Canadian Association of Critical Care Nurses
Chapter Connections Day
Saturday, September 22, 2012
Westin Bayshore Vancouver, Vancouver, BC

APPROVED Minutes

Present:

Teddie Tanguay CACCN President
Karen Dryden-Palmer CACCN Vice-President
Ruth Trinier CACCN Treasurer
Céline Pelletier CACCN Secretary
Tricia Bray CACCN Director
Kirk Dawe CACCN Director
Barb Fagan CACCN Director
Christine Halfkenny-Zellas CACCN Chief Operating Officer
Paula Price Editor, CACCN Dynamics Journal
Vena Camenzuli Designate, British Columbia Chapter
Shawn Mason Past President, British Columbia Chapter
Nicki Johal President-Elect, Southern Alberta Chapter
Liane Manz President, Greater Edmonton Chapter
Holly Tkachuk Executive Member, Greater Edmonton Chapter
Marian Hutchinson President, Saskatchewan
Tannis Sidloski President, Manitoba Chapter
James Danell Membership, Manitoba Chapter
Brenda Morgan President, London Regional Chapter
Alison Rowlands Executive Member, London Regional Chapter
Ingrid Daley President, Toronto Chapter
Jo-Ann Fernando Secretary, Toronto Chapter
Kathy Yeomans President, Montreal Chapter
Lyne Landry Treasurer, Montreal Chapter
Brenda Gallagher Designate, New Brunswick Chapter
Laurel MacIsaac Designate, Nova Scotia Chapter

Regrets:

Adam Lamoureux President, Ottawa Regional Chapter
1.0 Welcome

Teddie Tanguay, CACCN President welcomed everyone to the meeting.

2.0 Introductions and Ice Breaker Exercise

Each attendee introduced themselves and participated in a fun Ice Breaking exercise provided by Karen Dryden-Palmer.

3.0 Additions and Approval of the Agenda

The agenda was distributed prior to the meeting
Additions: Chapter Executive Survey

Motion: To approve the Agenda and additions for Chapter Connections Day 2012
Moved: Liane Manz, Greater Edmonton
Seconded: Holly Tkachuk, Greater Edmonton
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

4.0 Approval of Minutes from Chapter Connections Day 2011 – London, ON

Motion: To approve the Minutes for Chapter Connections Day 2011, London, ON, as submitted
Moved: Paula Price, Southern Alberta
Seconded: Kathy Yeomans, Montreal
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

5.0 President’s Address: “Speak with Conviction”

American Association of Critical-Care Nurses - National Teaching Exposition

CACCN received complimentary tuition and complimentary exhibit space at the AACN/NTI Conference in Orlando, Florida in May 2012. We met with the AACN executive to continue to
identify and discuss ways to promote our respective organizations. AACN has been advertising the CACCN Dynamics 2012 conference in their Bold Voices newsletter. This has translated into several abstracts being submitted for Dynamics 2012, as well as US conference registrations.

We had a lot of interest at our NTI booth from nurses at the conference to come to Dynamics. In addition, we secured exhibit space reservations from companies who do not normally attend Dynamics.

Mary Stahl, AACN’s Immediate Past President is attending Dynamics 2012 providing a luncheon plenary session titled “Creating Dynamic Teams – The Power of Working Together, Stronger, Bolder!”, as well as giving a joint presentation with CACCN’s Past President, Kate Mahon, titled “Leading With Conviction: Find Your Voice and Be Together, Stronger, Bolder!”. 

Mark and Bonnie Barnes, the founders of the DAISY Foundation were present at AACN/NTI. Through the AACN executive, a meeting was arranged for CACCN to meet with Mark and Bonnie to discuss their program and how we may assist in bringing this program to Canada. Following our meeting, the DAISY Foundation proudly announced CACCN was their first international supporting partner. They are very pleased and interested in bringing their recognition program to Canada.

While at AACN/NTI, we also met with the editors of the “Critical Care Nurse” and “The American Journal of Critical Care Nursing” on how to take Dynamics: Journal of the CACCN to the next level. AACN shared their experience and provided us with good ideas for continuing to promoted and develop the Journal. We were very pleased when the Editors indicated when they receive manuscripts that are not suitable for their journal theme; they encourage the authors to submit the manuscript to other publications. The Dynamics journal has now been added to the AACN suggested list of Journals.

End of Life - Supreme Court of Canada

CACCN filed an application for Leave to Intervene in the current case in Ontario of Mr. Hassan Rasouli v. Sunnybrook Health Sciences Centre, Dr. Brian Cuthbertson and Dr. Gordon Rubenfeld. As you are aware our application received approval in June 2012 by the Supreme Court, thus ensuring the perspective of critical care nurses in Canada regarding end of life care will be heard at the highest court in the country. With a very tight timeline, the CACCN ‘factum’ was filed with the Supreme Court of Canada in July 2012.

The essential points of our affidavit are:

That no party should have unilateral decision making that when agreement /consent cannot be obtained that a third party process that is timely be available to achieve
consensus. The health care team must obtain consensus or agreement with the SDM or patient (which in the law is consent) when withdrawing care. In Ontario both the health care act and the Physicians Policy and Procedure indicate that withdrawal of care is a treatment and require consent. As this case is from Ontario this cannot be ignored.

CACCN advocates that organizational processes and legal statue provide clarity to what is now ambiguous, including the issue of consent, up to and including, when consent for treatment is needed (or not) from patients/families and specifically as it relates to the withdrawal of life sustaining treatment. Further that there be an appeal process such as a review board that is timely and is available to both patients/families and the health care team when there are disagreements about the plan of care. CACCN believes that the Supreme Court can provide needed clarity on these issues that can have national application.

The Board of Directors has been notified by the Supreme Court of Canada that CACCN through our legal representative that we may provide ten (10) minutes on December 10, 2012 to speak to the Court regarding end of life from a nursing perspective.

Information may be found in the Members Only Forum under End of Life in Critical Care

We will continue to keep you updated on the status of this case and will provide a link should the hearing be available through webcast.

**Question Raised:**

- Position on absolute futility (futile care)? Was that considered?
- This is not a case about absolute futility. This is a case about consent
- CACCN's position is a timely/relevant third party process is required for these types of cases – one that is uniform across the country

**Canadian Nurses Association (CNA)**

As part of the Canadian Network of Nursing Specialties, CACCN attended the CNA biennial conference in Vancouver. During the conference, we had an opportunity to speak to the new CNA President on what we feel are issues for critical care and critical care nurses.

The Board has also submitted Kate Mahon, Past President of CACCN to stand for nomination as a representative of the nursing specialties group on the CNA Board of Directors.

**Not for Profit Act:**

Corporations Canada, a branch of the federal government has changed the Not for Profit Act which governs not for profit associations such as CACCN. The changes will be fully enacted in October 2014. Prior to that date, CACCN is required to submit an application to maintain our Not for Profit status. This process includes submitting an Article of Continuation and revising our Constitution and Bylaws to conform to the new legislation. Through the Canadian Network of
Nursing specialties we are working on the process and have already attended two teleconferences in an effort to understand our obligation under the new legislation. It has become apparent that hiring a lawyer to assist us through this process will be necessary; as well our accountant will be required to ensure our financial reporting meets the requirements of the new legislation.

We are not sure at this point what, if any, impact the new legislation will have for our chapters.

The Board and the CACCN Chief Operating Officer will be working on draft documentation in preparation for filing under the new Legislation. Once the draft is completed and reviewed by legal/financial counsel, a submission will be made to the membership. It is our plan to have this submission complete by summer 2013 for review and voting at the Annual General Meeting in September 2013. At the AGM members will need to vote and approve the application for continuance, as well as the Constitution and Bylaws. When approval is received, the Chief Operating Officer will file the documentation with Corporations Canada.

Kirk Dawe is the Board lead for the new constitution/bylaws under the Act

Costs will be anywhere from $3,000 to $10,000 for legal consultation/accountant

**Canadian Intensive Care Week**

In the spring of 2012, we contacted our critical care team partners: the CICF, physician groups (Canadian Critical Care Society, the Critical Care Trials Group and Critical Care Canada Forum) as well as the respiratory therapists (Canadian Society of Respiratory Therapists) to invite them to join. Since that time, CACCN has been collaborating with these partners on the revival of Canadian Intensive Care week.

Canadian Intensive Care Week will be celebrated from October 29 to November 3 2013. The first announcement of Canadian Intensive Care Week will take place at Dynamics 2012 with the launch of the proposed poster bearing the theme: “The Intensive Care Team – there for YOU in critical moments”. Canadian Critical Care Week will coincide with CCCF conference in Toronto. During chapter connections day we will be developing ideas for how we can celebrate Canadian Intensive Care Week through our local Chapters

**World Federation of Critical Care Nurses (WFCCN)**

The WFCCN has contacted CACCN to advise at the 8th International Congress, the WFCCN Council had discussions regarding the ongoing activities of the organization and the need for financial support to continue their worldwide activities. The Council agreed to contact member associations to request that each member association make a financial donation based on the World Bank Atlas method to WFCCN to assist with their organizational expenses and planning for new services and activities.

Using the World Bank’s Gross National income (GNI) league table (measured in USD $), the following donation structure was adopted by the WFCCN:
World Bank GNI > $25,000 - $1 per member (Cap: $5000)
Examples: USA, Canada, UK, Australia, UAE, NZ, Japan, Hong Kong, Italy.

World Bank GNI $10,000 - $24,999 - $0.50 per member (Cap: $2000)
Examples: Slovenia, Korea, Croatia

World Bank GNI < $10,000 - $0.25 per member (Cap: $500) Examples: Nigeria, Turkey, Philippines, India,

Based on this funding formula, at the present time, CACCN would be providing a donation of approximately $1,200US based on our current membership figures.

Although we have been attempting to obtain information on how WFCCN will be utilizing this funding, the information has been scarce. We have asked for their strategic plans for the next few years and the budgets for the last 3 years to assist in making a decision regarding membership. It is also our belief the receipt of financial donations by WFCCN will not remove the guidelines for funding support if CACCN decided to host a WFCCN Congress in conjunction with a Dynamics conference.

We have also recently joined the World Federation of Pediatric Critical Care Nurses and although they do not have a membership fee at the present time, there was discussion in the past about imposing a fee of 1 Euro for every member. This came about in 2009 and there has been no further discussion, however if the WFCCN is successful with their donation request, we may well see the same from the pediatric group.

Merit Award

A facility in Toronto received the AACN Beacon Award in 2012
No name has been selected for the CACCN award as of yet
We have two members interested in working on the committee: Ingrid Daley and Veronica Breadner, both from Central Region
We need representation from the East and the West

Room Monitors at Conference

Chapter Presidents and the Board are being asked to increase the visibility of our Association leadership by introducing speakers / networking at events

6.0 National Board Portfolios

Website (Kirk Dawe)

So far this year the website has seen the partial implementation of our new database software “Association DNA”. This web-based database makes it much easier to manage and parse demographic information and other data sets concerning our members. Our reports will now feature current information and are accessible in a more efficient manner. Integrating Association DNA with the conference registration, with the exception of a couple minor issues, went off extraordinarily well.
Several items are still pending with the website. These include: full integration of files with shutdown of the Access Database and automatic membership renewal.

**Publications and Research (Tricia Bray)**

- The journal continues unchanged. No other publications completed this year.
- Research committee presentation at Dynamics: Research Round Up.
- Survey from 3 members of research committee being distributed now.
- PEP uP manuscript has been submitted, another in the works.
- Knowledge translation network now in progress.

**Dynamics Conference (Karen Dryden-Palmer)**

- Dynamics 2013 - Call for Abstracts has been issued at Dynamics and will be mailed out in October to Communication Boards and Hospitals
- Dynamics 2014 – Quebec City, QC - Call for Planning Committee members to be issued soon
- Dynamics 2015 – Winnipeg, MB
- Dynamics 2016 – Charlottetown, PEI
- Dynamics 2017 – Toronto, ON
- Dynamics 2018 – Saskatoon, SK
- Dynamics 2019 – St. John’s, NL
- Dynamics 2020 – Ottawa, ON

**Membership / Certification (Céline Pelletier)**

- As of September 1, 2012 CACCN registered a total of 1136 members, an increase of 38 members at this time last year.
- In an effort to increase the number of members, the Board increased the difference between the member and non-member tuition rates for the Dynamics 2012 Conference. We continue to encourage each Chapter to contact their membership when membership expiry is approaching.

**CNCC(C):**

- Initial Certification: 91 nurses obtained their initial certification in Adult Critical Care including 29 CACCN Members
- Recertification: 115 nurses recertified in Adult Critical Care Specialty including 38 CACCN Members.

**CNCCP(C):**

- Initial Certification: 10 nurses obtained their initial certification in Pediatric Critical Care
including 03 CACCN Members; Recertification:

03 nurses recertified in Pediatric Critical Care Specialty, no CACCN Members.

**Awards and Corporate Sponsorship (Barb Fagan)**

Had excellent applicants this year

- **Editorial Awards:**
  - First Place: Brandi Vandespank, et al
  - Second Place: Isabelle Bilodeau, et al

- **Smiths Educational Awards:**
  - Fall: Colleen Breen
  - Winter: Kristyn Berube

- Spacelabs – full funding to be provided to Liane Manz

- Brenda Morgan – Linda Nusdorfer

- Cardinal Health – Brenda Drouillard

- BBraun Medical – Orla Smith

- Chapter of the Year – will be announced at the end of the day

- Baxter – the information was sent to Baxter to review and we were notified due to financial constraints they would not be giving the award this year.

**Mentorship (Karen Dryden-Palmer)**

- Pilot two small rooms on the forum – password protected

- Only those in the room will be those participating

- Facilitators are being contacted

- Announcement during ICU week

- Proposal/documentation currently being prepared and information will be set up on the website

- If we have a wait list will open more rooms

**Promotional Items (Christine Halfkenny-Zellas)**

- At the request of the chapters, CACCN investigated promotional items

- This information was posted in the Chapter Forum and notification sent to chapters

**Motion: To approve the National Board Reports as submitted**

Moved: Brenda Gallagher, New Brunswick
Seconded: Shawn Mason, British Columbia
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

7.0 Treasurer’s Report (Ruth Trinier)

Audit completed was April 2011 to March 2012
Ruth reviewed the financial audit with the Chapters
Financials will be available in the Members Only area moving forward
Members will notice a difference in how tuition and membership fees are charged in this fiscal year. In response to varying taxation rates across Canada, CACCN needs to standardize our budgeting process. In an effort to be fair and transparent to the membership, we have determined that all CACCN fees will be charged at a base rate subject to applicable taxes commencing January 31, 2013.

Taxation:
As of January 31, 2013, CACCN will commence charging GST/HST on top of the membership and tuition fees to level the playing field across the country due to the varying tax rates
Adjusting how the fees are paid – tax included/plus tax will assist CACCN with budgeting for the coming year
The budget is completed on the actual fees received but have to split the taxes out for reporting purposes resulting in a lesser value than budgeted

Discussion:
Not all provinces have the luxury of paying GST only
This is true, however CACCN does not have control over the taxation rates. We need to be fair/transparent for all members
How will this affect those in provinces with HST?
Members will pay the applicable tax rate for their province of residence
Will this cause a drop in membership?
We are hoping that isn’t the case and do not foresee any problems. Taxes are a part of everyday life

Motion: To approve the Treasurer’s Report (audit) as submitted
Moved: James Danell, Manitoba
Seconded: Laurel MacIsaac, Nova Scotia
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED
9.0 Small Groups with Board Liaison

Teddie provided a summary of the Chapter Executive Survey Results

“We have completed the Chapter Survey issued prior to Chapter Connections Day. We thank you for your participation. We are pleased with the results. As you will recall, we launched this survey in response to our ongoing commitment to stay connected to issues that are important to our chapter leadership. Based on the survey results, we have heard there are challenges and struggles with leadership, recruitment and retention. We believe we have received a clearer picture and we would like to spend time today to further explore the results and strategies on moving forward.

Chapters then met with their board liaison to discuss the Chapter Executive Survey Results.

The whole group reformed and discussed the information from their small group discussions:

Networking:
- Lower pools of potential leaders to draw from
- Finding people for executive is difficult
- Stressful to create a marketable product
- Opportunity for CACCN to engage with employers/educators
- Communication between chapters / board
- Board to be more visible to the chapters
- Discussions with liaisons

Education:
- This is a priority
- Opportunities for the way nurses can collect education hours
- Survey to be issued to members / non-members
  - Chapters to send to their members/colleagues
  - Use the hospital list serve
- How to appeal to younger nurses – how to engage; how to deliver

National information – filter info out to know what to participate/act on

Webinar
- How do we do things differently?

Stable membership number with changing members

Everyone struggles with membership and geographic – unique language issues

Sent survey results

Technology
- Webinars
- Podcasts
- Shared local ideas
- Targeted educational events
Food at events to attract people
Spring Conference held annually
Funding
Recruitment
Support from managers
New recruits should receive a USB with CNA policies
Study groups for exams
Retention – multiple educational events
Local challenges
Huge catchment areas
Engaging locally

Thoughts:
- Very different mindset when management is supportive of CACCN membership
- Sell CACCN to education program
- Nurses of CACCN are your “engaged” members – need support
- Huge to have support/engagement of management

10.0 Canadian Intensive Care Week

- The board previewed the poster and press release
- Stories of ICU patients will also be provided
- Will announce on blog, facebook, twitter
- What are some things we can do?
  - Short notice to plan for this year
  - Chapter level events
  - Marketing department – get them to help with the marketing of the week
  - Media – federal/provincial
  - Member engagement:
    - Booth in hospital
    - Information in hospital communications
    - Partner with RTs, RNs, Phys (the team)

11.0 Expectations

- Expectations of board members and chapter executive members at Dynamics was discussed
- Presence at opening ceremonies, annual general meeting and awards ceremony
- Room monitoring

12.0 Dynamics 2012 Planning Committee
The planning committee visited the meeting to distribute delegate bags and room monitor information.

13.0  World Cafe

Payment Systems (Toronto)
- Presented by Ingrid Daley
- Use the PayPal system set up on their website
- 90% of delegates use the system
- Small percentage charged for servicing by PayPal (approx. 1%)
- Funds are deposited into account
- Set up email for payment
- Green initiative for the chapter – online brochure/payment
- Reduces time/effort of processing registrations

BC Chapter is working to set up Moneris for their conference payments

CACCN will investigate the set up of credit card processing for Chapters to use PayPal or Moneris, plus online brochure selection/processing – there will be back end costs associated with doing this

Writing Successful Newsletters (Manitoba)
- Presented by Tannis Sidloski
- Started in 1996 – 30 page newsletter
- 2008 they went paperless
- 2012 will be introducing a new format/look to the newsletter
- Moved some content from the newsletter to their webpage
- Created newsletter submission guidelines for articles
- Educational fund applicants must submit an article after receiving funded education
- Ask the expert column was introduced
- Have advertising guidelines in place
- How do they do this?
  - Have a plan
  - Pre plan the newsletter
  - Use a template
  - Set up a distribution process

Living our Vision/Mission Statements (London)
- Presented by Brenda Morgan
- How to resuscitate our chapters
- How to use education to engage and empower nurses
Continuing education
Recognition
Webinars:
- for exam prep/telehealth with GRE / S Alberta Chapters
- Barriers to webinar – financial
- Webinar sharing at venue between chapters

Access to conference presentations for non-members?
- Can access be given to non-members in a separate area of the website?
- Can we give access for 30 days and then they would need to become a member to continue to access Members Only
- We rely on member benefits to survive; should we provide access to everyone?
- CD ROMs provided to non-members rather than giving access
- Presenter emails are available should they wish to request the information
- Change our plan of revenue
- Local level sponsorship – education days

14.0 Open Forum

Why do we not receive more of a hotel discount at Dynamics? $239/night is very expensive
- $ 239/night at the Westin is the hotel conference rate
- Hotel is actually more expensive

Need to be careful not to compare conference profits from one year to the next given the differing venues
- Conference profits as a whole are not compared from one year to the next
- CACCN requires a minimum profit of $110,000 per annum to operate as indicated by our accountant and announced at the 2011 Annual General Meeting
- CACCN remains committed to moving the conference across the country which is good for the Chapters and membership
- Numbers of delegates has remained the same over the past five years, with the exception of Montreal in 2008

The forum is a good venue – chapter executive need to commit to working with it
Very enthusiastic group today
Steady increase in momentum over the past few years with Chapter Connections Day – items of discussion are now being put into action
Paula Price would really like to see an increase in the number of manuscripts submitted to the Journal
CCD is always good – the board is very responsive and makes things happened; they covered all topics on her mind
Survey results were very interesting
Great day / experience – feel positive and inspired
Very good day!
First conference attended was Edmonton. Left that conference thinking ‘wow, what a conference by nurses, for nurses, about nurses’
Invigorating – reenergized for the year
Chapters sometime feel silo’d – this day helps us to realize we are not alone
Honoured to be here; excellent day; networking great
First time attending – very excited to be here
Moved from dialogue about our barriers towards how we run our business
Great to see new faces and those who have attended previously
Impressed with communication and collaboration

Motion:   To forego break and continue to the end of the Agenda

Moved:  Alison Rowlands, London Region
Seconded:  Brenda Gallagher, New Brunswick
Discussion:  None
In Favour:  All
Opposed:  None

Motion:  CARRIED

The board is looking to link with educational facilities for using grad students on projects. Forward to CACCN National any contacts you may have
ICU Week – be sure to email the information to everyone
At the AGM can we waive the reading of the Notice of Meeting?
   This can be done if we hold a motion to waive
   Likely would take the same amount of time to read the notice vs waiving the notice and taking a motion

15.0 Chapter of the Year

The Draeger Chapter of the Year Award recipient is Greater Edmonton Chapter
Accomplishments:
   Short evening sessions attracted members
   Hot topics
   AGM – dinner meeting
   Used local talent in their educational sessions
   Asked members what they wanted

Chapter of the Year criteria has been amended. Chapters will now need to complete an application and apply by May 31 annually
16.0 Adjournment

Motion: To adjourn Chapter Connections Day 2012
Moved: Liane Manz, Greater Edmonton Chapter
Seconded: Holly Tkachuk, Greater Edmonton Chapter
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED