able to attend the conference
• CACCN BOD had much the same concerns raised today, so the proposal was tightened up and WFCCN knows the process of approval for this
• The only funding they will receive is $15,000 max.

Francis Loos, Saskatchewan

• Basically we are inviting the world to join us at Dynamics 2012?
• We still have control over the Dynamics budget, etc?
• No liability for us?

Teddie Tanguay, CACCN National Board of Directors

• We are still running Dynamics 2012
• WFCCN is welcome to attend and bring people with them to the conference
• The only funding WFCCN will receive is the proposed $15,000

Sharon Gavin, Nova Scotia

• Could this proposal impact future Dynamics for our members?

Cecilia St. George-Hyslop, CACCN National Board President

• We do not expect the inclusion of WFCCN to increase conference fees or other fees for our members

Alice Dyna, Manitoba

• Should consider opting out of this proposal for 2012
• Take another look at a time when more members can be involved in the decision
• There appears to be a lot of negativity regarding the proposal

Campbell Toohey, Ottawa

• Called the Question for Vote - 98 members present

In Favour: 11
Opposed: 77
Abstaining: 10
Motion: DEFEATED
Announcements

Standards

Tricia Bray announced the Standards for Critical Care Nursing Practice, 4th Edition has been completed and will be going to print in the very near future. This is the first time the Standards will be printed in both English and French.

CACCN Dynamic Career Connections (Workopolis)

Teddie Tanguay announced CACCN has partnered with Workopolis to create Dynamic Career Connections, an employment website for Critical Care Nurses. Nurses will be able to register their information/resumes on file at no cost. Employers can register and post their available positions, search for candidates, etc. This is coming in the near future.

MOTION: To extend the Annual General Meeting by an additional ten (10) minutes to complete the business of the Association

Moved: Rob Fuerte, Toronto
Seconded: Ellen Reil, Edmonton
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

19. Open Forum

Kathy Yeoman, Montreal

- Requested additional information on the website French translation and why deferred by the Board

Teddie Tanguay, CACCN National Board of Directors

- While the initial financial outlay for the translation was not financially significant, considering the funds we have put into creating a more user friendly, professional website, it is the ongoing costs of maintaining the site in two languages that is not financially feasible at this time.
- The ongoing maintenance of the website in both languages will be significant i.e. updates, changes, etc at a minimum of $0.23/word
- We update/revise the website multiple times a week and sometimes daily depending on what is happening
- The costs associated with having each of the changes translated is the difficulty in determining future funding / contingency funds annually for the French side of the site.
- Translation for the French site is a priority and the Board will be reviewing again in the future.
### 20. Introduction of CACCN National Board of Directors 2010-2011

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Mahon</td>
<td>President</td>
</tr>
<tr>
<td>Pamela Cybulski</td>
<td>Secretary</td>
</tr>
<tr>
<td>Joanne Baird</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Tricia Bray</td>
<td>Director</td>
</tr>
<tr>
<td>Teddie Tanguay</td>
<td>Director</td>
</tr>
<tr>
<td>Ruth Trinier</td>
<td>Director</td>
</tr>
</tbody>
</table>

### 21. 26th Annual General Meeting – 2010

The 26th Annual General Meeting of CACCN will be held at the Shaw Conference Centre in Edmonton, Alberta in September 2010 in conjunction with Dynamics 2010.

### 22. Adjournment

The business of the Association was concluded at 6:15 pm and Cecilia St. George-Hyslop, President declared the 25th Annual General Meeting of CACCN duly closed.

Cecilia thanked all members for attending and hoped everyone would enjoy the remainder of Dynamics of Critical Care 2009 and will look forward to 2010 in Edmonton.
## 2008-2009 Financials

### Canadian Association of Critical Care Nurses

#### Statement of Financial Position

<table>
<thead>
<tr>
<th>Assets</th>
<th>Operating and Enhancement Funds</th>
<th>Dynamics Fund</th>
<th>Total 2009 ($)</th>
<th>Total 2008 ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td>Cash</td>
<td>10,109</td>
<td>175,236</td>
<td>185,345</td>
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<tr>
<td></td>
<td>Investments</td>
<td>326,134</td>
<td>326,134</td>
<td>215,180</td>
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<tr>
<td></td>
<td>Accounts receivable</td>
<td>2,906</td>
<td>2,906</td>
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</tr>
<tr>
<td></td>
<td>Due from Dynamics</td>
<td>132,679</td>
<td>132,679</td>
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<tr>
<td></td>
<td>Prepaid expenses</td>
<td>13,362</td>
<td>7,557</td>
<td>21,319</td>
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<td></td>
<td></td>
<td>485,690</td>
<td>183,213</td>
<td>668,303</td>
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<tr>
<td>Capital Assets (note 2)</td>
<td></td>
<td>32,046</td>
<td>32,046</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>517,136</td>
<td>183,213</td>
<td>700,349</td>
</tr>
</tbody>
</table>

#### Liabilities

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Accounts payable and accrued expenses</td>
<td>15,276</td>
<td>132,679</td>
<td>15,276</td>
<td>12,427</td>
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<tr>
<td>Due to Operating deferred revenue</td>
<td>4,840</td>
<td>50,854</td>
<td>55,274</td>
<td>93,048</td>
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<td></td>
<td></td>
<td>10,116</td>
<td>183,213</td>
<td>203,329</td>
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</table>

#### Net Assets

<table>
<thead>
<tr>
<th>Fund Balance - unrestricted</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>497,226</td>
<td>497,226</td>
<td>416,184</td>
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<tr>
<td></td>
<td>517,136</td>
<td>183,213</td>
<td>700,349</td>
<td>551,357</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

_____________________________, Director

_____________________________, Director

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(CACCN AGM Minutes – September 27, 2009)
Canadian Association of Critical Care Nurses

Operating and Enhancement Funds

Statement of Revenue, Expenditures and Net Assets

<table>
<thead>
<tr>
<th></th>
<th>Operating Fund ($)</th>
<th>Enhancement Fund ($)</th>
<th>2009 Total ($)</th>
<th>2008 Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>79,614</td>
<td>79,614</td>
<td>97,270</td>
<td></td>
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<tr>
<td>Journal advertisements</td>
<td>34,094</td>
<td>34,094</td>
<td>42,460</td>
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<tr>
<td>Other</td>
<td>14,642</td>
<td>14,642</td>
<td>12,514</td>
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<tr>
<td>Interest</td>
<td>6,271</td>
<td>4,643</td>
<td>10,954</td>
<td>7,325</td>
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<tr>
<td>Donations</td>
<td></td>
<td></td>
<td>1,750</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>134,621</td>
<td>4,683</td>
<td>139,204</td>
<td>13,356</td>
</tr>
<tr>
<td><strong>Deductions Fund allocation</strong></td>
<td>116,097</td>
<td>116,097</td>
<td>143,437</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue and allocation</strong></td>
<td>250,608</td>
<td>4,683</td>
<td>256,101</td>
<td>37,306</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Secretarial services</td>
<td>57,263</td>
<td>57,263</td>
<td>59,643</td>
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<tr>
<td>Journal</td>
<td>46,168</td>
<td>46,168</td>
<td>46,168</td>
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<td>Board travel</td>
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<td>33,015</td>
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<td>Chapter reimbursement</td>
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<td>13,000</td>
<td>13,000</td>
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<tr>
<td>Postage, courier and photocopying</td>
<td>9,550</td>
<td>9,550</td>
<td>10,050</td>
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<tr>
<td>Awards and gifts</td>
<td>8,650</td>
<td>8,650</td>
<td>8,650</td>
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<tr>
<td>Office supplies</td>
<td>8,208</td>
<td>8,208</td>
<td>8,208</td>
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<tr>
<td>Amortization</td>
<td>8,295</td>
<td>8,295</td>
<td>8,295</td>
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<tr>
<td>Professional fees</td>
<td>7,288</td>
<td>7,288</td>
<td>7,288</td>
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<tr>
<td>Telephone</td>
<td>5,446</td>
<td>5,446</td>
<td>5,446</td>
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<tr>
<td>Interest and bank charges</td>
<td>3,840</td>
<td>3,840</td>
<td>3,840</td>
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<tr>
<td>Insurance</td>
<td>1,902</td>
<td>1,902</td>
<td>1,902</td>
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<tr>
<td>Website support</td>
<td>720</td>
<td>720</td>
<td>720</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>204,285</td>
<td>204,285</td>
<td>171,350</td>
<td></td>
</tr>
<tr>
<td><strong>Excess of Revenue over Expenditures</strong></td>
<td>46,323</td>
<td>4,683</td>
<td>51,006</td>
<td>105,150</td>
</tr>
<tr>
<td><strong>Net Assets, beginning of year</strong></td>
<td>105,925</td>
<td>140,259</td>
<td>446,134</td>
<td>342,726</td>
</tr>
<tr>
<td><strong>Interfund transfer</strong></td>
<td>(100,000)</td>
<td>(100,000)</td>
<td>(100,000)</td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets, end of year</strong></td>
<td>252,270</td>
<td>244,942</td>
<td>497,220</td>
<td>446,154</td>
</tr>
</tbody>
</table>
Canadian Association of Critical Care Nurses  
Dynamics Fund  
Statement of Revenue, Expenditures and Net Assets  

<table>
<thead>
<tr>
<th>Year ended March 31</th>
<th>2009 ($)</th>
<th>2008 ($)</th>
<th>Dynamics 2008</th>
<th>Dynamics 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and dinner</td>
<td>245,375</td>
<td>147,945</td>
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</tr>
<tr>
<td>tickets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit booths</td>
<td>190,586</td>
<td>91,521</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>18,000</td>
<td>16,000</td>
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<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4,388</td>
<td>0,084</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>464,559</td>
<td>256,150</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference facilities</td>
<td>274,689</td>
<td>71,703</td>
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<tr>
<td>Speakers' fees and travel</td>
<td>22,670</td>
<td>8,384</td>
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<tr>
<td>Promotion</td>
<td>22,632</td>
<td>7,543</td>
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<tr>
<td>Printing</td>
<td>16,947</td>
<td>12,230</td>
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</tr>
<tr>
<td>Interest and bank charges</td>
<td>9,720</td>
<td>6,560</td>
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<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>1,346</td>
<td>996</td>
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<tr>
<td>Postage and courier</td>
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<td>3,872</td>
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<tr>
<td>Secretarial services</td>
<td></td>
<td>2,450</td>
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</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>348,462</td>
<td>112,713</td>
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<td></td>
</tr>
<tr>
<td><strong>Excess of Revenue over Expenditures</strong></td>
<td>116,097</td>
<td>143,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surplus, end of year transferred to operating and enhancement funds</td>
<td>116,097</td>
<td>143,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets, end of year</strong></td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MACNEILL EDMUNDSON LLP

(see accompanying notes)