1. **Call to Order – Kate Mahon, President**

Meeting called to order at 1650 and it was noted that a sufficient number of members were present for quorum to proceed.

2. **Welcoming Remarks – Kate Mahon, President**

3. **Notice of the Meeting – Pam 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 2010 Annual General Meeting of the CACCN. The CACCN Annual General Meeting will be held on Sunday, September 19, 2010 at 1645 hours at the Shaw Conference Centre in conjunction with Dynamics 2010.

   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 (March to August 2010) and the Dynamics Brochure (May 2010).

4. **Proxy Votes – Pam Cybulski, Secretary**

   All proxy votes received in National Office in the required timeframe have been distributed to the members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Proxies</th>
<th>Name</th>
<th>Proxies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Cybulski</td>
<td>01</td>
<td>Brenda Gallagher</td>
<td>10</td>
</tr>
<tr>
<td>Denise Geroux</td>
<td>06</td>
<td>Gwynne MacDonald</td>
<td>01</td>
</tr>
</tbody>
</table>

5. **Introductions – Board of Directors – Kate Mahon, President**

   Kate introduced the 2010-2011 CACCN National Board of Directors.

   - **Kate Mahon**  
     President / Eastern Region / Dynamics 2013 Chair
   - **Teddie Tanguay**  
     Vice-President / Western Region / Dynamics 2010 Chair
   - **Joanne Baird**  
     Treasurer / Eastern Region
   - **Pam Cybulski**  
     Secretary / Membership / Central / Chair Dynamics 2011
   - **Tricia Bray**  
     Director / Western Region / Publications / Dynamics 2012
   - **Ruth Trinier**  
     Director / Central Region / Awards & Corporate Sponsorship

   Kate thanked the 2009-2010 Board of Directors and thanked them for their dedication to CACCN.

   Kate acknowledged Christine Halfkenny-Zellas, Chief Operating Officer, CACCN National Office.
6. Introductions – Chapter Presidents/Representatives – Teddie Tanguay, Vice-President

Teddie introduced the Chapter Presidents present at the meeting:

- British Columbia Chapter: Shawn Mason
- 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
- Montreal Chapter: Kathy Yeomans
- Nova Scotia Chapter: Rhonda Porter
- New Brunswick Chapter: Brenda Gallagher

Teddie thanked the Chapter Executive Members who completed their terms in the 2009-2010 fiscal year.

7. Introductions – Clinical Editor / Editorial Review Board – Kate Mahon, President

Kate introduced 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
- Sandra Goldsworthy: Ontario

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

**Adult Consultants**

- Janice Beitel: Ontario
- Mae Squires: Ontario
- Kathleen Graham: British Columbia
- Martha Mackay: British Columbia

**Pediatric Consultants**

- Dr. Franco Carnevale: Quebec
- Dr. Judy Rashotte: Ontario

**Neonatal Consultants**

- Deb Fraser Askin: Manitoba

Kate 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.

Kate introduced Lucie Vachon, representing the Canadian Nurses Association.

8. Appointment of Parliamentarian – Kate Mahon, President

Brenda Morgan from London, Ontario will serve as a resource person for parliamentary procedures for this Annual General Meeting.

Pam Cybulski, Secretary provided the parliamentary rules for addressing the assembly.
9. Appointment of Time Keeper – Kate Mahon, President

Kate appointed Teddie Tanguay, Vice-President 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 – Kate Mahon, President

MOTION: To appoint Lucie Vachon, representative CNA, Kathleen Kirk, representative Gambro and Bill McQuarrie, representative BBraun Medical, as scrutineers at this meeting.

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

11. Approval of Minutes of 25th AGM – Fredericton, NB – Kate Mahon – President

The minutes of the 25th 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 19, 2010.

MOTION: To accept the minutes of the 25th Annual General Meeting.

Moved: Kathy Bouwmeester, Calgary, Alberta
Seconded: Ellen Reil, Edmonton, Alberta
Discussion: None
In Favour: 77
Opposed: None
Abstaining: 05
Motion: CARRIED

12. Change of Meeting Chair

Teddie Tanguay, 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 – Kate Mahon, President

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

- Educational programs
- Increasing membership
- Revising the Critical Care Standards and CACCN Constitution and Bylaws
- Continued implementation of our website
- Supporting and encouraging certification
- Producing the Dynamics Journal
- This work occurred over: 4 teleconferences and 2 face to face meetings
- Once a year, we meet with the leaders from our 11 chapters across Canada to facilitate meeting the goals of the association
CACCN partners 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, Ontario  
Seconded: Kathy Bouwmeester, Calgary, Alberta  
Discussion: None  
**In Favour:** All  
**Opposed:** None  
Abstaining: None  
Motion: CARRIED

14. Change of Meeting Chair

Kate Mahon, 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  
- Participated in the preparation of the certification examination questions through CNA  
- Continued to support and encourage Critical Care Certification through CNA  
- CACCN is an active member of the Affiliates and Associates Group through CNA responding to requests for information (surveys, etc) as required.

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

Moved: Gwen Thompson, Edmonton, Alberta  
Seconded: Joy Mintenko, Winnipeg, Manitoba  
Discussion: None  
**In Favour:** All  
**Opposed:** None  
Abstaining: None  
Motion: CARRIED
Corporate Awards and Sponsorship Report – Ruth Trinier - Director

The following were awarded between April 1, 2009 and March 31, 2010 under our Corporate Sponsorship and Awards program:

- **Sorin Chapter of the Year**
  - Manitoba Chapter

- **Spacelabs Innovative Project Award**:
  - First Prize: Valerie Banfield, Barbara Fagan and Carla Janes
  - Project: *Creating Life-Long Critical Care Thinkers*
  - Spacelabs generously awarded the full funding for this project as there was only one entry.

- **Editorial Awards**:
  - **1st Prize sponsored by Edwards Lifesciences**
    - Jane Chambers-Evans, Lisa Goulet, Wendy Sherry, Patricia Rose, Danielle Vigeant, Louise Fullerton and France Paquet
    - *Building a Successful DCD Program: Planning and Leading Change*
    - Dynamics, Volume 19, Issue 3, Fall 2008
  - **2nd Prize sponsored by CACCN**
    - Wendy Fallis, Susan McClement and Asha Pereira
    - *Family Presence During Resuscitation: A Survey of Canadian Critical Care Nurses’ Practices and Perceptions*
    - Dynamics, Volume 19, Issue 3, Fall 2008

- **Smiths Medical Educational Awards**:
  - Katherine Poser, Fredericton, NB
  - September 2009
  - Masters of Nursing, Athabasca University
  - Julie Weir, Riverview, NB
  - January 2010
  - Masters of Nursing, University of New Brunswick

- **CACCN Research Grant**: There were no applicants for this grant

- **Baxter Guardian Scholarship for Excellence in Patient Safety**
  - There were no applicants for this grant

- **BBraun Mentorship Award**:
  - Nancy Giles McIntosh, London, ON

- **Cardinal Health Chasing Excellence**
  - Lynn Safroniuk, Edmonton, AB

- **Brenda Morgan Leadership Excellence Award**:
  - Sandra Matheson, Halifax, Nova Scotia

Ruth thanked the committee members who review the award submissions and congratulated the award recipients.
MOTION: To accept the Awards and Sponsorship Report as submitted.

Moved: Lissa Currie, Winnipeg, Manitoba
Seconded: Celine Pelletier, Yellowknife, Northwest Territories
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Dynamics 2009 Report – Cecilia St. George-Hyslop, Chair, Dynamics 2009

Kate called on Cecilia to provide the Dynamics 2009 report.

- Dates: September 27 to 29, 2009
- Theme: Navigating the Future: Sail the River of Knowledge
- Venue: Delta Fredericton, Fredericton, NB
- Chairperson: Cecilia St. George-Hyslop
- Attendance: 416 Delegates
- Profit: $157,975.00

Cecilia thanked the planning committee for their hard work and the Board of Directors for their support.

MOTION: To accept the Dynamics 2009 Report as submitted.

Moved: Trica Garrioch, Winnipeg, Manitoba
Seconded: Gwynne MacDonald, Edmonton, Alberta
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 2010 for recruiting – minimum of 25% of new memberships, in the reporting year:
  - British Columbia
  - Greater Edmonton
  - London Regional
  - Montreal
  - New Brunswick
  - Nova Scotia
  - Toronto

- The following chapters received one $100 tuition coupon to Dynamics 2010 for recruiting – minimum of 33% of new memberships, in the reporting year:
  - British Columbia
  - London Regional
  - Montreal
  - New Brunswick
  - Toronto

Overall we had 387 new members
Retention Initiative

- The following chapters received one $100 tuition coupons to Dynamics 2010 for greater than 60% renewal of its previous year’s members:
  - British Columbia
  - Calgary
  - Greater Edmonton
  - London Regional
  - New Brunswick
  - Nova Scotia

Overall retention was 58.3%

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

Moved: Shawn Mason, Vancouver, British Columbia
Seconded: Margot Thomas, Kanata, Ontario
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

Certification Portfolio – Pamela Cybulski, Secretary

Congratulations to all members who have certified or recertified in our specialty.

There were 31 CACCN members who wrote their adult certification for the first time and 27 CACCN members who renewed their certification.

There were 3 CACCN members who wrote their pediatric certification for the first time and 1 CACCN member who renewed their certification.

At Dynamics 2009 in Fredericton, NB, CACCN awarded 8 - $250.00 prizes by random draw:

- Adult certification:
  - Tanis Sidlowski, Winnipeg, MB
  - Jillian Gentleman, Rothesay, NB
  - Tanya Tupper, Canning, NS

- Adult recertification:
  - Karen Rafuse, Windsor, NS
  - Debbie Kennedy, Redwood Meadows, AB

- Pediatric certification:
  - Raandi Nesbitt, Prince George, BC
  - Nellie Dewit, Dorchester, ON

- Pediatric recertification:
  - Habiba Desai, Toronto, ON
All CACCN members who certified and recertified were published in Dynamics: the Official Journal of CACCN and listed on the CACCN website.

**MOTION:** To accept the Certification Report as submitted.

Moved: Kathy Bouwmeester, Calgary, Alberta
Seconded: Lesley Emon, Calgary, Alberta
Discussion:

Kathy Bouwmeester, Calgary, Alberta: *When is the draw completed?*

Pam advised in the past the draw was completed at the Baxter Reception; however the Board of Directors felt drawing at the reception did not adequately recognize the accomplishments of certification. At present the Board of Directors completes a blind draw at the BOD F2F prior to the conference and the recipients are recognized at the CACCN Awards Ceremony.

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<th>In Favour:</th>
<th>All</th>
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<tr>
<td>Opposed:</td>
<td>None</td>
</tr>
<tr>
<td>Abstaining:</td>
<td>None</td>
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<tr>
<td>Motion:</td>
<td>CARRIED</td>
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**Publications Portfolio – Tricia Bray, Director**

Dynamics, the Official Journal is published 4 X per year with the summer edition being devoted to conference abstracts.

There were 5 articles published in the remaining 3 issues.

Special thanks to:

- Bruce and CB Pappin, Pappin Communications, our publisher
- Paula Price, Clinical Editor and the Editorial Review Board

CACCN Standards for Critical Care Nursing Practice published in both official languages

2009-2010 CACCN Annual Report

**MOTION:** To accept the Certification Report as submitted.

Moved: Margot Thomas, Kanata, Ontario
Seconded: Shawn Mason, Vancouver, British Columbia
Discussion:

Virginia Vandall-Walker, Sturgeon County, Alberta: *What is the impact factor of the Dynamics Journal for academic purposes and would we consider reprinting articles?*

Tricia responded that the Journal currently does not have an impact factor. Paula indicated we may consider publishing reprints. It would depend on who holds the copyright of the article.

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<th>In Favour:</th>
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<tr>
<td>Opposed:</td>
<td>None</td>
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<tr>
<td>Abstaining:</td>
<td>None</td>
</tr>
<tr>
<td>Motion:</td>
<td>CARRIED</td>
</tr>
</tbody>
</table>

**Financial Report – Joanne Baird, Treasurer**

Financial Statements are located under Schedule I

**MOTION:** To accept the Treasurers Report as submitted.

Moved: Paula Price, Calgary, Alberta
Seconded: Celine Pelletier, Yellowknife, Northwest Territories
Discussion:

*Virginia Vandall-Walker: Is there concern over the drop in membership fees?*

Kate responded that the Board is not concerned over the drop in membership fees, as this is reflective of the introduction of the two year membership. Membership hovers around 1180. The financial statements reflect the deferred membership fees for the second year.

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 2010/2011 fiscal year.

Moved: Joanne Baird, Treasurer
Seconded: Kathy Bouwmeester, Calgary, Alberta
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

**Website Portfolio – Teddie Tanguay, Vice-President**

Phase II of the website was completed this fiscal year:

- Members Only area including discussion board
- CEU quizzes
- Polls
- Electronic copies of the Dynamics Journal

CACCN also partnered with Workopolis Niche Marketing to provide Dynamic Career Connections Job Board specifically for Critical Care Nurses.

The Online Abstract Submission process for Dynamics was implemented. All Dynamics 2010 abstracts were submitted through the online process.

CACCN has also updated photos on the website. We would like to see photos from across the county. Please continue to send photos with the signed consent forms from your units, chapter events, etc.

Over the past fiscal year, we have continued to add information of value to our members to the website, improving the education and resources provided the certification links, partnership links and much more.
MOTION: To accept the Website Report as submitted.

Moved: Delfin Pesito, Ottawa, Ontario
Seconded: Brenda Gallagher, St. John, New Brunswick
Discussion:

Kathy Yeoman, Montreal, Quebec: Where is the board at with respect to French translation of the website?

Teddie advised it isn’t the initial translation of the website that is the financial issue. It is the continued updating of information on the website. Each time we make a change to the site, we would need to pay to have the information translated. On average, the site is updated in some fashion at least once per day.

Tricia asked if there were particular parts of the website that could be translated – static items that are not likely to change such as position statements.

Kathy felt this would be beneficial.

Virginia Vandall-Walker, Sturgeon County, Alberta: Have we assessed the cost of translation fees?

Teddie advised the website translation was sent out to tender in early 2009. Based on the cost of updating the site, the Board has deferred the implementation.

Virginia Vandall-Walker, Sturgeon County, Alberta: Is there a concerted effort not to have patient/family photos on the website?

Teddie advised there are photos of patients posted, but we must have signed consent before taking the photos.

Kathy Bouwmeester, Calgary, Alberta: What about when taking photos of staff? Do we require consent?

Teddie advised we require written consent from anyone who is in the photo before it can be posted.

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 Region and one Director at Large from any region for the April 1, 2011 to March 31, 2013.

As a result of this call for nominations, the CACCN National Office has received three (3) nominations.

- One vacant position in Central Region: Karen Dryden-Palmer from Barrie, Ontario has put forth her name for election to the National Board of Directors;
- One vacant position for Director at Large from any region: Sandra Goldsworthy from Oshawa, Ontario and Celine Pelletier from Yellowknife, Northwest Territories have put their names forth for 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 Central Region board position by the nomination closing date (July 5, 2010), therefore nominations from the floor are not required.

As a result of the nominations received, Karen Dryden-Palmer, Barrie, Ontario is acclaimed to the CACCN National Board of Directors.

Karen addressed the membership as a new CACCN Board member:
- Passionate about nursing
- Thanked the members for the opportunity to serve CACCN

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 Director at Large from any Region board position by the nomination closing date (July 5, 2010), therefore nominations from the floor are not required.

As a result of the nominations received, election by secret ballot will occur.

Sandra Goldsworthy, Oshawa, Ontario and Celine Pelletier, Yellowknife, Northwest Territories were provided with the opportunity to address the assembly.

Kate thanked each of the nominees and advised ten minutes would be provided for casting ballots. Members were asked to make their selection from the two nominees on the ballot, fold the ballot and place it in the ballot box at the back of the room.

Upon the closure of voting, the ballots were provided to the Parliamentarian and the Scrutineers for counting. While the ballots were being counted the assembly moved on to new business.

17. New Business - Kate Mahon, President

Revisions to the Constitution and Bylaws (2010)

- The existing Constitution and Bylaws were last revised in September 2009.
- Notice of the proposed revisions were issued to the membership in 2010 via the Critical Connections Bulletin, posted at www.caccn.ca, and provided in the Summer and Fall 2010 Dynamics Journal.
- Revision: Article VII, Section 9, Dynamics:
  9.1 The Chair for Dynamics will be a member of the Board of Directors at the time of appointment.
  9.2 The Dynamics Conference for which the Director is responsible will be completed within one year of the end of the Director’s term.
  9.3 There shall be a Board of Directors member on the Dynamics Planning Committee as an ad hoc member.

MOTION: To accept the revisions to Article VII, Section 9, Dynamics of the CACCN Constitution and Bylaws.

Moved: Brenda Gallagher, St. John, New Brunswick
Seconded: Campbell Toohey, Ottawa, Ontario

Discussion:

Virginia Vandall-Walker, Sturgeon County, Alberta: Proposed a friendly amendment to change the wording of 9.1 to: The Chair for Dynamics will be
a member of the Board of Directors at the time of appointment, to the Chair of Dynamics; 9.2 The Dynamics Conference for which the Chair for the conference is responsible will be completed within one year of the end of the directors term.

**MOTION:**

To accept the proposed friendly amendment to the revisions to Article VII, Section 9, Dynamics of the CACCN Constitution and Bylaws as

9.1 to: The Chair for Dynamics will be a member of the Board of Directors at the time of appointment, to the Chair of Dynamics; 9.2 The Dynamics Conference for which the Chair for the conference is responsible will be completed within one year of the end of the directors term.

Moved: Brenda Gallagher, St. John, New Brunswick
Seconded: Campbell Toohey, Ottawa, Ontario
Discussion:

Sandra Matheson, Halifax, Nova Scotia: Advised the assembly of the distinction that directors are voted into office by election at the Annual General Meeting. The Dynamics Chair is appointed to the position.

Kathy Bouwmeester, Calgary, Alberta: The Director finishes the term on the board, but can still be Chair. Close link of Chair/Board. Kathy indicated she was speaking against the amendment.

Moved: Virginia Vandall-Walker, Sturgeon County, Alberta
Seconded: Margot Thomas, Ottawa, Ontario
Discussion: None

In Favour: 26
Opposed: 55
Abstaining: 06
Proxy votes in favour: 10
Proxy votes opposed: 00
Motion: DEFEATED

**MOTION:**

To accept the revisions to Article VII, Section 9, Dynamics of the CACCN Constitution and Bylaws as follows:

9.1 The Chair for Dynamics will be a member of the Board of Directors at the time of appointment.

9.2 The Dynamics Conference for which the Director is responsible will be completed within one year of the end of the Director's term.

9.3 There shall be a Board of Directors member on the Dynamics Planning Committee as an ad hoc member.

Moved: Brenda Gallagher, St. John, New Brunswick
Seconded: Campbell Toohey, Ottawa, Ontario
Discussion: None

In Favour: 81
Opposed: 00
Abstaining: 01
Motion: CARRIED

**Extension of the time allotted for the Annual General Meeting**

- Kate called for a motion to extend the time allotted for the annual general meeting by an additional fifteen (15) minutes.

**MOTION:**

To extend the Annual General Meeting by an additional fifteen (15) minutes to complete the business of the Association.
18. Announcements - Kate Mahon, President

WFCCN Liaison

- Kate thanked Bernice Budz for her many years of service as the CACCN liaison with WFCCN. Kate advised Bernice is stepping down from this role, as she has been the liaison since 2002.

- Our new WFCCN liaison will be Sandra Matheson, Halifax, Nova Scotia.

- Tricia also provided an update on the WFCCN proposal from the 2009 AGM. She advised of the following:
  - She advised there were lots of questions/opposition at the AGM last year with a request for more information to be provided
  - Contact was made with our WFCCN representative last fall advising of the results of the AGM. Contact was also made directly with WFCCN in June 2010 to obtain information for the Journal and our members. WFCCN did not respond until last week (September)
  - CACCN will not be pursuing for Dynamics 2012; may consider for 2013 or 2014
  - CACCN will be advising WFCCN that we need more time to discuss with our members due to the financial decisions to be made. Based on WFCCN’s recent response/requests, CACCN cannot meet their request. CACCN needs to review this closely
  - CACCN is interested in pursuing as we do need to be a good global citizen

- Award information:
  - BBraun Mentorship Award is now known as the BBraun Sharing Expertise Award.
  - Revisions were completed in the last fiscal year to the Smiths Education Award and the Baxter Guardian Scholarship for Excellence in Patient Safety.
  - Consider applying for an award or nominating a colleague.

19. Call for Election Results - Kate Mahon, President

- The scrutineers provided Kate with the results of the election by secret ballot

20. Election Results - Kate Mahon, President

- The results of the election for Director at Large from any region were tabulated.

- As a result of the ballots cast, for the position of Director at Large from any region, Celine Pelletier is elected to the National Board of Directors for the term of April 01, 2011 to March 31, 2013.

- Kate congratulated Celine

- Kate thanked Sandra for putting her name forward for the position
MOTION: To destroy the ballots cast during the election for Director at Large from any region.

Moved: Lesley Emon, Calgary, Alberta
Seconded: Joy Mintenko, Winnipeg, Manitoba
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: CARRIED

21. Open Forum

- Members were reminded of the CCNC study guide in the Members Only area of the website.
- Celine Pelletier, Yellowknife, NWT: Thank you to the members for electing her to the Board of Directors. She is very excited to take on this role.

22. Thank You – Pam Cybulski, Secretary

- Kate advised the membership that Pam would be leaving the National Board of Directors in March 2011 as she has completed a two terms (4 years). Kate advised the Board has been fortunate to have Pam’s expertise, commitment and representation for critical care nursing over the past four years. Although Pam is leaving the Board of Directors, she will remain as Chair for Dynamics 2011, being held in London, Ontario.
- Pam thanked the Board members and the Membership. She indicated she is honoured to have served the Association. The BOD is a wonderful group to work with.

23. Introduction of the CACCN National Board of Directors 2011-2012

Kate Mahon President
Teddie Tanguay Vice-President
Joanne Baird Treasurer
Tricia Bray Director
Ruth Trinier Director
Karen Dryden-Palmer Director
Celine Pelletier Director

24. 27th CACCN Annual General Meeting

- The 27th Annual General Meeting of CACCN will be held at the London Convention Centre in London, Ontario in October 2011 in conjunction with Dynamics 2011.

25. Adjournment

- The business of the Association was concluded at 1815 and Kate Mahon, President called for a motion to adjourn. Kate thanked the members for attending and hoped everyone would enjoy the remainder of Dynamics of Critical Care 2010 and will look forward to 2011 in London.

MOTION: To adjourn the 26th CACCN Annual General Meeting

Moved: Liane Manz, Edmonton, Alberta
Seconded: Linda Slater-MacLean, Edmonton, Alberta
Discussion: None
In Favour: 81
Opposed: 01
Abstaining: None
Motion: CARRIED
Canadian Association of Critical Care Nurses

Statement of Financial Position

<table>
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<tr>
<th></th>
<th>Operating and Enhancement Funds</th>
<th>Dynamics Fund</th>
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<td>Prepaid expenses</td>
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<td>3,623</td>
<td>22,803</td>
<td>21,319</td>
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<tr>
<td></td>
<td>535,416</td>
<td>94,953</td>
<td>630,369</td>
<td>668,303</td>
</tr>
<tr>
<td>Capital Assets (note 2)</td>
<td>23,363</td>
<td>23,363</td>
<td>32,046</td>
<td>700,349</td>
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<tr>
<td></td>
<td>558,779</td>
<td>94,953</td>
<td>653,732</td>
<td>700,349</td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued expenses</td>
<td>6,671</td>
<td>6,671</td>
<td>15,276</td>
<td></td>
</tr>
<tr>
<td>Due to Operating Fund</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deferred revenue</td>
<td>13,948</td>
<td>94,953</td>
<td>108,901</td>
<td>55,274</td>
</tr>
<tr>
<td></td>
<td>20,619</td>
<td>94,953</td>
<td>115,572</td>
<td>203,129</td>
</tr>
<tr>
<td>Net Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance - unrestricted</td>
<td>538,160</td>
<td>538,160</td>
<td>497,220</td>
<td></td>
</tr>
<tr>
<td></td>
<td>558,779</td>
<td>94,953</td>
<td>653,732</td>
<td>700,349</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

_________________________  Director

_________________________  Director

MACNEILL EDMUNDS [Professional Corporation]  
1  see accompanying notes
# Canadian Association of Critical Care Nurses

## Operating and Enhancement Funds

### Statement of Revenue, Expenditures and Net Assets

<table>
<thead>
<tr>
<th>Year ended March 31</th>
<th>Operatiing Fund ($)</th>
<th>Enhancement Fund ($)</th>
<th>2010 Total ($)</th>
<th>2009 Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td>74,287</td>
<td>74,287</td>
<td>79,514</td>
<td></td>
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<tr>
<td>Journal advertisements</td>
<td>21,977</td>
<td>21,977</td>
<td>34,094</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>14,167</td>
<td>14,167</td>
<td>14,642</td>
<td></td>
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<tr>
<td>Interest</td>
<td>3,009</td>
<td>8,092</td>
<td>11,101</td>
<td>10,954</td>
</tr>
<tr>
<td>Donations</td>
<td>500</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>113,940</td>
<td>8,092</td>
<td>122,032</td>
<td>139,204</td>
</tr>
<tr>
<td>Dynamics Fund allocation</td>
<td>157,975</td>
<td></td>
<td>157,975</td>
<td>116,097</td>
</tr>
<tr>
<td>Total Revenue and allocation</td>
<td>271,915</td>
<td>8,092</td>
<td>280,007</td>
<td>255,301</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretarial services</td>
<td>52,646</td>
<td>52,646</td>
<td>57,253</td>
<td></td>
</tr>
<tr>
<td>Journal</td>
<td>39,582</td>
<td>39,582</td>
<td>46,168</td>
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<tr>
<td>Board travel</td>
<td>37,587</td>
<td>37,587</td>
<td>33,016</td>
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<tr>
<td>Postage, courier and photocopying</td>
<td>27,034</td>
<td>27,034</td>
<td>9,550</td>
<td></td>
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<tr>
<td>Awards and gifts</td>
<td>23,867</td>
<td>23,867</td>
<td>8,650</td>
<td></td>
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<tr>
<td>Chapter reimbursement</td>
<td>17,865</td>
<td>17,865</td>
<td>13,905</td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>12,772</td>
<td>12,772</td>
<td>8,298</td>
<td></td>
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<tr>
<td>Amortization</td>
<td>8,683</td>
<td>8,683</td>
<td>8,235</td>
<td></td>
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<tr>
<td>Professional fees</td>
<td>7,284</td>
<td>7,284</td>
<td>7,283</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>4,824</td>
<td>4,824</td>
<td>5,445</td>
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<tr>
<td>Website support</td>
<td>2,820</td>
<td>2,820</td>
<td>720</td>
<td></td>
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<tr>
<td>Interest and bank charges</td>
<td>2,461</td>
<td>2,461</td>
<td>3,840</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>1,842</td>
<td>1,842</td>
<td>1,902</td>
<td></td>
</tr>
<tr>
<td></td>
<td>239,067</td>
<td>239,067</td>
<td>204,265</td>
<td></td>
</tr>
<tr>
<td>Excess of Revenue over Expenditures</td>
<td>32,848</td>
<td>8,092</td>
<td>40,940</td>
<td>51,036</td>
</tr>
<tr>
<td>Net Assets, beginning of year</td>
<td>252,278</td>
<td>244,942</td>
<td>497,220</td>
<td>446,184</td>
</tr>
<tr>
<td>Net Assets, end of year</td>
<td>285,126</td>
<td>253,034</td>
<td>538,160</td>
<td>497,220</td>
</tr>
</tbody>
</table>

*MACNEILL EDMUNDSON*

*PROFESSIONAL CORPORATION*

*see accompanying notes*
# Canadian Association of Critical Care Nurses

## Dynamics Fund

### Statement of Revenue, Expenditures and Net Assets

<table>
<thead>
<tr>
<th></th>
<th>2010 (€)</th>
<th>2009 (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year ended March 31</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and dinner tickets</td>
<td>188,955</td>
<td>246,375</td>
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<tr>
<td>Exhibit booths</td>
<td>137,017</td>
<td>196,596</td>
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<tr>
<td>Sponsorship</td>
<td>11,650</td>
<td>18,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3,656</td>
<td>4,588</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>340,678</td>
<td>464,559</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference facilities</td>
<td>144,535</td>
<td>271,689</td>
</tr>
<tr>
<td>Printing</td>
<td>14,960</td>
<td>15,947</td>
</tr>
<tr>
<td>Speakers’ fees and travel</td>
<td>10,663</td>
<td>22,870</td>
</tr>
<tr>
<td>Interest and bank charges</td>
<td>8,713</td>
<td>9,720</td>
</tr>
<tr>
<td>Postage and courier</td>
<td>3,284</td>
<td>4,358</td>
</tr>
<tr>
<td>Telephone</td>
<td>548</td>
<td>1,346</td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
<td>22,532</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>182,703</td>
<td>346,462</td>
</tr>
<tr>
<td><strong>Excess of Revenue over Expenditures</strong></td>
<td>157,975</td>
<td>116,097</td>
</tr>
<tr>
<td>Surplus, end of year transferred to operating and enhancement funds</td>
<td>157,975</td>
<td>116,097</td>
</tr>
<tr>
<td><strong>Net Assets, end of year</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**MACNEILL EDMUNDS PROFESSIONAL CORPORATION**

See accompanying notes.