



BC Chapter Meeting Minutes

GoToMeeting

May 3, 2018 – 11:00am to 11:55am

In Attendance:

Vini Bains President	Simmie Kalan Vice President	Crystal White Regional Rep	Marta Musa Treasurer	Tamara Denis Lynne James Members-at-Large
Jenny O'Mahony Guest Member				

Regrets:

Heidi O'Callaghan (Member-at-Large)

Standing Business

1) Approval of Minutes:

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

April 2018

Starting Balance	Coast Capital	Pay Pal
Starting Balance	\$4981.62	0
Coast Capital Interest – April 2018	\$0.04	
Total	\$4981.67	0

NOTES:-

- 2 cheques pending: Refund to Heidi for CICW Roundtable at RGH & redirected speaker fees from Dr. Dhingra to VGH ICU staff (\$150)
- Eventbrite – so far, \$2100 in ticket sales (i.e., 33/65 tickets sold: 15 to CACCN members and 18 to non-members). Eventbrite money will be deposited 1 day after event, minus ticketing fees.

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

- Membership 108 – no update from Feb 28 report.

New Business

4) End of Year Report

- End of year report was circulated to chapter leaders earlier this week, no feedback, addition or changes were received so report was submitted to National. National has responded and Sarah Crowe (our liaison to CACCN National), will connect in the next few weeks to address our challenges using CACCN National's Website. Treasurer's Report prepared and will be submitted later today.

5) Chapter of the Year (COTY) Application

- Last year, did not submit an application for COTY award, but have started to fill the application for this year (due May 31). So far we score about 600+ points, likely not enough to win, as Montreal runs 4 conferences a year and scores 900+ points last time. Where we have done really well is with Journal Club, and with inviting local members of our chapter to present at Dynamics or at our conferences.
- Crystal noted that Allana's Wishing Well presentation has been championed with nurses in interior health with much of the same positive outcomes Allana described during her presentation. Like to highlight sharing innovation is the real benefit of membership at AGM.

Old Business

6) Journal Club – Review and Planning

- Next Journal club planned for May 28th (pushed back a week to account for conference. Title “[The future of critical care: renal support in 2027](#)”.
- CSICU RN interesting in hosting a Journal Club in August
- RN from interior – runs a local journal club, often participates in our Journal Club, may consider presenting.
- Pamphlet schedule only goes until the end of April –needs updating for next year
- On Social Media – Journal club videos have 80 to 100+ views depending on how long they have been up, so many

Action	Connect with RN from Interior, to invite to lead Journal Club in future	Assigned to: Crystal
Action	Connect CSICU RN with Heidi & Lynne so they can coordinate her leading Journal club in August	Assigned to: Vini
Decision	Defer updating pamphlet until next month, along with next year’s planning	(6/0) Accepted

7) Social Media

- Converting from a Community to a Business Facebook Page: Tamara investigated changing our Community Facebook Page to a Business Page. Unfortunately, despite multiple attempts to connect with Facebook, was unable to easily transfer content from the community page to a business version. Unable to setting up a new business Facebook that is not linked to a personal Facebook account either.
- Report on Impact Our Social Media Strategies to Date: Videos from previous events have had upward of a 100 views (up to 300+) each; Each Journal Club video has 80 to 100+ views; our current Facebook page continues to grow in members each month (up to 97 members) and include critical care nurses from BC, Alberta, across Canada and beyond; many of our Instagram posts get 250 to 300+ views, also far reaching across the country.
- Leveraging Our Conference On Social Media: Discussed how we could do this while also respecting participant privacy. Crystal suggested that her sports team uses an ‘opt-out’ consent strategy (i.e., we inform and encourage audience to post on social media during event as we would be doing so also. State, “if anyone does not want their image posted, to please let us know.”) Both of the afternoon speakers ok’d the use of images/videos on their speaker form. Morning speakers did not clearly indicate this permission on the speaker forms. Also sharing CACCN national’s social media contest for Dynamics tuition coupons (contest end date May 15th).

Decision:	Continue with current strategies, maintain the community Facebook page.	(6/0) Accepted
Decision:	Make announcement during opening remarks encouraging posting on social media, inform audience and speakers that we would also be doing so, and if anyone does not want their images shared on our Facebook/Instagram pages, to please inform us. Also to inform audience about the social media contest during closing remarks.	(6/0) Accepted
Action:	Share information national had sent out about the contest with the team, so we can promote it.	Assigned to: Vini – by tonight
Action:	Opening remarks to include invitation to post, inform audience & speakers to “opt-out” if they don’t want images shared. Closing remarks to include CACCN contest information. Prepare and circulate slides in advance.	Assigned to: Simmie

8) Event Planning May AGM & Conference

- Event Assigned Roles, Pending Tasks, & Updates:**

Registration desk	Heidi & Marta
<ul style="list-style-type: none"> Marta & Heidi to familiarize with Eventbrite App, to do registrations. Marta to clarify how to register and collect money during event if anyone wants to register during the event (Conference or AGM). Only cash purchases can be made with Eventbrite during event, but Marta 	

has a “square” and App to collect credit card payments as well. Though there is a \$2-3 charge per transaction.	
<ul style="list-style-type: none"> Very few people registered to stay for AGM despite reminder, therefore to streamline registration process, Vini will manually register everyone who is attending the conference to the AGM as well. Then Heidi & Marta can ask if attendee staying for the AGM, and if so – check them in to AGM as well. 	
Ensure AV equipment & GoToMeeting set-up	Vini
<ul style="list-style-type: none"> Vini went to check function of GoToMeeting, WiFi, and telecom machine last week, WiFi & GoToMeeting functioned with no issues. Telecom machine failed to function, so rental of a telecom machine was requested (approx. \$110 plus tax additional cost). Jenny Wu not updated invoice yet. 	
Satellite Sites	Vini & Crystal
<ul style="list-style-type: none"> 4 satellite sites have signed up, Kelowna, Cranbrook, Quesnel and Penticton. All have participated in this before, information package sent out. Slides to go out by Tuesday/Wed. Sarah’s slides in hand, Vini to connect with Alyssa this week, and AGM slides should be ready by Tues/Wed as well. 	
Event Survey & CE Certificate	Vini
<ul style="list-style-type: none"> Forgot to mention – Event Survey has been updated and shortened slightly for this conference, print copy and link to online copy included in package to satellite sites. Will bring print copies to the event, and email link to attendees for event reminder, and thanks for coming emails (i.e., 2 days before and 1 day after) – automated through Eventbrite CE Certificate will be emailed out 1-2 days after event through Eventbrite 	
Liaison with hotel (i.e., catering etc.)	Simmie
<ul style="list-style-type: none"> Simmie to connect with final numbers and will remind Jenny about the additional rental of the Telecom machine. Last year we had approx. 40 attendees, but many tickets sold in last week. 	
Liaison with Baxter (sponsor booth set up)	Simmie
<ul style="list-style-type: none"> Simmie confirmed table for a Baxter Booth to be set up in front of the conference and will include “thanks to Baxter” in opening and closing remarks. 	
Opening & closing remarks	Simmie
<ul style="list-style-type: none"> Simmie to prepare in the next few days and circulate slides for feedback <i>Consider including survey reminder also in opening/closing remarks.</i> 	
Transitions & introductions	Heidi
<ul style="list-style-type: none"> Heidi unable to attend, but Vini to catch up with her tomorrow Ensure we build in opportunities for the 4 satellite sites to comment or ask questions as needed. 	
Invoices, Gifts, Speaker Fees etc.	Marta
<ul style="list-style-type: none"> Prepare thank you cards, cheques for speaker fees, gifts etc. 	
Event Social Media Posting	Tamara
<ul style="list-style-type: none"> Tamara is able to attend whole event, and will spearhead our Facebook and Instagram postings 	
AGM Scrutineer	Jenny
<ul style="list-style-type: none"> Jenny agreed to be responsible for counting votes, reviewed process 	
AGM Parliamentarian	Lynne
<ul style="list-style-type: none"> Lynne to review Bourinot’s rules of order in preparation. There are many websites with simple summaries of the rules as well as sections in the CACCN website ‘chapter information portal’ dedicated to running and AGM 	

b) **AGM preparations.** Discussed the following items:

- Vini preparing AGM president’s report this weekend and will circulate for feedback – plan to keep it short (8-10 slides) and include recognizing some of the achievements of BC ICU RNs as well such as what has been found in the COTY application (i.e., certification renewal and initial, Dynamics publications, awards, presentations)
- Marta to forward end of year treasurer report, to include in presentation.
- Elections –

- Vini requests nominations for president for one more term
- Crystal – transitioning another interior RN to take over her role
- Lynne – request “Journal Club Leader”
- Simmie to step down in Summer
- Marta – willing to step into VP position if someone interested in taking over treasurer role.
- Tamara – Staying on as “Social Media Leader”
- Will see what comes during the AGM as nominations may be received from the floor.

c) Final Conference 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	Simmie: Includes, welcome, washrooms, social media, survey reminder, and introduction to first speaker (Simmie? or Heidi? to introduce first speaker?)
9:00am – 10:00am	First Speaker – Dr. John Gill	
10:00am to 10:05	INTRODUCE next speaker	Heidi
10:05am to 11:05am	Second Speaker – Dr. Dharmvir Jaswal	
11:05am to 11:30am	Break - 25 minute	Leave juice and leftovers out
11:30-11:35	INTRODUCE next speaker	Heidi
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	Heidi
1:25pm to 2:00pm	Sarah Crowe	
2:00 to 2:05pm	INTRODUCE next speaker	Heidi
2:05 to 2:40	Allyssa Landingin (ABG refresher)	
2:40 to 2:50	Closing Remarks	Simmie
2:50 to 3:10- 20 min	Break – 20 minutes AGM setup (AV, Handouts, Attendance)	Leave juice and leftovers out
3:10-4:00	AGM – Lynne (Parliamentarian) & Jenny (Scrutineer) <ul style="list-style-type: none"> • 10-12 minutes - (Vini):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 – Nominations & Elections • 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? 	

Next Meeting Plans

9) Next Meeting

- a) Next meeting scheduled for May 10th from 3am-4pm.

Adjournment:

Vini adjourned the meeting at 11:45am. Minutes

submitted by: VBains

Minutes approved at next meeting

Future Calendar

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