



## **APPROVED MINUTES**

### **BOARD OF DIRECTORS Teleconference August 15, 2012 1700-1855 hrs EST**

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<b>Present:</b>	Teddie Tanguay	President
	Karen Dryden-Palmer	Vice-President
	Céline Pelletier	Secretary
	Ruth Trinier	Treasurer
	Tricia Bray	Director
	Barb Fagan	Director
	Kirk Dawe	Director
	Christine Halfkenny-Zellas	Chief Operating Officer

#### **1.0 Welcome**

- The meeting was called to order at 1700 EST
- Teddie welcomed everyone to the meeting

#### **2.0 Additions to Agenda**

- Extra Office assistance during peak Dynamics preparation

#### **3.0 Approval of the BOD F2F Minutes – June 2012**

**Motion: To approve the minutes of the BOD F2F Meeting – June 2012**

Moved:	Ruth Trinier
Seconded:	Barb Fagan
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 4.0 Business Arising from the BOD Minutes:

### 4.1 Intervener Status

- The doctors were not terribly pleased with our response to the courts
- The doctors may file something in response to our factum
- They feel we misunderstood their point of view
- We are not terribly surprised at their response
- There was a lot of discussion with our lawyer re: consent/consensus
- Need a timely response due to the nature of critical illness
- Will hear around September to see if we are granted leave to give an oral argument or if our submission is by paper only
- Teddie will keep everyone updated

### 4.2 ICU Week

- There have been several meetings with the partners
- Will be meeting again on August 16
- Looking for stories from ICU patients
  - Rhonda Porter Story (DAISY Nurse)
  - Karen Dryden-Palmer (DAISY Nurse)
  - Kit's Story (CACCN Nursing Week Contest winner)
  - Teddie has some additional patients to contact
- The launch will be at the Critical Care Canada Forum in October

#### Action:

- Obtain a copy of Rhonda Porter's Story – Barb Fagan
- Provide a copy of Karen's story – Karen Dryden-Palmer
- Teddie/Christine to work on the other stories required

### 4.3 CACCN Database

- The project is moving ahead
- Biz-Zone met our deadline to have the database/Dynamics registration operational
- Operating both databases at this time
- There have been a few glitches but nothing too major
- No exact timeline for full implementation / training due to Dynamics
- Still working on automatic renewal

#### Action: Kirk and Christine to continue to follow up and work with Biz-Zone

### 4.4 Board of Director Nominations

- Ruth Trinier is the Central Region nominee and will be acclaimed
- Marie Edwards has expressed interest in standing for Western Region
- Renee Chauvin has been contacted for Director at Large

#### Action: Karen to follow up with Renee

## 4.5 Survey

- Latest version was distributed 2 weeks ago
- There will be three surveys:
  - Member
  - Non-Member
  - Chapter Executive
- Work/Life Balance will be removed from the surveys as we are unclear as to what we want to ask and what we will do with the information gathered
- Timing of the Survey:
  - When to deliver
  - When to analyze
  - How to disseminate what we learn
- Chapter Executive survey will be distributed with the Chapter Connections package
- The survey is meant to be brief – scoping survey
- Member survey will be distributed after Dynamics
- Non-member survey – will need to determine how we can disseminate this information
- Perhaps we can make contact with some who have used CACCN to distribute surveys

### Action:

- **Christine to distribute survey to BOD**
- **Christine to set up Survey Monkey when ready to proceed**
- **Karen to contact latest survey requestor Myriam Breau about her channels for distribution**

## 4.6 Mentorship

- Do not have a chapter to “trial” at this time
- Perhaps we should trial this in a different manner
- Start with one or two ‘rooms’ – mentor – writing for publication and professional development
- Experts to ‘man’ the room
- Ask Paula to assist
- Draft letter to mentors
- Sent first to Paula/ERB
- Advanced Practice Room – cardiac, respiratory
- All advance practice nurses – professional advancement
- Cross country representation
- Announce at Chapter Connections Day

### Action:

- **Tricia to speak with Paula and advise Karen of interest**
- **If Paula is interested, Karen will formally contact her**
- **BOD to submit names for those who may be interested in the advance practice room**

## 5.0 Board of Director Portfolios:

### 5.1 Treasurer

- \$ 174,611 in the bank as of this date
- Audit should be ready sometime next week
- Jeremy to send copy to Christine as well
- Will be going to Qatar in November. Ruth will be taking the laptop but manually writing cheques. She wants to ensure the Board is aware and okay with this. No one had any issues.

### 5.2 Secretary/Partnerships/Membership

- Current membership numbers as of August 1, 2012: 1113
- Increase of 31 members over last year

### 5.3 Awards and Corporate Sponsorship

- Spacelabs – full funding to be provided to Liane Manz
- Baxter – the information has been sent to Marija for review
- Brenda Morgan – Linda Nusdorfer
- Cardinal Health – Brenda Drouillard
- BBraun Medical – Orla Smith
- Chapter of the Year – Great Edmonton Chapter

#### Action:

- **Barb to continue to follow up on the Baxter Award**

## 6.0 Dynamics of Critical Care Conference Reports

### 6.1 Dynamics 2012:

- We did not get a sponsor for the delegate bags
- Budget shows a profit of \$ 111,000 at this time
- Food pricing is outrageous
- Room block at the hotel was filled 3 weeks ago – we committed to 658 room nights and are over 700 at this time
- The Westin is honouring the conference rate until the deadline of August 22
- Christine is staying in touch with the Westin monitoring the room situation

### 6.2 Dynamics 2013:

- Call for Abstracts was completed on time and is coming out in the Dynamics Fall Journal

**Motion: To approve the Dynamics of Critical Care Conference Reports**

Moved: Céline Pelletier  
Seconded: Tricia Bray  
Discussion: None  
**In Favour: All**  
Opposed: None  
**Motion: CARRIED**

## 7.0 New Business

### 7.1 Poster Reception

- CACCN National funding of \$ 2,500 for the poster reception was approved via email.
- Request for funding of the Dynamics 2012
  - This item was missed on the agenda and will be discussed via email
- Email sent on June 6, 2012 on behalf of Teddie Tanguay, President
  - At the meeting last evening we did not discuss the request from Dynamics 2012 to fund the poster reception. As you are aware the conference committee has attempted to locate a sponsor for the bags and the reception. The bags were included in the conference budget but the poster reception was not. The committee is requesting the board fund the reception at a cost of approximately \$ 5,000.00.
  - The Dynamics committee received \$ 3000 in sponsorship from CICF which is an unrestricted sponsorship (we usually add them as the sponsor paying for the conference at a glance, which usually costs around \$ 300 to 500 to produce.
  - It would be my suggestion that we request the committee direct the \$3,000 sponsorship from CICF to the poster reception as this is in line with what CICF does (they did a poster reception in Fredericton) and CACCN National provides sponsorship for the balance of the reception costs to a maximum of \$ 2,500. The conference registration form asks if the delegate plans to attend the poster reception, so this will give a good idea of the number of people who may attend, but certainly must account for those who decide to attend at the last minute.
  - I was concerned with providing funding as our budget only shows a surplus of \$8,400, however I have noted there are some savings on items that have come in under budget and Christine has indicated during our conversations with the increased visibility and activity of the Board of Directors, she is keeping up with the work load but feels with work, the Dynamics and her activities outside of work, she will not have sufficient time this fall to take the course through CSAE. She will review again in early 2013 and will plan so the course fees/membership are funded through the next fiscal year's budget. Based on the preliminary quote for the promotional items, it appears we likely have over budgeted at \$ 1,000.00 for set up fees.

- \$ 105.00 New signage
  - \$ 370.00 New ribbons
  - \$ 520.00 CSAE membership
  - \$ 599.00 CSAE course
  - \$ 500.00 Promo Item set up
  
  - \$ 2,000.00 Potential Savings
- Approving at this Teleconference to ensure the information is noted in the minutes.

**Motion: To approve funding of \$ 2,500 for the Poster Reception at Dynamics 2012**

Moved: Kirk Dawe  
 Seconded: Ruth Trinier  
 Discussion: None  
**In Favour: All**  
 Opposed: None  
**Motion: CARRIED**

## 7.2 BOD Expenses – BOD Manual

- This year we have a cushion of \$ 5000 – 8000 in the budget
- We are not following our per diem as per the BOD manual as the practice has been for the Treasurer to pay for all meals at Face to Face
- Christine completed an environment scan of other associations across the country to see what they are doing
- We need to follow our policies
- Revisions have been made to the BOD Expenses in the manual
- The board felt this was reasonable
- Discussion will occur at face to face regarding how meals that are provided will affect the per diem
- Ruth also advised if members bring expense forms to the meeting, they can complete the form and provide to her with original receipts, thus ensuring quick repayment of expenses
- Ruth has also put together a spreadsheet to track expenses as the accounting program lumps everything into one category, so BOD expense, chapter connections expenses are all under one heading.
- The new spreadsheet will provide us with transparency and will also allow us to track where we are at financially with expenses.
- To be reviewed and approved at BOD Face to Face in September 2012

## 7.3 Taxes – GST/HST on Membership / Tuition

- **Membership:**
  - Chart included with minutes showing breakdown of taxes on membership fees by province
  - When completing our GST/HST return, we do not have any idea of whether we will receive a credit or need to issue a cheque to the government until the end of the reporting quarter

- The return is completed based on:
  - Taxes (GST/HST) received from membership, etc
  - Taxes (GST/HST) paid to suppliers, etc
  - PST is not included other than if the province is an HST province
  - GST is 5%; HST ranges from 12 to 15%
- Having taxes included in our Membership and Tuition fees impacts our bottom line in many areas
- When we budget – we budget on the actual fees received but have to split the taxes out for reporting purposes resulting in a lesser value than budgeted
- We should look at adding taxes to the membership fees
- This could look like an increase in membership but it really isn't
- We could decrease membership to \$70.00 to stabilize funding
- No increase in membership fees since 2006
- Rather than increase, we are just going to collect the taxes on top of the \$75 as we do not have control over the taxes and need to be able to budget properly
- We do not have control over the taxes – it's part of life
  
- **Tuition Fees:**
  - Tuition fees are set annually by the Board of Directors
  - Tuition fees should be base amount plus taxes
  - Same principle as membership fees
  
- Are we ready to make a decision on this issue or should this be deferred to Face to Face
- To roll this out we should have a decision today and work on the communication plan
- Roll out at Chapter Connections Day and then the Annual General Meeting

**Motion: Membership: commencing January 31, 2013, membership fees will be \$ 75.00 plus applicable taxes**

Moved: Kirk Dawe  
 Seconded: Céline Pelletier  
 Discussion: None  
**In Favour: All**  
 Opposed: None  
**Motion: CARRIED**

**Motion: Tuition Fees: commencing with Dynamics 2013, tuition fees will be base amount plus applicable taxes**

Moved: Tricia Bray  
 Seconded: Kirk Dawe  
 Discussion: None  
**In Favour: All**  
 Opposed: None  
**Motion: CARRIED**

## 7.4 Chapter Connections Day

- Agenda looks good
- No chapter reports required as the chapter will bring forth at the meeting
- BOD reports should be submitted ahead of time for distribution
- Treasurer's Report – audit will be presented – dry run prior to AGM
  
- Chapter Challenges
  - Sharing information from chapter prior to the meeting
  - Open forum
- Breakout groups
  - Small groups – chapters plus their BOD Liaison
  - Come prepared to discuss items they would like to work on
  
- Presentations by Chapters
  - Conference preparation including payment systems - Toronto Chapter
  - Newsletters – Manitoba or Greater Edmonton
  - Sharing Information/Resources – how do chapters support membership with access to best practice? - London Regional
  - 20 minutes – 15 min presentation plus 5 minutes of questions

## 7.5 Office Assistance

- Would like to bring in a student to assist with preparing membership / conference packages
- As of this date there are approximately 143 New/Renew packages to put together and mail and approximately 200 conference registration packages
- This has been done in the past
- Student Minimum Wage in Ontario = \$ 9.60/hour
- Maximum budget required – approx. 20 hours = \$ 200.00
- Budget will be shared between CACCN / Dynamics 2012 depending on work completed

**Motion: To allot up to \$200.00 for additional clerical support**

Moved: Tricia Bray  
Seconded: Ruth Trinier  
Discussion: None  
**In Favour: All**  
Opposed: None  
**Motion: CARRIED**

## 8.0 Round Table Wrap Up

- Everyone felt the meeting went well
- Tricia provided a head's up on prep for F2F on Values, Missions, etc
- F2F agenda – submit ideas for agenda to Teddie

## 9.0 Adjournment

- Teddie thanked everyone for attending the meeting
  - The meeting was adjourned at 1855 hrs EST
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## **DRAFT 5 Revisions August 16, 2012**

### **CACCN Expense Reports**

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Expense reports are designed for use by the members of the BOD, the Editor of the JCACCN, the Dynamics Planning Committee and the Chief Operating Officer while on CACCN/Dynamics business.

The purpose of the expense report and subsequent reimbursement is to ensure the individual will not be out-of-pocket for legitimate CACCN expenses.

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#### **Expense Report Information:**

- All expenses with original receipts are submitted via the CACCN Expense Form
  - The expense form is provide in excel format
  - Expenses are clearly noted in the appropriate column(s)
  - GST/HST must be specifically noted to assist with preparing taxation forms
  - PST should be marked under "Miscellaneous"
- To submit an expense report to the Treasurer:
  - carefully complete the report
  - print a copy of the report
  - mail the report with original receipts to the Treasurer's address
- Expense reports must be submitted to the Treasurer within **sixty (60)** days of the expense being incurred.

*A copy of the CACCN Expense report is located in the Members' Only area of the CACCN website at [www.caccn.ca](http://www.caccn.ca).*

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#### **Allowable Expenses**

The following guidelines for allowable expenses apply:

- **Meals Per Diem**
  - The maximum for an individual is \$ 75.00 per day
  - The maximum per diem is to cover: Breakfast, Lunch and Dinner
    - When meals are provided by the association, the value of the meal counts towards the per diem
  - CACCN will reimburse for the actual cost of the meals to the maximum per diem

- Members exceeding the maximum per diem will only be reimbursed to the maximum less the value of the meals provided at the meeting
- The maximum per diem is not cumulative and balances cannot be carried forward
- Alcoholic beverages are not an allowable expense
- Members are responsible for the payment of their own meals
- Receipts must accompany the expense report

The following items are not included in the per diem:

- **Photocopying/printing and postage/courier charges**

- Photocopying/printing: a receipt must accompany the expense report
- Postage: if necessary, the two (2) day Express Post can be used: a receipt must accompany the expense report
- Courier: Federal Express and Purolator may be used, if necessary: contact the Chief Operating Officer for account numbers

- **Telephone, fax, internet charges**

- Use of the Bell teleconferencing account system and/or the CACCN Skype account is encouraged
- If teleconferencing or Skype is not used, phone calls are to be listed on an expense report and a copy of the applicable telephone billing should be included
- Internet will be provided via hotel accommodations for communication purposes
- When contacting National Office by telephone the toll free line 866-477-9077 should be utilized

- **Travel**

- Economy air / train fare plus applicable insurance for CACCN business will be fully reimbursed
- Transportation is paid as per the most economical mode available
  - i.e. if a member chooses to drive to a meeting and the cost of air/train is less than the mileage expense, CACCN will pay the amount equivalent to the cheapest mode of travel
- Air / train ticket must accompany the expense report

- **Taxi and bus charges**

- Taxi and bus charges will be fully reimbursed
  - A receipt for taxi charges must accompany the expense report

- **Parking Charges**

- Parking fees will be fully reimbursed: a receipt must accompany the expense report
  - Valet parking is not an allowable expense
    - Members who choose to use valet parking will be reimbursed at the applicable hotel parking rate per day
    - *Members with mobility issues may request consideration for valet parking to be fully reimbursed*
- **Accommodation**
    - Accommodation will be reimbursed in full for room/tax only
    - Accommodation will be double accommodation/shared, where possible
    - Members are required to obtain the best possible rate for accommodation
    - Accommodation will not be reimbursed when billed to the CACCN / Dynamics Master Accounts
    - If not billed to a master account, a receipt must accompany the expense report
    - In room entertainment, dry cleaning charges are not allowable expenses
    - In room meal service:
      - is to be included and expensed under the meal per diem and is subject to the maximum allowable
- **Other expenditures**
    - Mileage:
      - To/from CACCN meetings / airport
      - Allowable at \$ 0.46/km
      - Receipt is not required
    - Incidentals (i.e. tips):
      - Allowable at \$ 15.00 per day
      - Tips must be clearly shown on the receipt and indicated on the expense report
      - A receipt must accompany the expense report
    - Gifts
      - Members may provide small tokens of appreciation to members of a committee / working group
      - Miscellaneous gifts are allowable to a maximum of \$ 50
      - Gifts exceeding the maximum must be approved by the BOD
      - A receipt must accompany the expense report

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## **Non-Allowable Expenses**

The following are not allowable expenses and will not be reimbursed:

- Alcoholic beverages
  - Meals over the daily per diem
  - Collect calls or telephone calls where conference calling/Skype could/should be used
  - Travel expenses over and above the most economical mode of transportation
  - Valet parking, exceptions made under mobility request
  - In room entertainment
  - Dry cleaning charges
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## Taxes on membership

Membership Fees		One Year \$ 75.00			Two Year \$ 140.00			
	Tax	Retained by CACCN	GST/HST	Total	If changing to membership plus taxes			
					Tax	Tuition	GST/HST	Total
British Columbia	HST 12 %	\$ 66.96	\$ 8.04	\$ 75.00	HST 12 %	\$ 75.00	\$ 9.00	\$ 84.00
Alberta	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Saskatchewan	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Manitoba	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Ontario	HST 13 %	\$ 66.37	\$ 8.63	\$ 75.00	HST 13 %	\$ 75.00	\$ 9.75	\$ 84.75
Quebec	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
New Brunswick	HST 13 %	\$ 66.37	\$ 8.63	\$ 75.00	HST 13 %	\$ 75.00	\$ 9.75	\$ 84.75
Nova Scotia	HST 15 %	\$ 65.22	\$ 9.78	\$ 75.00	HST 15 %	\$ 75.00	\$ 11.25	\$ 86.25
New Foundland/Labrador	HST 13 %	\$ 66.37	\$ 8.63	\$ 75.00	HST 13 %	\$ 75.00	\$ 9.75	\$ 84.75
Prince Edward Island	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Northwest Territories	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Nunavut	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75
Yukon	GST 5 %	\$ 71.43	\$ 3.57	\$ 75.00	GST 5 %	\$ 75.00	\$ 3.75	\$ 78.75

## Taxes on tuition

	Tax	Retained by CACCN	GST/HST	Total
British Columbia	HST 12 %	\$ 401.79	\$ 48.21	\$ 450.00
Alberta	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Saskatchewan	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Manitoba	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Ontario	HST 13 %	\$ 398.23	\$ 51.77	\$ 450.00
Quebec	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
New Brunswick	HST 13 %	\$ 398.23	\$ 51.77	\$ 450.00
Nova Scotia	HST 15 %	\$ 391.30	\$ 58.70	\$ 450.00
New Foundland/Labrador	HST 13 %	\$ 398.23	\$ 51.77	\$ 450.00
Prince Edward Island	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Northwest Territories	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Nunavut	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00
Yukon	GST 5 %	\$ 428.57	\$ 21.43	\$ 450.00