



CACCN Board of Directors

APPROVED MINUTES

June 12, 2008 @ 05:00 pm EST – 08:10 pm EST

June Teleconference Meeting

Attending: Cecilia St. George-Hyslop, Pam Cybulski, Kate Mahon, Joanne Baird, Tricia Bray, Teddie Tanguay, Christine Halfkenny-Zellas

Welcome

Cecilia welcomed all Board members to the meeting.

Agenda Review/Approval

The board reviewed the agenda and allotted time frames for discussions. No items were inserted or omitted from the agenda.

Treasurer's Report - Joanne Baird

- Rocky start to the change over process with computer difficulties.
- Some invoices were paid late for April 2008, but all are up to date now.
- It has been determined we do not have the correct program on the laptop, as Joanne is unable to input deposit information and reconcile the bank statements
- Glenda will pick up the correct program and Joanne is confident all will be fine.
- As of the end of April 2008:
 - Investments \$ 185,000.00
 - GIC \$ 100,000.00 Total Investments \$ 285,000.00
 - Operating Account \$ 120,000.00

Motion: To accept the Treasurer's Report as submitted.

Motion Stated: Teddie Tanguay

Motion Second: Pam Cybulski

In Favour: All

Opposed: None

Secretary's Report - Pamela Cybulski

- **Communication Board** project is well underway.
- Artcal will create the labels.
- Label design between the leaves and lines is evenly split among the Board members.
- Artcal is not being terribly creative in this endeavour.
- IDL will apply the labels, individually package and then send out to Chapters
- Letters were sent to the Chapter Presidents and the Communication Board liaisons
- Response re: old board vs new board is due by June 20, 2008
- The more boards purchased the lower the cost per board – labels are \$ 5.00/label
- Plan to have the boards at Chapter Connections day so Chapters can visualize the product in their hospital – we will need to ensure one of the boards is put together with brochures, etc, so they will be able to get the full effect.
- Need to work on the idea of the new board – cleaner, more compact, easy to clean, etc
- Pam to keep working on the label.
- **CNA Certification Exams** have been written and the grades sent out
- Unable to obtain information from CNA regarding the list of successful recipients
- CNA appears reluctant to share the information
- Cecilia and Pam will bring this up at the CNA conference this coming week
- Will pose the question as wishing to develop a more reciprocal relationship between CACCN and CNA
- Possibly we should be listed separately on the documentation a participant signs to allow the release of their contact information

TO DO: Pam and Cecilia to raise the certification mailing list issue at the CNA conference and report back to the BOD

Motion: To accept the Secretary's Report as submitted.

Motion Stated: Tricia Bray
Motion Second: Joanne Baird
In Favour: All
Opposed: None

Publications and Research Report – Kate Mahon

- If you find any errors in the Journal (certifications, etc) please let Kate know so these can be corrected.

- The Journal was a bit late being issued due to Dynamics insert
- Deadlines for Fall Dynamics Journal
 - Deadline for submissions/articles July 4, 2008
 - Deadline for artwork July 18, 2008
 - Publication Date August 8, 2008
- Fall Journal will feature the Editorial Review Board with bios and photos
- ERB will have a F2F meeting at Dynamics on the Sunday evening
- One feature of the Fall Journal will be a listing of past editors over our 25 years
- If you receive a question from someone that would be a good Question to the Board – send to Kate
- Do we want to continue the “Question to the Board”, as looking back at the survey results there was some comments about the questions being “contrived”
- ERB will be taking a look at the survey results at the F2F
- Kate/Pam to review the survey results together
- We also need to communicate the survey results to the membership
- Could consider removing the abstract issue and include the abstracts as an “insert”, as having this issue takes away an opportunity to be published
- Do we have sufficient articles for publication if we do this ?
- Would there be sufficient articles to generate an extra publication with an abstract insert?
- We do not want to remove the abstract issue completely as some use the summer journal to determine their conference registration

TO DO: Kate to review the Abstract issue vs publication of articles with the abstracts being an insert and report back to the BOD

Motion: To accept the Publication & Research report as submitted.

Motion Stated: Teddie Tanguay

Motion Second: Tricia Bray

In Favour: All

Opposed: None

Membership – Recruitment and Retention Report – Pam Cybulski

- UWO Bridging programme – discounted membership for preceptors and/or students

- If we plan to do this for UWO, we need to look at this for everyone and almost have to advertise it
- This is a good idea to encourage educators to incorporate membership into their programmes
- Full time students mean different things – some students are actually attending school but being paid by hospitals – we would need to look at the definition and ensure students are those not being paid
- Could look at not offering a discount to the preceptor but offering a discounted rate to students in critical care (under grads)
- Also look at – for every 10 people signed up, offer a free membership
- We need to be careful about opening this up to everyone without due consideration of the issues involved
- Undergrad student discounts could be offered as associate members – no voting rights
- Would be student nurses interested in critical care but not full members
- RNAO offers student memberships
- Will review RNAO and AACN to see what they do in this regard
- Need to benchmark what others are doing in this regard
- Any change to the membership would need to be approved at the AGM
- Response to Mary Lou will be:
 - Request has been considered
 - Request is a good idea
 - CACCN needs to completely review the issue
 - BOD cannot make this change without speaking to the membership
 - Will work on reviewing and setting up a process with membership approval
 - Hopefully will have this in place for next year
 - Rate this year \$ 75.00 / preceptors, free rate for Mary Lou
- Consideration by Membership will involve:
 - Notice in Journal
 - Constitutions/Bylaws

TO DO: Pam to contact Mary Lou King, UWO regarding the preceptor memberships and the Board's discussion

BOD to research / review RNAO / AACN student membership programme and prepare process for presentation at the AGM in Montreal

Motion: To accept the Treasurer's report as submitted.

Motion Stated: Kate Mahon

Motion Second: Joanne Baird

In Favour: All

Opposed: None

Awards and Corporate Sponsorship - Tricia Bray

- *Baxter Award* - 2 nominees – review is currently underway w/ Baxter representative
- *BBraun Mentorship Award* – the BBraun representative declined to participate in the review process.
- Cecilia excused herself from the review process for the BBraun Mentorship award as she nominated one of the possible recipients – A Dodds.
- Three nominees for the award:
 - Judy Nixon
 - Ark Shuman
 - Alison Dodds
- Discussion ensued about the merits of each nominee based on the award criteria.
- All were deemed to be worthy candidates for the award based on their activities.
- Each BOD member was asked to provide their choices:
 - *Pamela* *First: Alison* *Second: Judy*
 - *Teddie* *First: Alison* *Second: Judy*
 - *Joanne* *First: Judy* *Second: Alison*
 - *Kate:* *First: Judy* *Second: Alison*
 - *Tricia* *First: Alison* *Second: Judy*
- Based on the discussions / voting – the recipient of the BBraun Mentorship Award for 2008 is *Alison Dodds*
- Cecilia re-joined the conference call
- ***Brenda Morgan Leadership Award***
- Three nominees for the award:
 - Paula Price
 - Margot Thomas
 - Sandra Goldsworthy
- Discussion ensued about the merits of each nominee based on the award criteria.
- All were deemed to be worthy candidates for the award based on their activities and participation in CACCN

- Each BOD member was asked to provide their choices.
 - *Cecilia* *First: Paula Price*
 - *Pam* *First: Paula Price*
 - *Joanne* *First: Paula Price*
 - *Kate:* *First: Paula Price*
 - *Teddie:* *First: Paula Price*
 - *Tricia* Abstained from voting
- Based on the discussions / voting – the recipient of the Brenda Morgan Leadership Award is *Paula Price*
- Tricia indicated she would prepare letters to the nominators advising of the decision and would encourage them to share the nomination letters with those nominated for the award
- ***Draeger Award***
 - Would like to approach Draeger regarding a bedside nurse award
 - Before approaching them we should pull everything together regarding criteria, etc.
 - Will add to the agenda for the F2F
- ***Editorial Awards*** – the information has been sent out but only have feedback from one person – will have this completed by June 30, 2008

TO DO: **Tricia to notify the nominators in writing regarding the Award recipients**

Motion: **To accept the Awards and Corporate Sponsorship report as submitted.**

Motion Stated: Kate Mahon
Motion Second: Pam Cybulski
In Favour: All
Opposed: None

Corporate Contributions - Tricia Bray

- Pappin Communications – honorary member award to be presented at Dynamics 2008
- Kate will work on this and give it some thought
- Christine to work on certificate we could have framed and presented

**TO DO: Kate and Christine to work on the award for Pappins
Certification Updates**

- No report tabled

Partnership Updates

CICF (Joanne Baird)

- Sandra Matheson is the contact - No report tabled

WFCCN (Tricia Bray)

- No information received from Bernice
- Cecilia received an email requesting financial support

CCDT (No liaison appointed – pending survey results)

- We still require the survey results - Cecilia will contact Asha

CCCCF (Cecilia St. George-Hyslop)

- Meetings are held by teleconference
- Currently working on finalizing the agenda re: interprofessional topics
- Linda Nusdorfer, Chair

ICU Collaborative (Kate Mahon)

- Kate to email Tracey

Military Chapter (Pamela Cybulski)

- Pam to try to establish contact one more time

CNA (Cecilia St. George-Hyslop / Pamela Cybulski)

- Weekly updates are provided by email to Cecilia
- Cecilia and Pam will be attending the CNA conference this coming week and will update the Board

ISMP (Teddie Tanguay)

- No update – Teddie requires contact information

Chapter Updates

British Columbia (Tricia Bray)

- Have not heard anything from them as of yet
- There is some interest in a new chapter and information has been sent by Tricia and National Office

Calgary (Tricia Bray)

- The chapter is rolling along
- Still working on the constitution and bylaws – quorum
- Tricia will follow up with Elaine

Edmonton (Teddie Tanguay)

- The chapter is struggling at this point
- One of the units has had a lot of change due to terminations and this has created problems for the chapter
- Some on the executive have resigned including the Treasurer
- The treasurer received the tuition coupons for Dynamics but the President is unable to access the information
- Some names have been put forth for the executive
- They are hoping to send someone to Dynamics 2008

London (Joanne Baird)

- Has emailed twice without response

Ottawa (Pamela Cybulski)

- The chapter is seeing renewed activity
- Offered an educational day and had 30 participants
- Held their AGM meeting
- Nominated Lisa Blakeley for President and Campbell Toohey, Treasurer

Toronto (Pamela Cybulski)

- Held a successful Evolutions conference with 250 participants
- Reviewing the issue resulting from the AGM
- Membership recruitment drive is going well
- Low turnout for educational sessions is discouraging

New Brunswick (Kate Mahon)

- No contact as of yet. Will try again

Nova Scotia (Kate Mahon)

- Kate had a meeting with Heather and Sandra on June 11, 2008
- Heather agreed she would step down as President but will stay on in a committee role to assist
- Chapter is looking to get info out to ICUs and applications in the units
- Jennifer Lewis wants to come on the Executive Board
- There are a couple of new managers interested as well
- There is a plan in place to move the chapter forward with better structure and they are hopeful for the future

Manitoba (Teddie Tanguay)

- President is having a rough go personally
- AGM to be held June 12, 2008
- Held their Edge of Excellence conference
- Provided their members with Manitoba CACCN lunch bags for nurses week
- Tannis Sidloski has joined the executive and Shelly Munroe has left
- They are updating their website

Saskatchewan (Teddie Tanguay)

- The President has contacted all of their communication board liaisons with the exception of Pasqua Hospital
- Gave away two memberships in a draw
- Having a Fathers Day draw and a Steak Night, as well as an Art Draw
- Received some funding from Saskatchewan Association for Education and is pursuing funding through the government

Montreal (Joanne Baird)

- Chapter is working hard
- Sent a couple of people to a wound care conference
- Kathy Yeoman is the new President
- Would like to know if Chapter Connections Day will be wrapped up in time for people to participate in the Bus/Walking Tours at Dynamics on the Saturday -- BOD felt things would be wrapped up by no later than 3:30 pm

Motion: **To accept the Chapter Reports as submitted.**

Motion Stated: Tricia Bray

Motion Second: Joanne Baird

In Favour: All

Opposed: None

Position Statements

- Currently we are enclosing the Family Presence during Resuscitation in the renewal and new member packages – should this continue?
- Board members decided to remove this from the packages

Standards

- Call to assist with updating the Standards was placed in the Dynamics Journal
- Need to put a working group together and should look at approaching those who assisted with writing the previous standards to invite their participation
- The Board will be unable to take this project on

Website Update

- Teddie provided the link to the website for everyone to view and there were several items requiring discussion:
 - “Join our Mailing List” – is this required? What are we planning to mail out to the mailing list? We do not have that on our current site – this will be removed.
 - Critical Connections – is this to be offered on the site? Yes – this is a good way to attract new members and we encourage members to share the email with others
 - Members Only – this would include Minutes, etc
 - Education / Resources - The heading Education and Resources on the new website are Reference documents and links and other conference and workshops from the old website so that is the content that should be moved into the section.

- Under the members only section we are going to add archived documents such as presentations from previous dynamics conferences as well as minutes from previous annual general meeting that our held at Dynamics for now.
- Privacy Policy/Disclaimer – this is okay to submit for the website
- Photos – would like to see the photos rotate on the home page and each time the page is refreshed. Some pages such as Job Links and Dynamics should have “static” images (each time the page opens, the photo is the same)
- Page should be centered and add leaves to the other side but ensure it the look isn’t symmetrical
- No response yet from Kevin regarding when to give notice to Ryan at Webware. Will hold off until we receive indication as to the best time to do this.

TO DO: Teddie and Christine to work on providing the information required for Biz-Zone to continue to develop the website
Teddie to notify Kevin at Biz-Zone of the outstanding issues and the timeframe for response.

Motion: To accept the Website Report as submitted.

Motion Stated: Joanne Baird
Motion Second: Tricia Bray
In Favour: All
Opposed: None

Dynamics Updates

Dynamics 2008 - Montreal

- 23 registrations for the conference received thus far
- 64 booths have been sold
- 7 booths are waiting confirmation of reservation

Dynamics 2009 - Fredericton

- Have had 3 teleconferences
- Theme and Abstract have been developed

Dynamics 2010 - Edmonton

- Teddie met with the Shaw Centre – not very encouraged by their proposal

- Offering 15% discount on food/beverage
- Will only apply to the Exhibit Hall
- Dates 19 – 21 September 2008
- Rough budget - \$45,000 + food = \$ 135,000 and that does not include BOD, Chapter Connections, AGM meetings
- Contacted Hotel MacDonald and the Westin as well
- Looking at doing a three day exhibit hall
- If we sell enough booths (60) we could afford the Shaw Center
- Will push Shaw for 20 % discount as they indicated open to negotiation

Dynamics 2011 - London

- No report tabled

Motion: To accept the Dynamics Reports as submitted.

Motion Stated:	Tricia Bray
Motion Second:	Joanne Baird
In Favour:	All
Opposed:	None

National Office

- All is going well so far – enjoying the position
- Does the BOD require business cards – yes
- Problems w/ Evolutions membership applications, but this is being worked on and hopefully will be cleared up soon
- USB Sticks – each BOD member should have one – the previous BOD were to provide the sticks to the new BOD at the end of their term -- If you did not receive one, should purchase
- Current membership as of today 970
- One member is in an “International Chapter” residing in the Yukon – should be moved to BC Chapter
- Funds to chapters as of June 12, 2008 for this quarter are approx. \$ 2,200.00
- Job Links – income thus far this fiscal year \$ 3,000 – would like to do a special rate and target the East Coast area – as they have lots of jobs available but never seem to cross paths with CACCN.

Motion: **To accept the National Office Report as submitted.**

Motion Stated: Kate Mahon

Motion Second: Pam Cybulski

In Favour: All

Opposed: None

Round Table Discussion

Draft AGM and Awards Ceremony

- Last year's copy will be sent to everyone so they can prepare their copy for this year
- It's a good idea to start now as September is just around the corner
- Each Board Member returns their part to Christine who puts it all into the PowerPoint presentation

Toronto AGM Meeting Issue

- The Toronto Executive met to discuss the election situation which occurred at Evolutions
- The complainant did not attend the meeting despite confirming she would be there
- The board felt the process was flawed but not such that it was unfair
- Letter will be drafted to Members regarding the process by the Toronto Chapter
- Request for grievance process was received in National Office
- Will need to review the bylaws to determine if we have a grievance process
- Complainant would need to file a formal letter of complaint with the board
- Should run a mock AGM at Chapter Connections to assist Chapters with issues such as those faced by Toronto Chapter

Adjournment

Motion: **To adjourn the meeting at 8:10 pm.**

Motion Stated: Kate Mahon

Motion Second: Tricia Bray

In Favour: All

Opposed: None