



BC Chapter Meeting Minutes

GoToMeeting

Mar. 5, 2018 – 11:00am to 12:00pm

In Attendance:

Vini Bains	Simmie Kalan	Crystal White	Marta Musa	Lynne James
President	Vice President	Regional Rep	Treasurer	Members-at-Large

Regrets:

Tamara Denis (Treasurer) Heidi O'Callaghan (Member-at-Large)

Standing Business

1) Approval of Minutes:

Decision:	Minutes for Feb approved.	(3/0) Accepted
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2) Treasurer's Report:

August 1st 2017 to January 9, 2018

Starting Balance	Coast Capital	Pay Pal
Starting Balance	\$4428.29	0
Coast Capital Interest – February 2018	\$0.04	
Deposit of CACCN Cheque from October 2017	\$330.00	
Deposit of CACCN Cheque from January 2018	\$675.00	
Total	\$4981.55	0

NOTES:-

There are 2 payments pending:

- Refund to Heidi for CICW Roundtable for RCH and
- the redirected speaker fee for Dr. Vinay (\$150)

3) Chapter Member Report: (Feb 28, 2018)

a) Membership Down by another 3, to 106 (2 new from Interior BC, 5 renewed & 6 expired)

Old Business

4) Journal Club – Review and Planning

a) Low live attendance but evidence that a number of people have made comments and viewed video after the fact. Lynne posted next article on facebook and plan to go ahead again on March 19th, same structure and format as last time (i.e., 2-person team ideally live, or over the phone, presenting). Article entitled “Residual Neuromuscular Blockade in the Critical Care Setting” (see link: <https://www.aacn.org/journalassets/ACC/29/1/15.pdf>)

5) Event Planning May AGM & Conference

a) Event Title, Schedule, Satellite Sites & Ticketing.

- Reviewed a number of Conference title ideas and selected a title.
- All speakers verbally confirmed presenting at the event, most of the speaker forms have been submitted or will arrive by the end of the week. This includes Dr. Gill – Renal and organ donation; Dr. Jaswal – Dialysis modalities; Bruce – Baxter CRRT Troubleshooting talk; Sarah Crowe – CRRT & mobility; Alyssa – ABG refresher; Peds RN (Sim, what's the name?) – Renal care in Peds.

iii) Tentative Schedule

TIME	TOPIC	Discussion
8:00am	REGISTRATION	Including Breakfast. Ask hotel to keep breakfast out until 9:30 am for late arrivals. Keep any unopened drinks and packaged items out for the next break
8:45am	Opening Remarks	Includes, welcome, washrooms, and introduction to first speaker
9:00am – 10:00am	First Speaker – Dr. John Gill	
10:00am to 10:05	INTRODUCE next speaker	
10:05am to 11:05am	Second Speaker – Dr Jaswal – Sim check name	
11:05am to 11:30am	Break - 25 minute	Leave juice and leftovers out
11:30-11:35	INTRODUCE next speaker	
11:35am to 12:35pm	Third Speaker – Baxter Talk Troubleshooting	
12:35 to 1:20 – 45 minutes	Lunch 45 minutes	Table side lunch service Keep any unopened drinks and packaged items out for the next break
1:20pm to 1:25	INTRODUCE next speaker	
1:25pm to 1:55om	Sarah Crowe	
1:55-2:00	INTRODUCE next speaker	
2:00 to 2:30	Peds RN (Sim? Name??)	
2:30 to 2:35	INTRODUCE next speaker	
2:35 to 3:05	Allyssa (ABG refresher)	
3:05 to 3:15	Closing Remarks	
3:15-3:35- 20 min	Break – 20 minutes AGM setup (AV, Handouts, Attendance)	Leave juice and leftovers out
3:35-4:30	AGM <ul style="list-style-type: none"> • 10-12 minutes Introduction, President’s Report (summary of what is submitted to national on April 30, 2018, i.e., what we have done in the BC chapter), Highlights of 2017/18 from National (i.e., Dynamics 2018, revised standards, new CNA certification exam, study guide development), Treasurer’s Report & Membership Report • 5-8 minutes – (Crystal) Critical Care Services outside the Lower Mainland. • 10 minutes – Select current and new board • 20 minutes – Discussion <ul style="list-style-type: none"> ○ What is the value of membership? ○ What do you want to see more of? Less of? ○ What are our biggest concerns? Priorities? Needed Actions? 	

iv) As per previous meetings decisions: ticket prices \$75 for non-members & \$50 for members, max site capacity is 75 therefore max tickets available for sale is 60 (if we sell out, projected revenue is \$3000 to \$4500)

Decision:	Conference Title “Renal Dysfunction in Critical Illness” although will use humorous title “It’s not just about pee!” on poster in ‘comic strip’ or other fun type script.	(5/0) Accepted
Action:	Review schedule and suggest any alterations as needed, submit approval to Vini	Assigned to: Everyone
Action:	Upload all speaker forms to the Google Drive (in the “CACCN BC Chapter > Events > Conference & AGM 2018” folder)	Assigned to: Simmie and Vini
Action:	Once all speaker forms are in, design event poster to be used for marketing by March 12, ticket platform.	Assigned to: TBA

Action:	Connect with Satellite Sites and invite them to participate in this event once Poster and event ready for marketing.	Assigned to: Marta & TBA?
Action:	Set up EventBrite ticket for event	Assigned to: Vini
Decision:	Aim to release poster, event marketing and registration (EventBrite) on the same day, ideally March 12 if possible but aim for before March 16 th .	(5/0) Accepted
Action:	Lead event marketing strategy utilizing email to membership and social media platforms (Facebook, Instagram, twitter), distributing poster to various critical care units and potential satellite sites.	Assigned to: TBA but everyone to pitch in
Action:	Connect with Holiday in, review in person site, AV equipment and support services to ensure we have what we need to broadcast event as planned to satellite sites (i.e., GoToMeeting & Teleconference) by March 12. Confirm with Satellite Site Lead.	Assigned to: Vini



v) List of Satellite Site Contacts

b) AGM Planning – May 10

- i) “Reviewed BC Chapter Manual” and “CACCN Annual General Meeting Information for Chapters” as per requirements for AGM. Schedule of notifications for AGM were as follows:
- April 19 - Notification of AGM (i.e., at least 21 days in advance)
Need to include minutes from 2017 AGM, Proxy voting forms, and if any decisions for voting established, that as well.
 - May 3 - Proxy voting Forms due (i.e., at least 7 days in advance)
- ii) Assigning a Scrutineer and Parliamentarian: As per the chapter manual, a scrutineer is a non-voting member responsible for counting the votes for any item (i.e., approval of minutes, etc.) and a parliamentarian is a person who is responsible of ensuring the meeting follows the Bourinot’s Rules of Orders (i.e., opening/closing meeting, passing motions, seconding motions, voting, speaking in turn etc.). Those were 2 things we missed doing last time, discussed ensuring we have people officially fill this role next time.
- ii) Discussed succession planning, and current gaps in executive board. Also discussed adapting meeting schedule to be more inclusive for board members who work shift work as well.

Decision:	Actively recruit new members to consider joining the chapter executive board, particularly for the gabs we currently have, i.e., pediatric representative, representatives from outside the lower mainland, and communication role. Hopefully to have some potential candidates by next meeting so it may be included in AGM notification.	Assigned to: Everyone
Action:	Email wider membership to let them know positions for the executive are becoming available, define what the roles include, and encourage contacting us if interested in learning more by March 16.	Assigned to: Vini

Tabled until next meeting

2) Social Media Marketing Strategies

- a) Previous meeting decision to develop and transition to a business Facebook page for the chapter, work in progress.

Next Chapter Meeting: April 2, 2018 at 11:00-12:00pm,

Location: GoToMeeting: <https://global.gotomeeting.com/join/315589773>

Join the conference call. Local: 604-681-0455 Long distance: 1-877-291-3022 Participant: 4461874#

Adjournment:

Vini adjourned the meeting at 12:00pm. Minutes

submitted by: VBains

Minutes approved at next meeting

Future Calendar

March 5th – Meeting – May consider holding another Roundtable in Feb/March to be discussed further after next roundtable.

- May 31 – chapter of the year award application due

April 9th – Meeting Year end Chapter and Treasurer Reports due at end of the month to national

May 10th – Meeting – AGM TBA – Renal conference

- o June 1 a number of awards are due, including: Life member, Innovative project, Chasing excellence, Brenda Morgan Leadership, Sharing expertise awards

June 4 – Meeting