

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

Present: Rhonda, Chris, Lissa, Tannis, Rose, Sean, Sandra, Trica

**1. Approval of December minutes**

Minutes approved as written.

**2. Financial Report**

Sandra presented her 2 choices for Quicken software. One is \$100 & the other is \$40, which Sandra feels the \$40 option will suit our committee's needs. Sandra received approval to buy the software, which she will do in the coming month. Sandra passed around the quarterly statement that was submitted in December, which reviewed our balance (not included in the minutes-available from Sandra).

**3. Newsletter- Ask the Expert Guidelines**

Tannis had drafted 'Ask the Expert' guidelines for submissions, which were reviewed & minor corrections suggested, to which Tannis will make changes. Mike Bachinsky has agreed to be the expert for the next newsletter re: High frequency oscillator's. The goal is to send out the newsletter at the end of February- first week in March. So, our goal is to have all the content to Trica by February 17<sup>th</sup>.

**4. National Report**

The communication boards were delivered. The silver anniversary report was done and sent to National.

**5. Edge of Excellence**

Rose & Rhonda are planning an upcoming meeting. Chris will e-mail Rose some members that were interested in helping with the planning. A few names have come up that are interested; Anna Marten, Marlene Ash, Ina (a clinical assistant), Rhonda Kaluzny & Nicole (ICCS). Rose will attempt to contact these people & will set up a meeting time in the next few weeks. Chris has agreed to help with sponsors.

**6. Educational Events**

**Chest X-ray Interepretation**

A good sign up so far for the chest x-ray inservice. 14 names (21 with executive). The facility costs are \$0 and the speaker gift will be approx. \$75. Food will likely come from 'Pastrami & Things'...easy to eat foods, such as sandwiches d/t auditorium style seating. The membership board will be up for display, to entice non-members to sign up for memberships. Chris will need some posters for directions. Trica suggested putting one at the information desk. Lissa will double check about security access. Draw prizes will consist of 1-2 fleece blankets, and

possibly 1 book bag (if it can be located). Lissa will also bring some lunchbags for purchase.

### **Sim Lab Evening**

Faisal Siddiqui has committed to the dates February 4, 12 & 23<sup>rd</sup>. Another new attending, J. Ross, has expressed interest in assisting, but is not confirmed. The lab fee is \$250/night. We will allow approx. \$100 of compensation for Faisal or J. Ross. We will scale back with the refreshments & offer a veggie tray & dainty tray (Costco) approx. \$50. So, the numbers = \$400/night divided by 18 participants = \$22.00 each. However, the committee has budgeted \$500/session, so it was proposed & accepted to charge \$15/members & \$30 for non-members. Chris circulated the poster, which looked great & required only minor modifications. Lissa will check with Betty Thompson if she would be able to help with phone registrations as there will be a limit to the # of people per session. It will be made clear to the phoning participants that they will have to pay promptly in order to secure their spot. Rose will send out color copies to the contacts, which she will do on her home printer. It was agreed that Rose will be compensated with a color cartridge for this service.

## **7. Open Forum**

### **Membership**

Rose has reported that our current membership is 103. The 'twin & win' did not seem to be successful, nor did our stethoscope giveaway. There are a few people to follow up with to ensure they became members. At the last inservice they paid the membership rate & had planned to join.

### **Newsletter Correction**

Trica will talk to Sean about the Newsletter 'ask the expert' correction that will be added to the upcoming newsletter.

Next Meeting Proposed for: February 5<sup>th</sup>, 1600.