



## **APPROVED MINUTES**

### **BOARD OF DIRECTORS**

Spring Face to Face  
March 23, 24, 25, 2010  
08:30 am to 05:00 pm  
London, ON

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#### **March 24, 2010**

**Present:** Kate Mahon, Tricia Bray, Joanne Baird, Teddie Tanguay, Pamela Cybulski, Ruth Trinier and Christine Halfkenny-Zellas

#### **1.0 Welcome**

- Kate welcomed everyone to Day 2 of the BOD Spring Face to Face Board Meeting.
- Ruth was welcomed to the board and provided with voting rights for the meeting.

#### **2.0 Approval of Agenda**

**Motion: To approve the Agenda for Day 2, March 24, 2010 and Day 3, March 25, 2010 of the BOD Spring Face to Face Meeting**

Moved:	Teddie Tanguay
Seconded:	Tricia Bray
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

#### **3.0 Biz-Zone Request for Quotes – February 2010**

- The BOD reviewed the request for quotes
  - a) **Password change:** original contract, page # 7 (2008) included self-managed passwords.
  - b) **Forum email:** should have been a standard feature when set up – approved \$150/revision.
  - c) **Forum date stamp:** will review when update of forum is completed to determine if the problem resolves – not approved at this time.
  - d) **Forum update:** forum should be updated to provide increased functionality for our members – approved \$450/revision.

- e) **Ecommerce:** Online Registration, update membership categories, update membership fees, update membership information in WMS (database web-system) – approved \$1,200/revision.
  - f) **Publications:** update information to include individual, institutional in Canada and International information for purchase – approved \$200.00/revision.
  - g) **Online Abstract Submission Process:** log in for members. Proposal from Kevin did not meet request CACCN made to have the log in more prominent. It was felt if the font for the Member log in was increased and the information in bold, this would resolve the issue raised - proposal not approved.
  - h) **Abstract Agreement page:** move the agreement page for the abstracts to follow the log in page – approved \$60.00/revision.
  - i) **Abstract Numbering:** quote not approved.
  - j) **Co-Author/presenter page:** add area for credentials – approved \$360.00/revision.
  - k) **Missing Information / Unable to Save / Continue:** when information is missed the system will not allow the submission to proceed, but no information shows up to advise what is missing. Should have been a standard feature of the system when created – approved \$400.00/revision.
  - l) **Abstract Notification Email:** include Abstract number and Abstract title – not approved.
  - m) **Excel Spreadsheet** for download of contact information: add abstract submission #, co-author fields, and credentials to the spreadsheet – approved \$390.00/revision.
  - n) **Special Characters:** apostrophes, quotation marks, hyphens and other special characters show up incorrectly when submitted to the system. This should have been a standard feature when the system was created – approved \$280.00/revision.
  - o) **Website Photos:** ability for CACCN to size, upload photos to WebPortalOne. This was to have been provided at the time of Phase I of the website, but was not included in the quote – quote not approved.
  - p) **Dynamics Online Registration Process:** approved up to \$2,000.00/revision.
- Original website project was \$ 36,700.00 and with the additional features, changes to the site, CACCN has spent upwards of \$ 50,000.00 on the website.

#### 4.0 Meeting with Kevin Jackson, Vice President, Biz-Zone (Web Designer/Provider)

- a) **Password change:** as per original contract Biz-Zone to complete outstanding item at no charge.
- b) **Forum email:** Email to be established as [no-reply@caccn.ca](mailto:no-reply@caccn.ca). Christine to provide copy for email – approved \$150/revision.
- c) **Forum Update and Forum date stamp:** Biz-Zone will proceed with the update to the forum and will review the date stamp issue when completed. If date stamp issue does not resolve with forum update, CACCN will revisit the quote to have this completed – approved forum update \$450/revision.
- d) **Ecommerce:** Online Registration, update membership categories, update membership fees, and update membership information in WMS (database web-system) to be completed – approved \$1,200/revision.
- e) **Publications:** information update to be completed – approved \$200.00/revision.
- f) **Online Abstract Submission Process:** Biz-Zone to increase the font and bold the Member log in information only.
- g) **Abstract Agreement page:** Biz-Zone will move the agreement page for the abstracts to follow the log in page – approved \$60.00/revision.
- h) **Abstract Numbering:** quote not approved, as Kevin indicated this could be a bug or glitch in the system, which will be checked.

- i) **Co-Author/presenter page:** add area for credentials – approved \$360.00/revision.
- j) **Missing Information / Unable to Save / Continue:** Kevin indicated this could be a bug or glitch in the system as well. This will be checked before proceeding with any revisions. If not a bug/glitch – approved \$400.00/revision.
- k) **Abstract Notification Email:** include Abstract number and Abstract title – not approved. As we are unable to upload documents, etc, it was felt the personal touch from CACCN would continue with the National Administrator sending the information to the presenters.
- l) **Excel Spreadsheet** for download of contact information: approved \$390.00/revision.
- m) **Special Characters:** Kevin indicated due to the many operating systems and web browsers, it is difficult to stay on top of the character changes. What works for one system, may not work for another. He indicates this is something that comes up regularly with companies. Biz-Zone pays close attention to this problem - approved \$280.00/revision
- n) **Website Photos:** Kevin will install a tool in WPO which will allow CACCN to manage photos. He will also set the photos up on randomization – approved \$240.00/revision
- o) **Dynamics Online Registration Process:** approved up to \$2,000.00/revision. The revisions will be required when provided by National Office
- p) **Timelines:** 8 weeks or less from receipt of the information at Biz-Zone

**Action: Christine to provide the following information to Biz-Zone:**

- a) **Copy for Forum email from [no-reply@caccn.ca](mailto:no-reply@caccn.ca)**
- b) **Update of Dynamics 2010 information for quote by Biz-Zone**

- The BOD also had a discussion with Kevin regarding the ongoing delays with projects, the lack of discussion and/or questions regarding quotes requested/project ideas.
- The BOD indicated real time lines must be provided and Biz-Zone must meet the deadlines. The delays in the past have been unacceptable and we would really like to see improvement in this area.
- Suggestions to increase communication between CACCN and Biz-Zone were:
  - When projects are being worked on at Biz-Zone – connect with CACCN to clarify any questions or concerns.
  - Several quotes/projects have been received with missing information; we feel is 'standard' in the design of the program.
  - CACCN looks to Biz-Zone to ensure the missing information is included, as CACCN does not have a web designer.
  - Connect with CACCN before the project work commences to ensure everyone is on the same page. Include the developer on the call as well.
  - CACCN does not want this process to be cumbersome, but we want more regular communication and definitely contact if clarification is required.
- Kevin indicated:
  - Biz-Zone has been in the process of change for a while.
  - They attempted to add a Project Management level to their business, but the results were not satisfactory.
  - Plan now is to involve the developers directly rather than through a project manager.
  - Kevin will remain our contact at this point.
  - They are looking to move to project management and support in the future.

- Implement support ticketing on WPO (this is currently in place, but response is not always received).
- He is thankful CACCN always plans ahead for quotes, etc.
- Unfortunately, at his end, quotes and projects often get caught in the bottleneck.
- The BOD reiterated he is the designer and our expectation is for him to provide us with the design elements available to us.
- Despite the issues with deadlines, etc., the BOD indicated the website is extremely professional looking and well put together.
- Activity stats on the website indicate:
  - Distinct traffic patterns.
  - Distinct pick up of traffic when new conference information is posted.
  - The conference is a strong focus for our members and those visiting the site.
  - Could look at integrating conference programming into the forum either before or after the conference to increase traffic.
- Training on Web Components
  - Biz-Zone is looking at implementing training sessions for clients.
  - These training sessions will be billable time.
- Annual Website Audit
  - CACCN would like to know if an annual website audit is completed by Biz-Zone.
  - It is important that our website runs at top performance for our members.
  - Kevin indicated Biz-Zone does review information but does not complete an 'audit'.
  - A review of updates on the site is completed and Biz-Zone determines if there is an immediate security issue requiring contact with the customer to update the site, or if it can wait.
  - Could set up a support contract agreement to ensure all website files / programs are up to date.
  - The cost of the contract is 20% of the cost of the initial software.
- Kate thanked Kevin for meeting with the Board.

**Motion: To approve the Biz-Zone RFQ in principle (\$ 3,700+) pending receipt of revised RFQ.**

Moved:	Joanne Baird
Seconded:	Pam Cybulski
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 5.0 Board of Director Nominations

- Seventh (7<sup>th</sup>) Board Member
  - Could have filled position immediately after AGM in September 2009
  - Looking to have the seventh member providing planning support for Dynamics
  - Site contact review, inspection
  - Creation of process manual
  - We need to review and describe the role to be filled

- Dynamics Portfolio
  - Member would be responsible for contacting Dynamics chair for reports
  - Ad hoc member of the Dynamics planning committee
  - Site planning, contract negotiation

**Action: Division of financial information from Planning Committee and BOD – exhibitor and tuition fees  
First draft of Director at Large job description**

- Election of BOD Member at Large
  - Member to come on BOD immediately at time of election
- BOD Recruitment
  - Need to actively review and recruit members for the BOD
  - Two positions will be available for AGM, September 2010:
    - Central Region
    - Director at Large, any region
- Central Region
  - Lisa Rodger
  - Renee Chauvin
  - Karen Dryden-Palmer
- Director at Large, any region
  - Darren Entner
  - Gwynne MacDonald
  - Gwen Thompson
- Nominee introductions at Dynamics
  - Look at opportunities to introduce nominees at the AGM
  - Poster board
  - Photos
  - AGM meeting dates/times

**Motion: To approve:**

- 1. Member at Large to be responsible for the Dynamics portfolio**
- 2. Member at Large to have immediate voting rights following September 2010 AGM, and**
- 3. BOD will look for/take opportunities to introduce nominees at Dynamics prior to the AGM.**

Moved:	Tricia Bray
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## **6.0 Constitution and Bylaw Amendment – AGM, September 2010**

- Article # VIII, Officers, Section 9, Dynamics requires clarification following the approval of the amendments in September 2009.

- Currently reads: *9.1 The Chair for Dynamics will be a member of the Board of Directors*
- Revision required:
  - *9.1 The Chair for Dynamics will be a member of the Board of Directors at the time of appointment.*
  - *9.2 The Dynamics Conference for which the Director is responsible will be completed within one year of the end of the Director's term.*
  - *9.3 There shall be a Board of Directors' member on the Dynamics Planning Committee, as an ad hoc member.*
- The amendment should be added to the Summer Journal, along with:
  - Call for Nominations
  - Nominee Notification
  - Notice of AGM
  - Proxy forms

**Motion: To approve the draft changes to the constitution and bylaw, specifically Article # VIII, Officers, Section 9, Dynamics.**

Moved:	Ruth Trinier
Seconded:	Pam Cybulski
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 7.0 Certification Study Guide

- To integrate into the Member's Only site.
- Document needs to be protected – copyright.
- PDF document so it cannot be printed.
- Review for next year to determine how we would set the study guide up with pop-up answers or immediate answers.

## 8.0 Abstract Submission Process

- Rather than making changes this year, the Dynamics 2011 planning committee will use the system to process their abstracts.
- Following the close of the abstract submission/review process, information will be put together from Dynamics 2010 and Dynamics 2011 to discuss with Kevin.

## 9.0 Medsenses

- *MedSenses Inc. is a leading content provider focused on building courseware BY nurses FOR nurses. Having developed a proprietary method for building educational content for the nursing community, healthcare organizations can now offer a high quality, cost-effective solution for their continuing education programs. The courses integrate solid medical and technical information with insight and stories from real-world clinical experiences; complimented by medical animations, interactivities and 3D graphics. Additional information is available at [www.medsenses.com](http://www.medsenses.com)*
- *Expected launch date is International Nurses' Day, May 12, 2010.*
- *The project is unique to each visitor, loading pertinent standards and jobs opportunities based on the user profile. Nurses can improve clinical skills with our interactive and responsive simulation. Courses will be suggested based on user*

*profile and performance. The project will catalogue and store users' CEs, making it easy to produce for license or certification renewal.*

- *If CACCN promotes the project by featuring a link on our website, we will receive a portion of our members' registration fees (\$3.00 per member sign up).*

- This is a nice looking site.
- Some areas are free but other areas are pay to use.
- The cost is minimal for the year.
- Concerns about featuring a link to **MedSenses**, is it may draw members away from our site, as MedSenses is offering a discussion forum as well.
- Contact MedSenses to indicate no link on CACCN website at this time.

## 10.0 CACCN Member's Only Forum

- We need to look at ways to engage more people on the forum.
- Could look at giving abstract presenters their own area before/after the conference.
- Letter to speakers could include information on forum for discussion following their talk.
- The change of the password should increase the number of users on the board.

## 11.0 Dynamics Career Connections

- The advertising for this needs to be moved up in the Critical Connections Bulletin.
- We need to find out why our members are not using the job board.
- Some BOD members felt the registration process was onerous and time consuming.
- This could be the reason.

## 12.0 Baxter Award Revisions

- **Eligibility:**
  - **Delete:** "principal investigator (or applicant)".
  - **Add:** "Members of the Award Review Committee and the Board of Directors are not eligible".
- **Application Requirements:**
  - **Delete:** "the project will be consistent with the theme of the upcoming Dynamics".
- **Complete Application form that includes:**
  - **Delete:** "Approval from an established institutional ethical review board for projects involving human subjects and/or access to confidential records. If applicable (applicant may refer to the CNA publication *Ethical Guidelines for Nursing Research Involving Human Subjects* or the research review process in their institution".
  - **Delete:** "Proof of CNA certification in critical care (if applicable)".
- **Review Process:**
  - **Deleted:** "Each proposal will be reviewed by a committee made up of one member of the CACCN BOD, one member of the Baxter Corporation and one member of the CACCN Annual Conference Planning Committee (preferable the Chair)."
  - **Add:** "Each proposal will be reviewed by the awards review committee and a representative of the Baxter Corporation".
- **Budget and Financial Administration:**
  - **Delete:** "...and the project will be presented at a future Dynamics conference".

**Action: Tricia and Ruth to follow up with Baxter Medical to obtain approval of the proposed revisions.**

### 13.0 Smiths Educational Award Revisions

- **Criteria for Application:**
  - **Delete:** “be an active member (minimum of one {1} year) of CACCN committee(s) and/or participate in other chapter-related activities. Past participation is acceptable”.
  - **Add:** “Be an active member of CACCN in good standing for a minimum of one (1) year”.
- **Application Process:**
  - **Delete:** “obtain a minimum of 250 merit points over three years”.
- **Record of Merit Points:**
  - **Delete:** Criteria # 3: the “s” from Attendance at Chapter Workshop or Critical Care Conference”.
  - **Add:** Criteria # 4: “Completion of CACCN CEU’s, Provide evidence of successful completion, per CEU completed 05 points”.
  - **Delete:** Criteria # 8: “chapter”.
  - **Decrease** point allocation for certification from 100 points to 25 points.

**Motion: To approve the draft revisions to the Baxter Award and the revisions to the Smiths Educational Award.**

Moved:	Teddie Tanguay
Seconded:	Tricia Bray
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

### 14.0 WFCCN Congress Partnership – Liaison

- Bernice Budz will be stepping down as CACCN liaison for WFCCN.
- The position is not onerous provided one is not on the WFCCN Executive or Core Committee.
- CACCN requires a liaison with history with our association.
- Nominees put forth by the BOD:
  - Sandra Matheson
  - Asha Pereira
  - Cecilia St. George-Hyslop
  - Francis Loos

**Action: Christine to provide Kate with contact information for Nominees  
Kate to contact nominees to gauge interest**

- Tricia is attempting to obtain information from Bernice on the process WFCCN uses i.e. communication – via email? Teleconference?
- Should review for funding. CACCN should look at providing some type of support, but we need to know what the person would be looking for?
- It does not appear we have had a discussion with Bernice in the past regarding funding. She has paid her own way to congress.



- CACCN needs to consider this aspect, but how much?
- Consider up to \$2,000 (add to budget) and we will provide as long as we are financially able.

## 15.0 CNA Teleconference

- Leslie Ann Patry from the CNA joined the Board of Directors meeting via teleconference.
- Leslie is touching base with all National Associations to connect regarding certification, determine what is happening with the Association? Trends? Feedback? Issues?
- Certification:
  - Certification study guide is now available through our Member's Only area.
  - Certification page on our website with link to competencies and CNA site.
- Examination development cycle:
  - Adult:
    - Currently in year 6 of the cycle.
    - Meetings in January / March.
    - Examination meeting being held April 26 and 30.
    - Pam Cybulski is involved in the meetings.
  - Pediatrics:
    - Will be hosting a five day writing period in June.
    - Nurses who come to write the examination questions are just exceptional.
    - One issue with pediatrics is the recruitment of nurses to prepare questions.
    - Currently have 113 CNCCP(C) nurses in Canada.
    - 26 nurses are scheduled to write the examination on April 17.
    - We need to strategize for recruitment of nurses for the examination.
    - Have had three nurses attend from British Columbia.
    - One problem may be a timing issue with scheduling the meeting.
    - Nurses interested in participating should email Leslie or Lucie Vachon directly.

**Action: Kate to encourage Pediatric nurses to apply for the writing committee from Nova Scotia.**

- Examination committee has a variety of experience.
- Should have a liaison between CACCN and examination development.
- Who should be this liaison? It does not necessarily need to be a BOD member.
- Looking for a liaison now.
- Lucie Vachon will connect with us when Pam comes off the BOD or we can leave Pam on the Committee.
- Trends in Certification:
  - April 2010 Examination:
    - Approx. 157 adult critical care nurses set to write.
    - Approx. 26 pediatric critical care nurses set to write.
  - These numbers are above the projections by CNA, who anticipated:
    - Approx. 137 adult critical care nurses.
    - Approx. 18 pediatric critical care nurses.
  - The numbers for all specialty examinations have increased.

- However renewals of certification have decreased by approximately 60%:
  - Approx. 127 adult critical care nurses.
  - Approx. 09 pediatric critical care nurses.
- Colleagues who are due for renewal in 2010 still have time to apply.
- Why are the renewal numbers down?
  - Lack of funding
  - Lack of CEU opportunities
  - Lack of support
  - Feel there is little benefit to holding certification
- Demographics show those certified are leaving the programs
- NS nursing contract offers incentive of \$1000/year to be certified.
- NFLD offers a stipend per hour for those certified
- There has been an increase in employer support.
- CNA is looking at having an area for nurses who retire, but wish to retain their certification.
- ON is encouraging and funding nurses to go through the critical care program.
  
- How CACCN can assist with increasing awareness and benefits of certification?
  - Dynamics 2010: Lucie Vachon to bring greetings
  - Could run the certification video on a continuous loop for a ½ hour before the Invited Speaker presentation
  
- CNA Conference:
  - CACCN will be attending
  - Is it possible to obtain a booth at a reduced rate to heighten awareness of our Association?
  - Contact is Debbie Ross, CNA.

**Action: Christine to contact Debbie Ross, CNA regarding a booth.**

- CACCN letter insert for Certification:
  - Letter must be in English and French.
  - Deadline for sending the letters is May 31, 2010.
  - CACCN letter needs to be at CNA by May 1, 2010.
  
- Leslie asked for the updated contact information re: BOD 2010-2011
- Kate thanked Leslie for meeting with the Board.

**Action: Christine to provide Leslie with the BOD 2010-2011 contact information.**

## **16.0 Recruitment of New Graduates of Critical Care Courses**

- Letter of congratulations to newly graduated nurses of ICU programs
- We would require a list of schools with critical care programs from across Canada.
- We will also require approval to obtain name/address information from each of the nurses/schools.

**Action: Christine to obtain list of all schools in Canada with Critical Care Programs.  
Pam to prepare a draft letter for the BOD to review.**

## **17.0 Free Membership for New Graduates of Critical Care Courses**

- RNAO ran this program offering 500 free memberships.

- Unfortunately we do not have the office to track this type of program.
- We should encourage Chapters to consider a free membership.
- We provide the Olympic Chapter Challenge.
- We are missing out on members because nurses feel they need to be certified to be a member.
- CACCN should put out a cd for Chapters – good jumping point would be the cd Teddie created for Dynamics 2010.

**Action: Teddie to put a cd together for Chapters.  
BOD to provide photos (and signed consent forms) for the cd.**

#### **18.0 CNA Biennial Conference – June 2010 – Halifax, NS**

- CACCN receives a complimentary membership for the President as an Associate/Affiliate Member.
- CACCN generally sends one additional BOD member to the conference.
- Joanne and Kate will attend as they are closest to the venue.

**Motion: To approve Kate Mahon and Joanne Baird to attend the CNA Biennial in June 2010 in Halifax, NS.**

Moved:	Teddie Tanguay
Seconded:	Tricia Bray
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

#### **19.0 Dynamics: The Official Journal of the Canadian Association of Critical Care Nurses**

- CACCN does not break even on the journal.
- The journal costs us thousands of dollars annually to produce.
- When we include items such as brochures, standards, etc., the cost of mailing increases significantly.
- Is it time for a new look? Shake things up a bit?
- The article project of contacting previous Dynamics presenters is assisting with obtaining articles, but it's slow.
- Award recipients are slow to provide their articles as well.
- Should we start to tap clinical experts for a case study?
- Perhaps we need to have someone write a column for each issue geared to the 'everyday' nurse.
- Paula and the ERB need to be included / considered when planning the new design.
- First discussion on changing the journal should be with Paula.
- Christine advised there are numerous old journals in the storage facility collecting dust.
- In two years, only one hard copy of a past issue has been sold. What to do with copies?

**Action: BOD to give this some thought for the June teleconference  
Tricia to speak with Paula Price  
Kate to speak with Pappin Communications  
Christine to retain ten copies per each and recycle the balance**

## 20.0 Identification of Goals and Objectives

- Education / Communication
    - Dynamics Journal – redesign
    - Website
  - Membership / Communication / Education
    - CNA insert
    - Continue to work to increase membership
    - Development of chapter / CACCN cd
    - Booth at CNA/Dynamics to heighten interest
    - BOD President to speak about CACCN during Dynamics opening
  - Leadership / Education / Communication
    - Mentorship Program
    - Partnerships
    - Lobbying
  - Leadership / Education
    - Media
      - Timely decisions to speak with the media
      - Include information on website that we welcome interviews and are able to arrange interviews with experts
      - We may require a public relations expert to assist with media
      - Teleconference
      - Who will speak for CACCN?
  - Research
    - Position Statements to CNA
    - Research under Publications banner
- Action: Christine to review other sites to obtain information regarding Media contact to add to CACCN's website.**
- Chapter Connections
    - Annual Report provided - questions should be sent prior to the meeting
    - CACCN Treasurer to speak on report
    - Chapter Connections is an opportunity for education / leadership

**Motion: To adjourn Day 2 of the National Board of Directors Face to Face Meeting.**

Moved:	Teddie Tanguay
Seconded:	Tricia Bray
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

# **DRAFT MINUTES**

## **BOARD OF DIRECTORS**

Spring Face to Face  
March 23, 24, 25, 2010  
08:30 am to 05:00 pm  
London, ON

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### **March 25, 2010**

**Present:** Kate Mahon, Tricia Bray, Joanne Baird, Teddie Tanguay, Pamela Cybulski, Ruth Trinier and Christine Halfkenny-Zellas

#### **21.0 Welcome**

- Kate welcomed the Board of Directors to Day 3 of the Face to Face Meetings.

#### **22.0 Budget (See Schedule II)**

- 1.5 % increase for National Administrator. This is in line with increases in Ontario.
- Administrator with EI, etc \$ 55,000.00
- Journal \$ 45,000 (cost to produce as is without redesign)
- BOD Travel \$ 19,000 + \$ 2,000 = \$ 21,000
- CNA Conference Travel \$ 1,500
- Vancouver Site Visit \$ 1,000
- WFCCN \$ 2,000
- GST last year \$ 5,500 on office supplies
- Office Supplies
  - Cost of doing business
  - National Administrator will have the authority to expense up to \$ 1,000
  - Over \$ 1,000 requires BOD approval and would be an extraordinary expense
- Dynamics Coupons
  - Chapter Presidents – bill National
  - Recruitment/Retention – bill National
  - \$ 23,000
- Professional Fees \$ 6,500
  - Riek Vandenburg - \$ 500 annually
  - Available to the BOD or any chapter with questions
  - The BOD does not feel Riek is required at the AGM – will use script; Francis Loos and Brenda Morgan as parliamentarians.
- Bank Charges \$ 2,500
- Insurance Premiums \$ 2,000
- Seed Funds \$ 8,000
  - Venue deposits paid by National Office should be repaid by conference prior to closing books
- Future Dynamics \$ 12,000
- Web Support \$ 6,000

- Journal Project \$ 8,000
- Brenda Morgan Awards
  - Order 3 small awards
  - Repair the broken award

**Action: Christine to invoice Dynamics 2010 for venue deposits \$ 4,500.00**

**Action: Kate to contact Riek re: retainer for 2010-2011**

**Action: Kate to return the broken award to National Office for repair**

**Motion: To accept the 2010-2011 projected budget.**

Moved:	Teddie Tanguay
Seconded:	Tricia Bray
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

### 23.0 Financial Planning

- CACCN currently has \$ 188,000 in the bank
- Should move \$ 50,000 to a GIC
  - 2 year term 1.25%
  - 3 year term escalating rate
  - 5 year term 2.4%
- Place in the vehicle with the highest rate possible
- Due dates of current investments
  - March 24, 2010 \$ 32,000???
  - May 2010 \$ 138,000
  - September 2010 \$ 31,000
- TD Canada Trust – we will make the decision when we have access to the information

**Motion: To invest \$ 50,000 in Treasury Bills or GIC – 3 year term**

Moved:	Teddie Tanguay
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

### 24.0 Dynamics

- Determine the sites beyond 2013.
- Based on the conference evaluations select the cities that appear to be most popular in each region.
- Central Region: Quebec City, QC (most requested), Mont Tremblant, QC, Ottawa, ON, Toronto, ON and Niagara Falls, ON.
- Western Region: Whistler, BC, Banff, AB, Victoria, BC, Saskatoon, SK, Regina, SK and Winnipeg, MB, and Calgary, AB.
- Eastern Region: Moncton, NB, St. Johns, NL, Prince Edward Island and Saint John, NB

- Conferences for the coming years:
  - 2010 Edmonton (Western Region)
  - 2011 London (Central Region)
  - 2012 Vancouver (Western Region)
  - 2013 Halifax (Eastern Region)
  - 2014 Quebec City, QC (add to Journal as tentative)
  - 2015 Winnipeg, MB (add to Journal as tentative)
- 2012 – Chair for 2014 to be selected.

**Action: Christine to contact Hospitality Performance Network to determine what is available for 2014, 2015**

## 25.0 Round Table Discussion

### 25.1 Chapter Boundaries

- To ensure all chapters remain viable the BOD reviewed the Chapter Boundaries.
- East to West, the boundaries are revised as follows:

Chapter	Area
<b>British Columbia</b>	<ul style="list-style-type: none"> <li>• Province of British Columbia</li> <li>• Yukon Territory</li> </ul>
<b>Calgary</b>	<ul style="list-style-type: none"> <li>• Calgary</li> <li>• Red Deer</li> <li>• Members with area code # 403</li> </ul>
<b>Greater Edmonton</b>	<ul style="list-style-type: none"> <li>• Edmonton</li> <li>• Members with area code # 780</li> <li>• North West Territories</li> </ul>
<b>Saskatchewan</b>	<ul style="list-style-type: none"> <li>• Province of Saskatchewan</li> </ul>
<b>Manitoba</b>	<ul style="list-style-type: none"> <li>• Province of Manitoba</li> <li>• Thunder Bay, Ontario and areas west of Thunder Bay, Ontario</li> <li>• Nunavut</li> </ul>
<b>London</b>	<ul style="list-style-type: none"> <li>• London</li> <li>• Windsor to Kitchener/Cambridge/Waterloo/Guelph, Ontario</li> <li>• North to Tobermory, Ontario</li> <li>• East to Owen Sound/Meaford/Stayner, Ontario</li> </ul>
<b>Toronto</b>	<ul style="list-style-type: none"> <li>• Toronto, GTA and surrounding communities</li> <li>• West to Peterborough, Ontario</li> <li>• West to Guelph, Ontario</li> <li>• North to Collingwood and northeast to North Bay, Ontario</li> </ul>
<b>Ottawa</b>	<ul style="list-style-type: none"> <li>• Ottawa</li> <li>• Areas east of Peterborough, including Belleville/Kingston</li> <li>• North of North Bay, including:               <ul style="list-style-type: none"> <li>○ Sudbury, Ontario and area</li> <li>○ Sault Ste Marie, Ontario</li> <li>○ Areas east of Thunder Bay, Ontario</li> </ul> </li> </ul>
<b>Montreal</b>	<ul style="list-style-type: none"> <li>• Province of Quebec</li> </ul>
<b>New Brunswick</b>	<ul style="list-style-type: none"> <li>• Province of New Brunswick</li> <li>• Province of Prince Edward Island</li> </ul>
<b>Nova Scotia</b>	<ul style="list-style-type: none"> <li>• Province of Nova Scotia</li> <li>• Province of Newfoundland / Labrador</li> </ul>

- Revisions will be communicated to Chapter Presidents providing rationale.

- Members will still have the option of ‘selecting’ their chapter.
- Current members will not be moved from their present chapter.

**Action: Christine to prepare correspondence to Chapter Presidents for BOD approval. Christine to post information on website in Join Us section.**

**Motion: To accept the Chapter Boundaries as described effective April 1, 2010:**

Moved:	Tricia Bray
Seconded:	Teddie Tanguay
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 25.2 Chapter Challenge

- To continue the Chapter Challenge.
- The board will determine the name of the challenge before Chapter Connections Day and communicate the information to the chapters.
- Chapters will be encouraged to utilize the funding.
- Terms and conditions re: recruitment will remain.

**Motion: To add \$ 3,300 to the projected approved budget for 2010-2011 Chapter Challenge funding.**

Moved:	Teddie Tanguay
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 25.3 Chapter Liaison Assignments

- Kate will be giving up her chapter assignments – Nova Scotia and New Brunswick.
- Chapter Liaison involves the following:
  - Support for the chapter as required;
  - Reports to the Board based on chapter reporting;
  - Motivates chapters to hold educational sessions;
  - Provides support and ideas on recruitment.
- Ruth will be the Chapter Liaison for Nova Scotia and New Brunswick.

**Action: Kate to send an email introducing Ruth to NS and NB.**

## 25.4 Chapter Reporting

- How often should the board be obtaining chapter updates?
- Reporting should be provided in March and September.
- Teleconferencing with Chapters would be a good idea – allows issues to come forth.
- Communication with National:



- September Face to Face – chapters report in person.
- March Face to Face – chapters provide verbal or email report.
- Chapters to be aware they can contact their liaison or National Office at any time should they have issues or questions.

## 25.5 Chapters: Helping Them to Move Forward

- What do chapters need?
- BOD to consider sending an email advising we are in the midst of planning Chapter Connections Day and we would like to know what type of topics do they want to see?
- Less ‘process’, more ‘action’.
- Focus on moving forward.
- Discuss teleconferencing and web conferencing with each chapter.
- Teleconference with Chapter President – annually in March.
- Should attempt to link the chapters together via teleconferencing.

## 25.6 Board of Directors Minutes on Members’ Only Site

- This information will be added back to the National Board of Directors page.
- Meetings discussing issues with specific chapters or parties, will not be posted or the information will be ‘blanked’ in the minutes.

**Action: Christine to add minutes to the Member’s Only area.**

## 25.7 Constitution and Bylaws

- The constitution and bylaws should be scheduled for review biennially.
- Next full review: March 2011.

## 25.8 CACCN Standards

- The standards will be added to the website so they accessible for everyone.

**Action: Christine to add Standards to the public part of the website.**

## 25.9 Position Statements

- The statements will be updated in the coming year.
- Following the revision/creation of the statements, a schedule for review will be implemented, so the statements do not ‘expire’ at the same time.
- Plan for Future Updates to be established: March 2011.
- The BOD reviewed and determined a Restraint in the ICU position statement is not required.
- Cross reference our statements with CNA’s statements.
- Information should be added to the website describing what a position statement is.

**Action: Christine to review other sites such as the College of Registered Nurses of Nova Scotia, AACN, CNA to obtain information to build CACCN’s statement on ‘what a position statement is’.**

**Christine to contact members interested in the Restraints position statement to advise the statement will not be created and to thank them for their interest.**

#### **25.10 OCCEN Group on Member's Only Site**

- Would like to use the forum for discussion.
- Must be a national initiative, not specific to OCCEN.
- Bring educators from across the country together under the Critical Care Educators Group.
- Members need to be aware this is a National initiative, not specific to OCCEN.
- Suzanne Vanderlip has indicated an interest in moderating.

**Action: Christine to set up Critical Care Educators Forum on Member's Only.**

#### **25.11 WFCCN Proposal**

- No response has been received to the information the proposal did not pass at the Annual General Meeting.

#### **25.12 Ruth Trinier, Central Region Board Member**

- The Board was interested to know how Ruth felt things were going.
- Ruth indicated the emails ahead of time were very helpful.
- Tricia has also been very helpful with answering questions.
- The introduction to each portfolio and chapter on day 1 was beneficial
- Ruth indicated she feels very welcome on the Board.

**Motion: To accept the Round Table Discussions and recommendations.**

Moved:	Joanne Baird
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

#### **26.0 Tour of London Convention Centre for Dynamics 2011**

#### **27.0 CACCN Partnerships**

- What do we hope to gain from these partnerships?
- What is the purpose?
- Some are collaborative and others are not.
- How often should we be contacting the partners?
- Perhaps annually would be sufficient.
  
- Will contact twice annually:
  - September.
  - February to obtain information for the annual report.

- Questions:
  - What is happening with the organization now?
  - What has the organization been involved in?
  - What's new?
- ISMP – Ruth Trinier.
- Safer Healthcare Now – Tracey Northway.
- ICU Collaborative / Safer Healthcare Now – Pam Cybulski.
- Society of Critical Care Medicine – Kate Mahon.
- Further consideration for partnership may be Canadian Society of Respiratory Therapists.

**Action: Kate to send introduction of Ruth to ISMP and Pam to ICU Collaborative/Safer Healthcare Now.  
Christine to locate contact for the Society of Critical Care Medicine.**

## 28.0 National Administrator

- Formal development of Terms / Conditions of Employment
  - Increase of pay
  - Vacation entitlement
  - Bereavement
  - Processes
  - Problems re: performance etc

**Action: Kate to prepare and bring to Fall F2F – September 2010**

- The BOD felt the position of National Administrator is more than an administrative assistant position.
- Proposed change of title based on research of other associations:
  - Executive Director
  - Chief Operating Officer
  - Association Manager
  - Office Manager
  - Executive Assistant
  - Administrative Coordinator

**Motion: To revise title from National Administrator to Chief Operating Officer.**

Moved:	Pam Cybulski
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

## 29.0 Annual General Meeting Draft Script Review

- Revise title of National Administrator to Chief Operating Officer.
- Update Chapter Recruitment/Retention information as of March 31, 2010.
- Remove reference to Riek Vandenburg as Parliamentarian.

### 30.0 Canadian Blood Services Teleconference

- Tracy Brand and Darlene Spelten from the Canadian Blood Services joined the Board of Directors meeting via teleconference.
- Tracy provided a PowerPoint presentation.
  - Mandate – Federal/Provincial/Territorial health ministers with the exception of Quebec to continue to work towards an excellent healthcare delivery model.
  - Quebec’s mandate is very different from the other Canadian Provinces and Territories, as they manage their own blood / tissue services.
  - Sometimes Quebec wants to be included in the National Program, but other times they do not.
  - Quebec’s stance on this issue is “let’s see what happens”.
  - The Aboriginal community falls behind as they do not have as many donors in their genetic pool.
  - This could be a cultural issue.
  - Canadian Blood Services needs to work on this issue.
  - Aboriginal elders do not agree that this is a cultural issue.
  - Canadian Blood Services feels the Aboriginal community is using the resources, so should also be donating to those resources.
  - Are we missing critical elements in the Organ and Tissue Donation case for change?
  - What is the most important part of the system that needs to be fixed?
    - System issue with lack of beds - Tough decisions that need to be made.
    - How to influence ‘culture’ within the hospital? Need to recognize how not to say no to donation, especially if we have appropriate resources available.
    - There is a big debate on donation after cardiac death.
    - Little support from larger tertiary centers. Question is – do they have to transfer to another site? Lack of infrastructure.
    - If large centers do not support the outlying centers, there is lost opportunity for organ/tissue donation.
    - Make ‘practice’ a ‘habit’.
    - Transport is a big focus and they need to be involved.
    - Good information and education will go a long way.
    - Best practice and how to facilitate.
  - CBS is hoping CACCN will be on side with support and endorsement of organ and tissue donation.
  - Looking for CACCN to support Organ and Tissue donation.
  - This needs to be a National approach – a Canadian public service.
  - Steering Committee has a Nurse Representative.
  - Kate thanked Tracey and Darlene for meeting with us.

### 31.0 Board of Directors Meetings / Teleconferences 2010 – 2011

- |                          |                |                                       |
|--------------------------|----------------|---------------------------------------|
| • June 1, 2010           | Teleconference | 5 pm EST                              |
| • September 2010         | discretionary  | 5 pm EST (teleconference if required) |
| • September 15, 16, 2010 | BOD Fall F2F   | Edmonton, AB                          |
| • January 18, 2010       | Teleconference | 5 pm EST                              |
| • March 22, 23, 24, 2010 | BOD Spring F2F | London, ON                            |

### 32.0 Purchase of New Banner for Dynamics Conferences

- The current banner is nylon and isn't the best quality.
- Dynamics 2010 is able to have a banner constructed for \$ 900 plus taxes.

#### **Motion: To purchase a new banner for use at Dynamics**

Moved:	Tricia Bray
Seconded:	Ruth Trinier
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>

#### **Motion: To adjourn the BOD Spring F2F Meeting at 3.25 pm**

Moved:	Teddie Tanguay
Seconded:	Pam Cybulski
Discussion:	None
<b>In Favour:</b>	<b>All</b>
Opposed:	None
<b>Motion:</b>	<b>CARRIED</b>