



BC Chapter Meeting Minutes

Go-To-Meeting
November 19, 2018

In Attendance:

Vini Bains (President) Crystal White (Regional Representative)
Emily Boorman (Social Media) Sybil Hoiss (Secretary) Allana LeBlanc (Member)

Regrets:

Marta Musa, Heidi O’Callaghan, Jenna Winder, Mia Marles
Simmie Kalan

Standing Business

1) Approval of Minutes:

Decision:	Minutes approved	(5/0) Accepted
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2) Treasurer’s Report:

Treasurer’s Report	Coast Capital
Starting Balance (Sept 30, 2018)	\$8562.57
DEPOSIT – Coast Capital Interest – October 2018	\$0.07
Total	\$8562.64

3) Chapter Member Report: (Nov 7, 2018)

- a) 106 active members, 2 New, 4 renewed & 8 expired.

Old Business

4) Fall Innovation Roundtable – Event Review (Nov 15, 2018)

- a) Overall event well received – 4 of 10 satellite sites (VGH, Burnaby, Chilliwack and SPH CSICU) submitted attendance records 25 attendees total so far. Not sure of the total attendance because still waiting for the other sites to submit before we can get total attendance records.
- b) Event Evaluation Surveys
- only 3 responses so far, will email all those attended to complete survey. (on quick glance - high scores for all speakers so far)
 - Connected with hosts of SMH, Chilliwack, SPH CSICU, Kelowna as well as speakers, feedback so far:
 - Technical – second speaker slides delayed, sound cut out at times (attempted to use pre-distributed slides to go out with event.)
 - Topics excellent – and well themed
 - Speakers were inspiring
 - Burnaby had 14 attendees, most were not members but interested in learning more
 - Petra offered using BCIT AV room for next event

Decision:	Delay doing complete event review until next meeting, and make effort to get attendance records from the other sites, and encourage event evaluations to be completed. Also take up Petra to use BCIT as a host site for spring roundtable	(5/0) Accepted
Action:	<ul style="list-style-type: none"> • Remind all satellite sites to submit attendance records and receipts, and as hosts, please complete survey • Forward CE credits to everyone who was in attendance and encourage completion of event evaluations 	Assigned to: Vini/Marta

Action:	<ul style="list-style-type: none"> Reimburse satellite sites for catering costs, and have event financial report prepared 	Assigned to: Marta
Action:	<ul style="list-style-type: none"> Compile event survey results and prepare Event Report for next meeting Connect with Petra regarding March 14 – Spring Innovation Roundtable 	Assigned to: Vini

5) Critical Care Working Group (BCPSQC)

- a) First meeting next week, Allana to report back at next meeting & share information on how to access minutes

6) Update on YouTube Channel:

- a) Emily created a “CACCN BC Chapter” YouTube Channel

Decision:	Use YouTube channel as a repository for Event Presentations and to curate meaningful/relevant videos available from other sources. Continue to use Facebook Live Video for our online Journal club as we have a dedicated audience and do not want to lose that audience by changing the format/platform at this time.	(5/0) Accepted
Action:	<ul style="list-style-type: none"> Create a short (2-3 minute) introduction to our channel video that outlines, what the CACCN is, what the BC chapter is, what to expect on this channel, and our Roundtable Presentations will be coming soon. 	Assigned to: Emily
Action:	<ul style="list-style-type: none"> Clean the prepare the 3 speakers into 3 individual videos for each one to post on the channel (with Emily’s help) 	Assigned to: Vini

7) Topics for next roundtable & conference:

- a) As per previous discussions, one theme was “End of Life/Palliative Approach in the ICU” Ideas discussed included:
- Update on VGH Wishing Well project & results of current research (Allana)
 - Wishing Tree in RIH (Tracy/Sybil to follow-up)
 - Expanding the Three Wishes project in William’s Lake & Trail Hospitals (Sybil & Robyn)
- b) Summary of Critical Care in BC:
- Provincial ICU Database & Dashboard: what is it, what data is available and where are we going with it (Steve Ahkioon).
 - Our patients – Summaries from:
 - Interior Health Perspectives (Crystal/Sybil)
 - VGH perspective (Allana)
 - Vancouver Coastal health perspectives (?)
 - PHC perspective (Vini)
 - Fraser Health Authority Perspective (Jenna/Emily)
 - BCPSQC and the CCWG – Building Partnerships (Vinay?)
- c) Augmentative and Assistive Communication Project: improving the quality and frequency of communication with physical and cognitive communication barriers in the ICU (Vini/SLP team)
- Assess for types of barriers (mechanical, cognitive etc.)
 - Select appropriate low-tech/low-cost tools and strategies customizable to patient needs

Decision:	Demonstrating how a nurse-led initiative has spread across this province from when it was first presented AND presenting on the ICU Database/Dashboard and a picture of critical care across this province align well with our chapter goals/vision. We should continue to explore both themes and come be prepared to have a more fulsome discussion/planning at our next meeting. Also AAC-ICU project is another good project for either the conference or a roundtable.	(5/0) Accepted
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Action:	<ul style="list-style-type: none"> • Connect with Steve Ahkioon to see if he is available and willing to present, and report back. • Connect with the AAC-ICU team invite them to consider either a roundtable or the conference and report back. • Connect with Jenna, to see if she would be interested in preparing a “Fraser perspective” 	Assigned to: Vini
Action:	<ul style="list-style-type: none"> • Connect with Tracy, and Robyn to invite them to consider presenting and report back 	Assigned to: Sybil

8) Location and Date of BC Chapter Conference

- a) Discussed various options for location, budget for site (i.e., Surrey, Kelowna, Vancouver, in hospital or hotel site).
- Vancouver relatively central and ICU RNs may make a day of it if driving in from interior, but Vancouver site has been used for the past 2 years.
 - Surrey/Fraser is not more central (it would still be a day trip)
 - Kelowna may be a possibility, May is a good travel time so ICU RNs may wish to make a day trip, but risk there may be lower turnout, and speakers may have to travel for it which could be a barrier, but we have not done a conference there before
 - Last year, we booked Vancouver Holiday Inn, who took care of catering, venue and AV equipment
 - we spent approximately \$5000,
 - had 39 tickets sold, ticket prices was \$75/\$50, & made \$2300 in ticket sales,
 - Also had \$5000 in Baxter sponsorship

Decision:	Defer making a decision until next meeting so team can gather more information.	(5/0) Accepted
Action:	<ul style="list-style-type: none"> • Explore possibility of hosting in Kelowna and report back with potential venues, costs, etc. 	Assigned to: Sybil
Action:	<ul style="list-style-type: none"> • Explore possibility of hosting in Surrey or Fraser Health and report back with potential venues, costs, etc. 	Assigned to: Emily
Action:	<ul style="list-style-type: none"> • Explore possibility of hosting at SPH, or GVRD and report back 	Assigned to: Vini, Simmie & Allana

New Business

9) Ottawa Chapter – Interested in learning more about how we host Satellite Site Events.

- a) Vini/Marta had preliminary email conversation about how we host Satellite Site Events. Ottawa chapter was invited to our roundtable to see how it went but were unable to participate. Vini/Marta planning to follow-up soon.
- b) We had 25 webinar seats and only 10 used during the satellite sites, none given to people viewing from home, space to expand the number of sites.

Decision:	Offer to split our GoToMeeting plan 50/50 if Ottawa Chapter or another Chapter is interested.	(5/0) Accepted
Action:	<ul style="list-style-type: none"> • Follow-up with Ottawa chapter (or any chapter) who may wish to split our GoToMeeting Plan 	Assigned to: Vini/Marta
Action:	<ul style="list-style-type: none"> • Add Ottawa Chapter to the Satellite Site Invitation list for our future events 	Assigned to: Marta
Decision:	<p>For future roundtables, consider optimizing webinar seat utilization by: priority seating in this order:</p> <ul style="list-style-type: none"> • for satellite sites within BC & Yukon • individual viewing (within BC & Yukon) • Out of region seats & Satellite Sites 	

10) CACCN National looking for feedback regarding future CACCN website design

a) Survey was sent out to bclm@caccn.ca email looking for feedback, deadline is Nov 20 for responses.

Action:	• Forward survey to chapter leaders.	Assigned to: Vini
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11) Canadian Critical Care Conference – Feb 4-6

- a) This year including a Nurses Only workshop on simulation learning.
- b) Well timed for our event planning, so chapter leaders encouraged to attend if possible so we can have a face-to-face (& GoToMeeting for those who can't be there) planning meeting.

Future Planning

Calendar of important dates:

Jan 10 –Mar 1 – CNA Certification Exam Application period (for Spring Exam)
Jan 5 – CACCN Dynamics Abstract Deadline
Jan 31 – Educational Award Deadline – CACCN Award – Poster Bursary Award Deadline – CACCN Award
Feb 4-6 – Canadian Critical Care Conference (Whistler)
Feb 15 – Research Grant Deadline – CACCN Award
Feb 27-8 – BCPSQC Quality Forum (Vancouver)
Mar 14 – Spring Innovation Roundtable
Mar 18-29 – Spring Break
Apr 30 – Annual Written Report Due
May 1-15 – CNA Certification Exam Writing (Spring)
May 6-12 – Nurses Week
May 9th – Chapter Conference & AGM
May 31 – Yearly Financial Report Due & Chapter of the Year Application Deadline
June 1 – Multiple CACCN Award Deadlines (Educational Award, Innovative Project, Chasing Excellence, Brenda Morgan Leadership Award, Sharing Excellence etc.)
August 15th – Spotlight Challenge Deadline – CACCN Award
Sept 1 – Educational Award Deadline – CACCN Award

Next Meeting

Next Scheduled Chapter Meeting: December 10 @ 11:00am via GoToMeeting

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 pm.
- Minutes submitted by: SHOiss
- Minutes approved at next meeting