



APPROVED MINUTES
Board of Directors Teleconference
June 15, 2009 – 05:00 pm to 8:00 pm EST

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

1. Welcome

Cecilia welcomed everyone to the meeting.

2. Agenda – time allocation per item (BOD)

Time allocations were attached to the Agenda Items

3. Approval of Agenda

Motion: To approve the Agenda for the June 15, 2009 BOD Teleconference

Moved: Teddie Tanguay
Seconded: Tricia Bray
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

4. Approval of Minutes from Board of Directors F2F – March 2009

Motion: To approve the Minutes of the BOD F2F March 2009

Moved: Tricia Bray
Seconded: Pam Cybulski
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

5. Approval of Minutes from Board of Directors Special Meeting – May 2009

Motion: To approve the Minutes of the BOD Special Meeting May 2009

Moved: Teddie Tanguay
Seconded: Tricia Bray
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

6. Treasurers Report (Joanne)

- Balance as of May 2009 \$ 123,167.30

- Mutual Fund through CIBC needs to be moved manually requiring Joanne to attend a CIBC branch
- CIBC indicates we will need to find another way of setting up the Dynamics bank accounts than what we have been doing in the past. Christine to continue to work with Patti Babbington.
- TD Investment – Christine to continue to work with TD Canada Trust regarding the change of signing authority for this investment – perhaps we can attend a TD Canada Trust in Fredericton to have this done

Motion: To approve the Treasurer’s report as submitted

Moved: Teddie Tanguay
 Seconded: Pam Cybulski
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

7. Secretary’s Report and Membership – Recruitment & Retention Report (Pam)

- Membership: as of May 1 – 1150
- On-Line Renewal is going well: approx. 1/3 of new/renew are completed online
- 2 Year Renewals: 52
 - is this a problem in terms of splitting over 2 income tax years
 - full receipt is issued for the two year period in the year the membership is paid for
 - CACCN pays the GST for the total amount in the year received
- Student Memberships: 1
 - Mary Lou King was advised of the student membership
 - Only to be offered through mail/fax due to the cost of including on the website
- Corporate Membership:
 - We do not have this specifically, when a corporation asks if they can have membership in the organization, they are receiving an associate membership.
 - Email received from another organization who felt the membership cost for corporate should be higher
- Vote at AGM about different membership classes:
 - Active, Student, Associate, Life, Honourary
 - Will only involve the new Student class as the other membership classes currently exist in the constitution and bylaws
- We received a very positive letter about CACCN membership from a retiring member.
 - We are going to see if we can use as a testimonial on the website.
 - National Office sends letters to all members who are not renewing which is a great personal touch.
 - The major reason for not renewing is often retirement.
 - However, in one case it was financial but we could not do anything to help this individual in terms that it would set a precedent.
- Silver Anniversary Chapter Challenge:
 - 8 chapters have requested this and we must allot some time at Chapter Connections Day to review the criteria for this.
 - Calgary, Edmonton, Manitoba, Toronto, London, New Brunswick, Saskatchewan, Montreal.
 - I think we also need to make chapters responsible to notifying us of the effectiveness of their venture. Members do provide a report at the end of the challenge indicating how the funds were used and if the event, etc was a success

- NB Chapter was provided with the Silver Anniversary Funding to hold an Executive Meeting (cover cost of travel). This meeting has not as of yet been held and the funds were dispersed in December 2008.
- There was concern that one chapter had used the money to discount the cost of CACCN Memberships.
 - Chapters who choose to do this must send a chapter cheque to make up the difference
 - It is too difficult for National Office to have to keep track of the accounting for the quarterly reports
- New Chapters:
 - Interest expressed from: Kingston, Thunder Bay, Newfoundland and Fort John, British Columbia.
 - Interested parties were sent information on starting a new chapter.
 - Tricia worked with Chad Johnston, Thunder Bay on Awards and will continue to ask him.
- Communication Boards:
 - 100 Communications Boards across Canada (March 2009)
 - 24 boards in storage
 - Toronto Chapter asked for 10 to give to Toronto Hospitals
 - Toronto Chapter should be encouraged to request the board directly as it the manner in which we sent this up, permission of the hospital was required and we needed a local liaison with the facility to maintain the board.
 - Toronto has not requested any additional boards to be sent to hospitals.
 - Mail outs are sent regularly to site representatives to keep the board updated.
- Promotional CACCN Items:
 - At the F2F Meeting April, we had talked about development of promotional items to enhance membership.
 - Tricia had suggested there may be a company interested in this.
 - We would sell these items at the conference and chapters could buy these items from the national office.
- Letters and Surveys to CACCN
 - Media request to CACCN to discuss their perspective on Family Presence during Resuscitation. This was addressed by Kate.
 - There was a request from a member about CACCN's perspective on staffing ratios. We have had this request numerous times and can only underline the principles involved and give guidelines as implementation is organizationally dependent. Therefore, we have agreed to develop a CACCN position statement about staffing ratios.
 - Another letter wanted our consensus about the use of Smart Pump Technology for Administration of Medications. Pam responded to this letter by referencing the Institute of Safe Medication (ISMP) recommendations.
 - Request from a nurse in Nepal for funding for Dynamics 2009. As a group, we decided not to do this as it would set a precedent. Also, it would need to be decided where funds would be drawn from in terms of national or conference planning funds.
 - We had a request WFCCN – Bernice Budz regarding responding to an international survey on intermediate care and high dependency units and government involvement from Maureen Harvey (US Society of Critical Care Medicine). Pam responded to this survey and they were pleased to get the response.
 - CNA asked us to review their position statement on Financing the Canadian Health System. Pam completed completed this survey for CACNN basically supporting principles of universality, etc.
 - Pam participated in request from Trillium Gift of Life on organ donation and will be the on-going contact for further surveys.

- Pam responded to a request from Major Andrea Schmaltz, Canadian Military about reviewing our draft standards as they will be working on their standards this June and wanted to ensure that they were in line with CACCN's newest version.
 - Pam also sent her some reference information with regards to standards from her ICU.
 - Pam feels the liaison with the Canadian Military has become stronger although they are not allowed to form a chapter.
- Cecilia, Christine and Pam had a conference call with the CNA regarding membership promotion. (*see enclosed report*)

Motion: To approve the Secretary and Membership – Recruitment & Retention Reports, as submitted

Moved: Teddie Tanguay
 Seconded: Tricia Bray
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

8. Publications Report (Kate)

- Error on the Summer Journal cover – shows as Spring 2009 instead of Summer 2009
- Will likely put something in the Fall Journal to advise of the error
- Fall 2009 Journal – require President's Report by July 15, 2009
 - Going to print August 7, 2009
 - ICU Collaborative to have a report in the Fall 2009 Journal
- Would it be cheaper to have the Journal sent in plastic wrap rather than envelopes?
- Reviewed the EBSCOhost Connection – BOD decided not to participate

Motion: To approve the Publications report as submitted

Moved: Tricia Bray
 Seconded: Pamela Cybulski
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

9. Awards and Sponsorship Report (Tricia)

- Status of Awards
 - Spacelabs Innovative Project Awards:
 - First Place: Bonnie Molinski, CHEO for PICU Olympics (\$1,000.00);
 - Second Place: Judy Glowa, Gail Liggett, Elaine Rose, Calgary Critical Care Nurses Journal Group (\$500.00)
 - Editorial Awards:
 - First Place: Jane Chambers-Evans, Lisa Goulet, Wendy Sherry, Patricia Rose, Danielle Vigeant, Louise Fullerton and France Paquet – *“Building a successful DCD program: Planning and Leading Change”* (\$ 750.00)
 - Second Place: Wendy Fallis, Susan McClement and Asha Pereira – *“Family Presence During Resuscitation: A Survey of Canadian Critical Care Nurses’ Practices and Perceptions”* (\$500.00)

- BBraun:
 - Received five nominations
 - Waiting for feedback from one award committee member to respond
- Baxter:
 - Received one proposal
 - To be determined
- Cardinal Health:
 - Received one nomination from Edmonton
 - This nurse has been at the bedside since 1991
 - Only nomination received, but this nurse is well deserving
 - **Award Recipient: Lynn Safroniuk**
- Brenda Morgan Leadership Award:
 - received two nominations
 - Brenda chose to not be part of the process, as she nominated one of the members
 - Nominees: Sandra Matheson and Valerie Banfield
 - All BOD members felt both nominees were deserving of the award
 - Voting:
 - Teddie Tanguay: Sandra Matheson
 - Kate Mahon: Sandra Matheson
 - Pamela Cybulski: Sandra Matheson
 - Cecilia St. George-Hyslop: Sandra Matheson
 - Joanne Baird: Sandra Matheson
 - Tricia Bray: Sandra Matheson
 - **Award Recipient: Sandra Matheson**

Motion: To approve the Awards / Sponsorship report as submitted

Moved:	Pam Cybulski
Seconded:	Kate Mahon
Discussion:	None
In Favour:	All
Opposed:	None
Motion:	CARRIED

10. Corporate Contributions (Tricia)

No report provided

11. Certification Updates (Pam)

- Cecilia and Pam had a teleconference with CNA and identified our common goal to support each other
- Teleconference went well
- Willing to work with us
- Will be updating information on the CNA website re: funding availability
- Postage approx \$ 150.00 to include our information
- Receiving names in July is past the peak timeframe
- CACCN draws to be held at the Awards Ceremony
- CNA video – want this looping at the conference. This should take place at the CNA table and CNA should pay for the A/V required to do this - not CACCN or Dynamics – Pam to let Leslie know
- We need to summarize and define our information before sending to CNA
- CNA prep course on CACCN website

- Need to speak with Brenda regarding her requirements
- What is the cost of the program she will need
- Perhaps she should attend the September teleconference to discuss this

Motion: To approve the Certification report as submitted

Moved: Teddie Tanguay
 Seconded: Joanne Baird
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

12. Partnership Updates

- **CICF** (Joanne)
 - No report received
- **WFCCN** (Tricia)
 - Bernice Budz and Tricia completed a WFCCN survey of critical care nursing in Canada
 - Pam completed a survey through WFCCN regarding step down/intermediate care units
 - World Congress proposal completed and sent to BOD for comments
 - Budget should be redefined and very generalized
 - Payment for council to attend – up to \$ 15,000.00 – must be approved at AGM 2009
 - CACCN Member w/WFCCN on the board – Bernice Budz
 - What is covered for the international concurrent/plenary speakers?
 - Would be covered the same as everyone else - \$ 100.00 tuition fee
 - Proposal to go to members for vote at AGM – completed by no later than July 15, 2009
 - **Proposal enclosed**
 - CACCN representative at WFCCN congress in Florence, Italy – Sandra Goldsworthy
 - Discussion regarding having Sandra represent CACCN at WFCCN in Florence, as Bernice and the BOD are not attending
 - The board determined a representative at the congress was not required at this time
- **CCDT** (Teddie)
 - No report received
- **ISMP** (Teddie)
 - Continues its work within the Canadian Medication Incident Reporting and Prevention System (CMIRPS) – a recent bulletin
 - <http://www.ismp-canada.org/download/safetyBulletins/ISMPCSB2008-09CMIRPS.pdf>
<http://www.ismp-canada.org/download/safetyBulletins/ISMPCSB2008-09CMIRPS.pdf>
 - provides details regarding CMIRPS and the partnerships with Canadian Institute for Health Information, Health Canada, and the Canadian Patient Safety Institute (CPSI).
 - Reporting is the key as the reports and their analysis drive the priorities and work done by ISMP Canada (e.g., learning about potential risks and actual errors, identifying underlying weaknesses in systems and processes, and identifying ways to prevent a recurrence and ultimately reducing patient harm);

- The Canadian Anesthesiologists Society (CAS) provides a link for their members to report medication incidents (i.e., errors) to ISMP Canada and perhaps this is something that CACCN might be interested in doing as well?; and
 - Any suggestions as to how to enhance reporting from critical care so that we can ensure that learning from such events occurs broadly would be greatly appreciated as we continue to provide our articles to Dynamics (to date, 17 articles have been submitted and published in *Dynamics* – thank you!)
 - Is partnering with CPSI on a national pharmaceutical bar coding project; further details are available from:
 - <http://www.ismp-canada.org/download/safetyBulletins/ISMPCSB2009-4-PharmaceuticalBarCodingMovingForwardinCanada.pdf>
 - <http://www.ismp-canada.org/download/safetyBulletins/ISMPCSB2009-PharmaceuticalBarCodingMovingForwardinCanada.pdf>
 - Continues to lead Medication Reconciliation for Safer Healthcare Now in Canada with a focus on enhancing the spread of this initiative (e.g., a kit has recently been developed for Long Term Care and one is being developed for the Community). According to the ISMP Canada Project Lead for this, it is extremely important to make decisions about the appropriateness of continuing existing hospital medications, as well as assessing the need to resume or discontinue pre-hospital medications when patients are transferred from ICU (multiple studies, including a Canadian study, underscore the importance of such a review
 - https://exch.ismp-canada.org/exchange/Ckoczmar/Drafts/RE:%20Update.EML/1_text.htm#_ftn2
 - https://exch.ismp-canada.org/exchange/Ckoczmar/Drafts/RE:%20Update.EML/1_text.htm#_ftn3
 - Based on the success of the “Getting Started Kit” for medication reconciliation in acute care, the Institute for Safe Medication Practices Canada (ISMP Canada), the lead for the *Safer Healthcare Now!* Medication reconciliation intervention, was selected by the World Health Organization to complete a Standard Operating Protocol (SOP) for ‘Assuring Medication Accuracy at Transition in Care’ for the WHO/Joint Commission International High 5s initiative. This important international patient safety program will be officially launched in 2009.
 - Continues to be actively involved with medication labeling and packaging nationally and is also part of a newly formed international group that is currently in the midst of setting priorities in this area. A document that was recently released in the UK by the NPSA may be of interest to you: <http://www.npsa.nhs.uk/nrls/improvingpatientsafety/design/injectable-medicines/>
<http://www.npsa.nhs.uk/nrls/improvingpatientsafety/design/injectable-medicines/>
 - Will be focusing on making the inadvertent injection of topical epinephrine a key safety initiative, first provincially in Ontario with a plan to spread nationally (topical epinephrine may be used in treatments for burn patients; we are working with multiple stakeholders on this including Operating Room Nurses Association of Canada – if this is something you think may be of interest to any of your members, please let me know). We want to make this a NEVER event similar to the inadvertent injection of concentrated potassium chloride.
- **CCCF** (Cecilia)
 - Critical Care Canada Forum – October 25-28, 2009
 - Call for Abstracts just went out – Sept 14, 2009 deadline for submission
 - Linda Nusdorfer Chair of Interprofessional Component of Critical Care Canada forum spoke with Dr N. Ferguson to discuss the IPP position, in wanting to have greater involvement in the planning committee and have our suggestions heard and included in both topics and speakers and increased participation as moderators.
 - Consideration to take back the IPP track.
 - It was a positive meeting with suggestions taken under consideration.
 - Linda met with Michelle Lemme from Bridges Healthcare Solutions who has been hired by CCCF to secure sponsors. She shared that nursing enrolment was down.
 - There is interest on the part of CCCF to have CACCN join the Toronto meeting.
 - Cecilia spoke with Karen Dryden-Palmer about our discussions at the Face to Face in the Fall, re: the downside of a joint meeting, both financially and having our voice heard, and its

affect on both Dynamics and Evolutions in terms of numbers. She agreed that a one day workshop would be preferable as partnering vs moving Evolutions to the fall.

- **Canadian Nurses Association:** (cut and pasted from their weekly messages)
 - Nominations due Jan 15, 2010: CALL FOR NOMINATIONS for CNA Order of Merit 2010: for Clinical Nursing Practice; CNA Order of Merit for Nursing Administration, CNA Order of Merit for Nursing Education, CNA Order of Merit for Nursing Research, CNA Order of Merit for Nursing Policy. Complete documentation must include the attached nomination form, completed in full by the nominator. A minimum of three (3) letters from individuals in support of the nomination. The nominee's curriculum vitae. A biographical note no longer than one page.
 - CNA Mentors: The Mentorship Program undergoing change a result of an evaluation that took place two years ago. Recommendations made, some of which are being implemented. Want to review information provided to certified nurses who are interested in the mentor program and may want to become a certification mentor. Reviewed and redefined the mentor's role, term and conditions, details of which will be posted on the CNA Certification website. Developing an online resource tool to assist mentors, including how to use the list serve feature for communicating with us. Looking for Mentors. New and effective with the 2010 exam cycle, they would like a yearly CNA mentoring activities report to provide feedback on activities done by the CNA mentor. This new report format will need to be submitted at the end of each activity year in June. A copy provided of the reporting form. In recognition and in appreciation of mentors involvement in the CNA Mentorship, 10 CL hours will be granted yearly for helping the mentor program starting with the 2010 exam cycle.
 - Influencing Public Policy Workshop: Strategies & Tactics – October 5 and 6, 2009
 - Two-day workshop in Calgary in the fall for nurses who want to learn about the process of developing and influencing public policy.
 - New Release from Health Canada: Guidelines for Reporting Suspected Adverse Reactions to Antiviral Drugs During an Influenza Pandemic
 - Health Canada has made available a new document entitled "Guidelines for Reporting Suspected Adverse Reactions to Antiviral Drugs During an Influenza Pandemic". The guidelines briefly define influenza pandemic, identify the role of antiviral drugs in the treatment or prevention of influenza, and the importance of reporting adverse reactions to these products in the event of influenza pandemic. The guidelines encourage the reporting of all serious adverse reactions, ie: adverse reactions which require in-patient hospitalization or prolongation of existing hospitalization, cause congenital malformation, result in persistent or significant disability or incapacity, are life-threatening or result in death. The guidelines also provide "How to Report" information.
 - At this point in time, serious adverse reactions to antiviral drugs have been very rare. However, during a pandemic, it will be essential to look for and respond to any serious adverse reactions that may occur with widespread use of these drugs, as such information will help guide the safest and most effective use of these drugs. We are asking for your collaboration and assistance in helping us inform stakeholders and health professionals of the document's availability by disseminating this information to your stakeholders.
 - The guidelines are available on Health Canada's website: http://www.hc-sc.gc.ca/dhp-mps/pubs/medeff/_guide/2009-ar-ei_anti_guide-ldir/index-eng.php. For more information on reporting adverse reactions to antiviral drugs during an influenza pandemic, please visit the MedEffect™ Canada Web site at www.healthcanada.gc.ca/medeffect or call 1-866-234-2345.

- **ICU Collaborative** (Kate)
 - Have prompted Tracie Northway for a column for the Fall journal...if they don't submit one this time I think we have gone a year without anything submitted from them.
 - As Tracy reported to me a couple months ago...there is funding for about a year for the Collaborative and from the sounds of things she does not anticipate an extension
 - **Current Activities** - The Canadian ICU Collaborative is dedicated to improving quality and safety in the care of the critically ill patient. Currently, Faculty members provide clinical support and leadership to teams working on three *Safer Healthcare Now!* interventions – RRT, VAP and CLA-BSI. This support includes national calls, updated GSK and measurement worksheets, weekly monitoring of ICU2 list serves and SHN communities of practice, the VAP CLA-BSI Collaborative, and participation in SHN national committees. Dr. Claudio Martin from the London Health Sciences Centre will chair these activities.
 - **Decision** - The Faculty has decided that a Breakthrough Series Collaborative on specific topics such as improving delirium and improving communication at hand-offs will not be offered in the next year. Several factors have influenced this decision, such as increased need for coordination with other organizations, a shift in focus to provincial initiatives and challenges with costs and funding.
 - **Future Direction** - The Collaborative maintains an interest in having like-minded individuals and organizations work together in our mission to improve critical care. Faculty members are currently developing alternatives for keeping this community connected, including possible relationships with other organizations. Dr. Sherissa Microys from The Ottawa Hospital will lead these planning efforts. Improvement Associates continues to support the work of the Collaborative.
 - **Thank You** - Dr. Paul Boiteau, Alberta Health Services (Calgary) is stepping aside as Chair of the Canadian ICU Collaborative, remaining on as Past-Chair and Faculty. On behalf of the Collaborative, we'd like to thank him to for his leadership and commitment.
 - **Questions?** To ask questions and provide input into alternatives, we invite you to participate in a call. We are interested in hearing about your experiences with the Collaborative, what has worked and why and what challenges you are facing in your institution that the Collaborative may be able to help with.

Motion: To approve the Partnership reports as submitted

Moved:	Tricia Bray
Seconded:	Teddie Tanguay
Discussion:	None
In Favour:	All
Opposed:	None
Motion:	CARRIED

13. Chapter Updates

- **BC** (Tricia)
 - The BC Chapter has been continuing to increase membership and involvement of adult critical care nurses in the lower mainland. They are working hard to increase the visibility of the BC Chapter. Regular bimonthly meetings are being held every 2nd Thursday. They plan to update their webpage, increase electronic networking and sponsor events/educational sessions in the coming months. The chapter ensures hospitals with critical care units have their CACCN communication boards visible and stocked with relevant information. They find the momentum generated in the summer and fall of 2008 has declined and they are having some difficulty getting commitments from the membership to attend standing meetings.
- **Calgary** (Tricia)
 - The Calgary Chapter held their Annual General Meeting on April 23 with 3 executive present, 1 executive teleconferenced and 4 general members. Our constitution was changed to reflect current practice, changing the length of commitment for the past and president elect. We also

clarified our ability to appoint adhoc committees, Karen Nadeau was acclaimed to the position of treasurer, Lois Crossman remains secretary for one year and Kathy Bouwmeester became president. Elaine Rose is now past president and in accordance to the revisions to the constitution will function in that position x 1 year. They are actively recruiting for president elect which will be filled at the next AGM. On May 12, they held a successful spring conference entitled " The heART and Science of Critical Care Nursing". The topics included moral distress, debriefing, and Simulation in ICU. The evaluations were generally positive and they will be holding their own debriefing with the committee members in the next few weeks. They have obtained funding from the CICF to support the conference and certainly appreciate their support. As they are now all under the Alberta Health Services, there are many changes rumoured. It is unclear how these changes will affect critical care and delivery of services in ICUs across the region. Additional information will follow.

- **Edmonton** (Teddie)
 - Planning to communicate the member's only site for the website to their members in their next newsletter. Will also let them know about the silver lining contest. They would like to see the following discussion at Chapters Connections -but it would be great if there was an easy way to make other chapters aware of topics covered by your education day. We could look and see that 5 chapters in the east are all looking at the same idea and may have covered a point we haven't had happen here or just never thought of and would help us generate topics for our own education days. I know Calgary exchanged their education day agenda with us so we each got greater coverage for advertizing and got ideas as to what others want to know about. Concerned that they are not doing enough to advance professional development, clinical practice and research through the chapter. Provided some ideas to Ellen and offered to assist her as needed.

- **Saskatchewan** (Teddie)
 - Saskatchewan chapter have been busy trying to come up with fundraising ideas to help fund members for dynamics. So far they have held a pizza night, a summer blast fun basket draws, and throughout the summer they are raffling off 2 AC/DC tickets in August. They also held a one day spring conference, which was poorly attended. The chapter has no idea what happened to the interest in attending conferences for education. They are thinking of combining their education day with the professional group of emerg nurses to see if that will help generate more interest. They too are seeing a decline in attendance at their education days. The Chapter President is planning to attend dynamics in Fredericton, the venue looks amazing. She is also trying to get three other executives funded as well since they are a small group again this year and they tend to be doing all the work for the chapter. One question they had was the Kayak Adventure on Saturday starts at 1300 -1700 that they would like to attend but chapter connection day is running at the same time....is there anything that can be done so the President and Vice President can attend the Kayak trip?

- **Manitoba** (Teddie)
 - No report received other than to say there was nothing to report

- **London** (Joanne)
 - AGM: AGM was held in conjunction with the spring workshop on April 15, 2009. They had one unfilled position on the executive. Following a call for nominations from the floor, Linda Sonneveld was elected by acclamation, to the position of Education Committee Member.
 - Spring Workshop: was held at the Spencer Leadership Centre, April 15, 2009. A total of 25 nurses attended, mainly from the two London hospitals (Victoria and University). Only 3 of those in attendance attended from hospitals outside the London area. They did not have representation from pediatric critical care.
 - The Chapter executive decided to subsidize the cost of the conference. The fee to members was \$100 (including lunch and breaks). The chapter paid the remaining costs totally ~\$1,000.

As a cost saving measures, door prizes were eliminated. The program was excellent and feedback was very positive on both the program quality and the facility.

- Nurses' Week Breakfast: On April 12, 2009, the chapter hosted a lovely Nurses' Week Breakfast at the Windemere Manor. The guest speaker, Liz Burke (Nurse Educator), contrasted nursing today to Florence Nightingale's vision for nursing. There were ~38 critical care nurses in attendance from the two London hospitals. The London Regional Chapter matched each member's \$10 registration fee. They were pleased to welcome Christine Halfkenny-Zellas as our guest.
 - Twin and Win: Although the London Regional Chapter attempted to encourage the Twin and Win, by sending member reminders and offering an additional bonus (free Nurses' Week breakfast), only 1 of the members received a coupon.
 - Silver Anniversary: Have submitted a request to National to utilize the Silver Anniversary grant toward out Nurses' week breakfast.
 - Regional Critical Care Nursing Survey: The London Regional Chapter launched a critical care nursing survey at the Nurses' Week breakfast. The survey, available at Survey Monkey, was sent to all of chapter members, and to all critical care nurses in the London Hospitals (via email distribution list). The Chapter Executive members are currently in the process of identifying contacts in each community hospital ICU in the South Western Ontario region, to broaden distribution. Telephone and email contact will be used to identify: a) an individual willing to act as a hospital liaison; and b) an individual willing to forward the survey link to critical care nurse's within the facility by way of the hospital email directory. As of May 26, 2009, 96 surveys have been completed. The target audience is member and non-member critical care nurses. Survey results will be used to develop their strategic plan and to identify ways to attract new members. Community hospitals, new critical care nurses and nurses working within pediatric critical care are among our key targets. The survey is available at: http://www.surveymonkey.com/s.aspx?sm=LObdr_2fHQ3xtKMa_2f5ekTZ2Q_3d_3d
 - Executive Meeting: Executive meetings were held March 31 and May 25, 2009. The June executive meeting will be used to review the results of our survey.
 - Strategic Planning: A 4 hour focused meeting is planned for early September to develop a two-year strategic plan for the chapter. Survey results will be utilized to formulate the plan.
 - Dynamics: The London Regional Chapter President (Brenda Morgan) and Treasurer (Dianne Morley) will attend the Chapter Connections Day (September, 2009). The chapter will sponsor one member, by drawing a name from among those members expressing an interest. Members of the chapter have been invited to submit their names if they plan to attend.
- **Montréal** (Joanne)
 - Last event had was in March - Wine and cheese with a speaker in order to attract new members. Actually, only the tried-and-true came out for it- people are far more attracted to full-day workshops on a particular subject.
 - Next plan is a full day respiratory workshop (ABG analysis, etc.) and that would probably be in September.
 - Want to set up website in the meantime.
 - **New Brunswick** (Kate)
 - A planned face to face meeting did not happen in May. However a teleconference was organized for the Executive and somehow the only two that participated were Katie Poser and Brenda Gallagher. Katie had advised she was going to inform the Executive at this meeting that she was stepping down prior to Dynamics however the tide has seemed to change again and it appears that she is staying on. Kate will continue to monitor this situation a little longer as Katie is struggling to provide the leadership needed for this Chapter yet seems reluctant to give it up one moment and ready to walk away without notice the next moment. Kate has asked very specifically who will be attending the Chapter Connections Day and Opening ceremonies, given what happened last year. Brenda regularly contacts Christine, as she is on the Dynamics 2009 Planning Committee and it appears that there will be many from NB attending Dynamics.

- **Nova Scotia** (Kate)
 - The May education day they had planned and advertised fell through as there were not enough registrants to go ahead.
 - They continue to hold regular meetings now and the Executive is trying very hard to get things kick started.
 - They are planning to have an education session with their meetings in the meantime.
 - Rhonda Porter, President was mentioned in *Canadian Nurse* recently for her outstanding patient care and the Board sent her a congratulatory note.

- **Ottawa** (Pam)
 - We really have no idea what is going on with the Ottawa Chapter. Their website is very limited and talks about newsletters and educational events but does not link to any of these. Membership is staying in the 90's. Leesa Blakely remains the president and did contact National Office in March to advise that non-specifically things were not going well. Both National Office and Pam, Director, attempted to contact her by phone and e-mail but to no avail. Pam will send correspondence directly to her home. They did not apply for the Silver Anniversary chapter challenge.

- **Toronto** (Pam)
 - Their annual conference, Evolutions was held at a different venue this year (Renaissance Toronto Airport Hotel). Ingrid Daley was the conference chair and this was her first time. Despite some initial worries about getting the conference off the ground, they had over 300 people attend and were in the black in terms of finances.
 - Karen Dryden Palmer took over as President Elect from Mary Ann Nelson. Fred Canete will be stepping down as treasurer but is mentoring Veronica to assume this role. From what has been observed this is a chapter which seems to deal well with succession planning as board members appear to mentor and support new people in the role.
 - They did apply for the Silver Anniversary Challenge and they were going to go to different hospitals in Toronto to solicit memberships using various promotional items left over from Evolutions. Instead they set up booths at local conferences and solicit members in this fashion.
 - There has been no further talk about needing more communication boards for other hospitals in the Toronto area.
 - In the chapter newsletter there was an Education Survey regarding which educational events that members felt were most beneficial. They will be hosting a Critical Care Review by Brenda Morgan in October 2009. In terms of the membership challenge, they did not reach their 25% goal which is certainly a big challenge when membership is 335.

Motion: To approve the Chapter Updates, as submitted

Moved:	Teddie Tanguay
Seconded:	Kate Mahon
Discussion:	None
In Favour:	All
Opposed:	None
Motion:	CARRIED

14. Website Update (Teddie)

- There continues to be some challenges with Biz-Zone, we have nearly completed phase 2, the outstanding items remaining are poll on the home page, advertising software banner ads and pictures on the home page.
- We need to discuss the placement of the banner ads as well as pricing and selling. Should discuss a one month free trial for our regular sponsors of dynamics and then sell to them during that free trial.

- For example send them a letter outlining that we are rotating their banner for 1 month free and what they need to do if they want to keep it on our website.
- We also need to have a discussion about banner ads on the dynamics page.
- Banner Ad Rates were established at the March 30, 2007 BOD meeting and the current BOD is in agreement with the rates **(see attached)**
- For the polls on the home page we need to finalize the position of the poll.
- Photos were submitted to be uploaded on the home page at our March board meeting to Kevin. At the time we asked if National Office could do this and were advised it was no problem they would do it, however they then wanted to charge us to upload them and stated that there would be a cost to program the site in order for Christine to do this.
- I phoned Kevin and discussed that this was left over from Phase one as they could not use a majority of our pictures when they migrated over our site and that Jen had indicated that it would be okay to do this later and that Christine would have the ability to do this function.
- Kevin indicated that they would honor this and not charge us we await the posting of these pictures.
- The online Dynamics registration form has been sent to Kevin and he assures us that it will be completed by June 15, 2009.
- Once the above projects are completed we will then request them to start the online abstract submission project that we discussed at the March meeting.
- The member's only site went live on June 1, 2009. So far there has been activity on the site as people explore the area. Especially with the Quizzes, Polls and Silver lining contest.
- So far there has been no activity on the Discussion Forum other than Christine's posts
- We have selected four moderators for the site.
 - Eugene Mondor for Cardiac
 - Linda Slater MacLean for Respiratory
 - Sonia Hill for Professional Practice
 - Gwynne MacDonald for Psychosocial
 - The remaining people that have been invited have either declined or we have not received a reply from them.
- If you have any ideas for other moderators for the following areas please submit a name:
 - Neurological
 - Gastrointestinal and Genitourinary
 - Endocrine and Hematologic
 - Certification CNCC(C) and CNCCP(C)
- Workopolis Job Board Discussion based on enclosed proposal
 - The Board decided they would like to persue
 - Can run Job Links in conjunction with it as we have some links that expire in 2010
 - Christine to follow up and report to BOD

Motion: To approve the Website report as submitted

Moved:	Pam Cybulski
Seconded:	Kate Mahon
Discussion:	None
In Favour:	All
Opposed:	None
Motion:	CARRIED

Teddie Tanguay had to leave the meeting at this point

15. Standards

- Expert review is underway. Reviewers are: Brenda Morgan, Franco Carnevale, Mary Lou King, Donald Dyrur and Patricia Benner
- Expert review to be completed by Mid July
- French Translation in process
- Paula Price will edit following completion of expert review
- On track for presentation at Dynamics 2009 in September

- There is no record of those who have worked on the previous documentation. Credit is provided to the past participants indicating we are building on the documents of previous years
- This is a CACCN document and we can make changes as we wish
- The work that went into the first three editions are not being discounted, nor is the “design” being changed
- Revised quotes for printing received – due to the smaller size, the cost is less
- Would like to provide an acknowledgement gift to those who worked on the committee – will discuss at F2F in September

Motion: To approve the Standards report as submitted

Moved: Kate Mahon
 Seconded: Pam Cybulski
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

16. Position Statements

- End of Life Care and Restraints require more people
- See chart of statements/participants
- Need to have a process on putting the statements together
- National perspective
- Literature research
- CNA’s reports are short and to the point
- Member in each Chapter should review
- Deadline for Statements – should try to have some together by Fredericton, Chapter Connections

Motion: To approve the Position Statement report as submitted

Moved: Pam Cybulski
 Seconded: Tricia Bray
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

17. Dynamics Updates

- **2009 – Fredericton (Cecilia)**
 - Conference coming along well
 - 40 exhibitors including 4 tables
 - 54 booth sold
 - 2 exhibitors cancelled their booths due to conflicts in their schedules
 - 15 delegates have registered thus far , plus an additional two – waiting for payment
 - Brochure has been distributed
 - 637 packages to hospitals, nursing schools, etc
 - 100 packages sent to CACCN communication boards
 - 122 packages sent to presenters, BOD, ERB, Partners, Chapters,
 - 32 emails for placement on nursing association websites
 - Syllabus has been designed to reflect the brochure
 - Starting to sell advertising space in the Syllabus
 - GE Healthcare sponsoring part of the dinner (\$ 5,000)
 - CICF sponsoring \$ 3,000 (down \$ 2,000 from previous years)
- **2010 – Edmonton (Teddie)**

- We have had our first meeting. The bank account is in the process of being set up.
 - The theme, abstract cover etc has been chosen and has now gone to the print.
 - We hope to have the final draft approved in the near future.
- **2011 – London** (Pam)
 - The call for members for the Conference Planning Committee should go out in the Fall Journal of Dynamics. Brenda Morgan who is now president of the London Chapter states that many are interested about this opportunity. Teddie mentioned that we do have a lot of rooms blocked that may interfere with discounting other areas.
 - **2012 - Vancouver** (Tricia)
 - Discussed WFCCN proposal earlier
 - **2013 - Halifax** (Kate)
 - Nothing to report

Motion: To approve the Dynamics reports as submitted

Moved: Joanne Baird
 Seconded: Kate Mahon
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

18. CACCN Logowear

- There are a number of options available to us
- Fitted jackets / full zip = \$ 72.00
- Microfleece jackets - \$ 49.00
- Microfleece vests - \$ 39.00
- Sweatshirts - \$ 51.00
- Stainless steel mugs base / acrylic upper - \$ 12.00
- Includes embroidery
- Includes imprinting
- How to order: supplier sends direct to the conference
- Need to make decisions around 6 weeks prior to the conference
- Tricia will send additional information to BOD
- Next steps include:
 - What items do we want ?
 - What items do we need ?
 - Logos
 - National would sell at Dynamics
 - Chapters can order direct from supplier rather than National

19. National Office (Christine)

- May was extremely busy with the brochures but all have been sent
- Postage costs were higher with the brochure as it has more pages than previous years and postage increased in January
- Currently working on the Exhibitor letters re: booth space #, etc – to be out this week hopefully
- Also working with Dynamics 2010 at the present time
- Have spent some time familiarizing myself with the new Adobe Acrobat program and have created a few forms

- **Current membership stats** – 1107 members - June 11, 2009

Chapter	June 11 Members	Mar 31 Members	Increase/Decrease
BC	92	96	- 4
Saskatchewan	61	68	- 7
Greater Edmonton	84	82	+ 2
Calgary	87	91	- 4
Manitoba	112	114	- 2
London	100	103	- 3
Toronto	300	317	- 17
Ottawa	89	95	- 6
Montreal	59	60	- 1
New Brunswick	58	58	0
Nova Scotia	63	61	+ 2
International	2	2	0
Total	1107	1147	- 40

- **Job Links:**

Contract	Start	End
William Osler Health Centre	January 1, 2009	June 30, 2009
Vancouver Coastal Health	July 4, 2009	July 4, 2009
Fraser Health Authority	July 8, 2008	July 8, 2009
Trillium Health Centre	February 6, 2008	August 6, 2009
NurseLink	April 1, 2009	October 1, 2009
Helen Ziegler & Associates	April 22, 2009	October 22, 2009
Interior Health	January 1, 2009	December 31, 2009
Vancouver Island Health Authority	June 1, 2009	December 31, 2009
Regina Qu'Appelle Health Region	July 1, 2009	December 31, 2009
Rouge Valley Health System	February 8, 2009	February 8, 2010
Saskatoon Health Region	February 20, 2009	February 20, 2010

- **Chapter Reports**

- All but two (2) Chapters have sent their Annual Written and Financial Reports
- Outstanding: New Brunswick (Financial and Annual Written) and Ottawa (Annual Written)
- Ottawa's financial statements do not add up based on what was received from National. I have attempted to assist them in working through it, but despite sending three emails, I have not heard from the Chapter.
- Have received several emails from Evolutions attendees requesting their membership card/receipt for CACCN membership
 - Have not received the applications from Toronto Chapter
 - Have followed up with the chapter, but no one seems to know who has the information or when or if it has been sent to National
 - This could potentially influence whether the member renews in the future and reflects poorly on National Office and the Chapter

- **Financials to Accountant**

- I received the Dynamics 2008 financials this past week and delivered to Jeremy
- He indicates he should have everything needed for the audit

- **Future Plans:**
 - Get through the next couple of months with Dynamics ☺
 - Continue to work with Biz-Zone to have the outstanding items on the website completed
 - Work with Biz-Zone re: online abstract process for 2010
 - Award Applications – have completed one but I know once I start working with the program and become more familiar, the quality will increase

Motion: To approve the National Office Report as submitted

Moved: Kate Mahon
 Seconded: Tricia Bray
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

20. Round Table

18.1 Final Constitution/Bylaws Review

- These are ready to go
- Will be posted:
 - Website
 - Critical Connections Bulletin
 - Mailed to members without email addresses

18.2 Final Annual Report Review - April 2008 to March 2009

- Draft looks good
- Still have a bit of “fine tuning” to do, but otherwise it’s ready to go

18.3 Final Mission, Vision, Philosophy Review

- See attached information
- To be presented at Chapter Connections Day

18.4 Workopolis Proposal – Job Board

- See attached information
- Teddie and Christine to move forward to explore the possibility of building a Job Board on the website with Workopolis

20.0 Motion to Adjourn the Meeting

Motion: To approve the Constitution/Bylaw amendments, Annual Report, Mission, Vision and Philosophy, Workopolis Proposal and to adjourn the meeting at 08:04 pm EST.

Moved: Pam Cybulski
 Seconded: Tricia Bray
 Discussion: None
In Favour: All
 Opposed: None

Motion:

CARRIED

NEXT TELECONFERENCE: September 3, 2009 – 5:00 PM EST

Summary of CACCN/CNA Conference Call Tuesday, May 19, 2009

Attendees:

CACCN

Pamela Cybulski, Membership
Cecilia Hyslop, President
Christine Halfkenny-Zellas (recorder)

CNA

Lucy Vachon, CNA, lvachon@cna-aiic.ca
Leslie Anne Patry, CNA lpatry@cna-aiic.ca

Event Summary

1. **CNA and CACCN share a common goal to increase the number of nurses certified in Critical Care therefore we need to develop mechanisms to support each other agencies.**

Statistics:

We noted that the number of nurses certified in Critical Care has not gone up significantly in the last 5 years (2003: 1,154 and 2007: 1,165).

- 45% of CACCN members are certified
- 41% of CACCN members certified prior to becoming members and therefore became members as a means of accessing educational opportunities to qualify for recertification through CACCN conferences, website activities and chapter education days.

2. **Discussion how to CACCN promotes CNA Certification:**

- Promotion certification in the Dynamics Journal and CACCN Website by publishing dates to register by and CNA contact information for those who are interested in writing the exam.
- Provide CNA the opportunity to promote the certification exam at the Dynamics
 - Conference by offering the a booth or table at a reduced rate and promote the
 - exam to the conference audience during the welcome from the CNA.
- CACCN recognizes members who have achieved certification in the Dynamics
 - Journal (Winter Edition), Website and at the Awards ceremony therefore
 - encouraging CACCN members and participants to write the exam.
- We include a green CNA certification ribbon with the delegate's name tag to recognize the distinction of being CNA certified
- CACCN provides \$2000 annually in support to nurses who have certified by CACCN Recognition Draw
- Enhanced the CACCN website to provide opportunities for preparation
 - for writing the exam and recertifying for their specialty
- Supports CNA through our affiliation dues and participation in development of
 - CNA policies.
- CACCN Central Office fields questions about CNA certification questions.

We requested that CNA promoted CACCN potential for reimbursement of exam fees on the website in the same way which Canadian Nurses Foundation (CNF) is promoted. *They agreed to this and also felt that there were other ways that they website could link back with the CACCN website.*

CNA has requested if they can set up a CNA Video on Certification at the Registration Desk.

3. **We discussed the possibility of CACCN being able to include 2 pieces of correspondence in the congratulatory letter to successful CNA candidate who had achieved CNCC(C) or CNCP(C) certification.**

These would include:

- Congratulatory letter from CACCN
- Membership Form/Benefits of Membership

CACCN felt that it was important to communicate with these candidates when their enthusiasm for maintaining a professional profile was at its peak. CNA has been sending the names forth of successful nurses to CACCN who gave permission upon registration for the exam to be contact by their national association in their specialty. However, it was midsummer by the time the letters were send out by CACCN to the candidates so the positive response rate to joining CACCN was minimal.

CNA agreed to consider this if CACCN would provide a bilingual version of the congratulatory letter and membership and benefits form.

This inclusion of this letter would not be considered a breach of confidential information because CNA would not be releasing the addresses of these individuals if CACCN letters were included with the CNA letter of notification. CNA sent forward the names of nurses who had achieve certification in July and agreed to have to their names released. Of the 243 nurses who had successfully certified 73 nurses were already CACCN Members. We did send out letters of congratulations to non-CACCN members however we only received 2 new members. This may have been due to the fact that they received their letters during the summer holidays and the excitement of certification had subsided. We really feel that the best time to capture their interest in joining CACCN would be at the time that they receive their certification. CACCN would provide the printed information to you and be willing to subsidize the cost of postage (apprx. \$150) to ensure the cost of sending our portion of the correspondence is covered.

This project could be trialed for a year and based on the response decide if it is a worthwhile project starting 2010.

4. Notify CNA that the **“CACCN Recognition of Critical Care Certification Draw”** will be done at the Monday Awards and Recognition Ceremony after the keynote speaker by a CACCN Director. Leslie will have her opportunity to speak to participants about certification when she brings her greetings from CNA to the conference.

Rationale: The Baxter event is more of a social event for participants and often they perceive the **CACCN Recognition Draw** as an interruption of the social event. Further to this, the Baxter event this year will be held offsite at the Kingswood Golf Course. Hopefully, having the draw at the Awards and Recognition Ceremony will make participants aware of the CACCN recognition of certification and the potential for funding to offset the cost of writing the exam. We might even tell conference participants at this time how CACCN is supporting preparation for writing the exam and maintaining on-going continuing education towards recertification through their enhanced website.