



**In Attendance:**

Vini Bains	Marta Musa	Crystal White
President	Treasurer	Regional Rep

**Members-at-Large:**

Lynne James  
Sarah Crowe

**Members:**

Heidi O’Callaghan  
Allana LeBlanc

**Regrets:**

Simmie Kalan	Tamara Denis
Vice President	Communications

**Standing Business**

**1) Approval of Minutes:**

<b>Decision:</b>	April Minutes Approved.	<b>(7/0) Accepted</b>
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**2) Treasurer’s Report:**

- a) Balance: Coast Capital Savings - \$5179.72; Paypal \$47.94
- b) Deposits: \$47.94 (Conference Tuition x2) & 2 outstanding invoices.
- c) Expenditures: \$393.02
  - i) \$0 - banking fees
  - ii) \$39.59 - CCRKTR – Catering (to CWhite)
  - iii) \$50.00 – CCRKTR – Speaker fees (to HDelitzoy)
  - iv) \$50.00 – CCRKTR – Speaker fees (to MGillespie)
  - v) \$253.43 – AGM conference – Keynote Speaker Hotel – (reimburse VBains)
- d) Fundraising: \$ 0

**3) Chapter Member Report:** (February 28, 2017)

- d. Current registered members: 92 (4 new, 5 renewed & 3 expired)

**4) Annual Reports Submitted (Treasurer’s & President’s):**

- a) Summary of our actions & events.
- b) Reiterated our concern that Dynamics is not coming to BC as it is a major driver of memberships. Asked for additional resources to be assigned to non-hosting chapters.

**Old Business**

**5) AGM Planning Update:**

- a) Nominations received for Simmie, Marta & Tamara for positions of vice, treasurer & communications respectively.
- b) AGM Proxy Votes going out, nominations can also be accepted from the floor.

**6) June 5 - Conference “Creating a Better Critical Care Environment”**

VENUE: St. Paul’s Hospital, Providence Level 1, LT1500.

8:30am REGISTRATION:

9:00am KEYNOTE SPEAKER: Peter Dodek (Moral distress & resilience)

9:50am KEYNOTE SPEAKER: Sandra Goldworthy (Critical care workplace environments.

10:35am BREAK: Tea/Coffee & baked goods (Savory Chief – approx. \$500 for 60 people)

11:05am PANEL SPEAKERS: Various clinical leaders to discuss challenges & strategies to deal with critical care nursing shortage.

12:00pm LUNCH: Catering sponsored by Philips. Beverages, sandwiches & salad offered to cover catering costs for the event. (Savory Chief – approx. \$1000 for 60 people)

12:45pm FAST & FOCUSED: 20 minutes x 4 presenters:

12:50pm Neil Bacon (Mindfulness techniques for ICU nurses),

13:10pm Sarah Carriere (e-CPR – the blood, sweat & tears story)

13:30pm Janie Venis (Palliative Approach),

13:50pm Marta Musa (Humour and Hardiness).

14:10pm Closing Remarks

BREAK:

14:30pm AGM: President’s Report, Treasurer’s Report, Call for nominations and “elections”, membership feedback.

<b>Decision:</b>	SATELLITE SITES: Satellite sites & online attendance reserved for Fast and Focused presentations and AGM only. Both are free if registered for GoToMeeting. Date set to finalize satellite sites by May 12 <sup>th</sup> .	<b>(7/0) Accepted:</b>
<b>Action:</b>	SATELLITE SITES: Create a poster to advertise the satellite sites	<b>Assigned to: Vini</b>
<b>Action:</b>	SATELLITE SITES: Share poster with potential satellite sites	<b>Assigned to: Crystal, Sarah, Marta</b>
<b>Decision:</b>	ONLINE PARTICIPANTS: Offer additional GoToMeeting links for afternoon to individuals after satellite sites are finalized.	<b>(7/0) Accepted:</b>
<b>Action:</b>	ONLINE SITES: Create a poster (by 15 <sup>th</sup> ) to advertise free online participation in the afternoon events.	<b>Assigned to: Vini</b>
<b>Action:</b>	REGISTRATION DESK: manage registration, and reimbursement on the day of event from 8:30 to 9:00am	<b>Assigned to: Crystal, Marta &amp; Sarah</b>
<b>Action:</b>	REGISTRATION: Manage excel spreadsheet of all participants	<b>Assigned to: Marta &amp; Vini</b>
<b>Action:</b>	REGISTRATION: Send reminders to all registered participants May 29 <sup>th</sup>	<b>Assigned to: Marta</b>
<b>Action:</b>	CATERING: responsible for connecting with Savory Chief at break & lunch to make sure everything is set up accordingly	<b>Assigned to: Sarah</b>
<b>Decision:</b>	Have another meeting in 2 weeks to finalize details of AGM & Conference – Lunch May 15 <sup>th</sup> .	<b>(7/0) Accepted:</b>

## New Business

### 7) 8. CACCN Awards:

There are some upcoming awards available and traditionally very few applicants submit for these awards. Last year a few awards actually had no submissions so they were not given out at all. Upcoming awards include:

- **Life member award**
  - Life-long contributions to CACCN
  - 10+ years of CACCN membership, need 2 CACCN members to nominate them.
- **Spacelabs Innovative Project Award (Grant)**
  - Grant to support innovative QI projects for CACCN members (minimum 1 year)
- **Chasing Excellence award**
  - Direct patient care, expert nurse, CNA certification preferred.
  - 1 year member of CACCN

- 3 letters of support needed (from 1 CACCN member & 1 unit leader/manager + 1 more)
- **Brenda Morgan Leadership Excellence Award** – looking for people who participate in committees
  - CACCN member 5 years
  - CNA certification
  - 2 letters of nomination
  - They want the winner to write a reflective article for the journal
- **Sharing Expertise** – looking for mentors/educators
  - 1 year member of CACCN
  - 3 years critical care experience
  - CNA certification preferred
  - 3 letters of support, (1 CACCN member & 1 from manager + 1 more)

<b>Decision:</b>	We should implement a number of strategies to encourage BC member to apply.	<b>(7/0) Accepted</b>
<b>Action:</b>	Prepare a generic letter for managers to inform them about these awards and encourage them to recognize their staff.	<b>Assigned to: Vini</b>
<b>Action:</b>	Adapt and personalize generic letter for managers to individual managers in our networks.	<b>Assigned to: Everyone</b>
<b>Action:</b>	Send out an awards information package to all our membership.	<b>Assigned to: Vini to prepare, Marta to send out with Proxy forms</b>
<b>Action:</b>	Connect with our speakers from the conference & Roundtable event and encourage them to apply for the QI award.	<b>Assigned to: Vini &amp; Marta, &amp; everyone</b>

**Next Meeting: May 15, 2017 at 12-1pm**

Location: GoToMeeting:

- <https://global.gotomeeting.com/join/315589773>  
Join the conference call. Local: 604-681-0455 Long distance: 1-877-291-3022 Participant: 5720810#

**Adjournment:**

Vini Bains adjourned the meeting at 12:45pm.

Minutes submitted by: VBains

Minutes approved by: