



APPROVED MINUTES BOARD OF DIRECTORS

BOD Teleconference
January 19, 2011
1700 - 1906

Present:	Kate Mahon	President
	Teddie Tanguay	Vice-President
	Pamela Cybulski	Secretary
	Joanne Baird	Treasurer
	Tricia Bray	Director
	Ruth Trinier	Director
	Karen Dryden-Palmer	Incoming Director 2011-2013
	Celine Pelletier	Incoming Director 2011-2013
	Christine Halfkenny-Zellas	Chief Operating Officer

1.0 Welcome

- The meeting was called to order at 1700
- Kate welcomed everyone the current and incoming board members to the teleconference
- Kate reviewed the following information for the incoming members:
 - They may contribute to the discussions during the teleconference
 - They may not vote on motions put forth

2.0 Review, Additions and Approval of Agenda

- No additions to the agenda were required

3.0 Approval of Minutes of the August 2010 and September 2010 Board of Directors Meetings

Motion: To approve the minutes of the August 24, 2010 BOD Teleconference and the September 16/17, 2010 BOD F2F Meetings

Moved:	Tricia Bray
Seconded:	Ruth Trinier
Discussion:	None
In Favour:	All
Opposed:	None
Motion:	CARRIED

4.0 Business Arising from the September 2010 Board of Directors F2F Meeting

- **New Graduates in Critical Care**
 - The introductory letter from the CACCN President to the school program heads and the graduates is complete and was included in the agenda package
 - Christine is finalizing the list of schools and cross referencing with a list from the Canadian Nurses Association
 - The Chapter contacts will be added to the new graduate package as suggested by Ruth

Action:

- Christine to complete the mailing lists
- Pam to continue to follow through with sending the letter to the program heads

- **BOD Topics for Speaking**
 - Teddie and Ruth have responded thus far on the topics they are comfortable speaking about should we receive a request
 - The balance of the BOD to provide their information
 - The list when complete to be sent to the Chapters for their information

Action:

- BOD members to provide topics to Christine by January 31, 2011

- **Expired Board Member Letter**
 - A draft letter was provided to the BOD for review
 - The letter will be reviewed and further discussed/revise via email
 - The letter is to be ready for final discussion at the F2F

Action:

- Christine to forward the draft letter to the BOD for review
- BOD members to review/revise prior to BOD F2F

- **Media Contact Listing**
 - The listing has been completed

- **Annual Events – Media Announcements**
 - The BOD reviewed the listing of PSA events and determined media announcements would be prepared when possible for the following:
 - February – Heart Month (support for the Heart/Stroke Foundation)
 - April 18 to 25 – Organ Donation Week – media attention on the role of the Critical Care Nurse re: organ donation/transplantation
 - May 1 to 7 – National Summer Safety Week – media attention on ATV accidents, etc.
 - May 2 to 8 – Emergency Preparedness Week – pandemic planning, etc.
 - May 10 to 16 – National Nursing Week – celebrate / highlight contributions by critical care nurses
 - May 31 to June 5 – Safe Kids Week – raise awareness on child injuries, etc.
 - October 18 to 24 – Canadian Intensive Care Week – look at partnering with CICF or CCCF to celebrate ICU nurses
 - November – CPR Month – CABS and better outcomes
 - November 1 to 5 – Canadian Patient Safety Week
 - November 24 to 30 – National Home Fire Safety Week
 - Kate indicated she has a contact in public relations who has offered to work with CACCN pro bono to develop a media campaign

Action:

- Kate to follow up on the public relations idea and provide information at BOD F2F in March 2011

- **Biz-Zone Website Revisions / 2010 Invoice**

- The work requested and approved at the March 2010 F2F has been completed
- The invoice was received from Biz-Zone and has been referred for payment
- The invoice total was \$ 6,361.90 including taxes

- **Orthopedic Nurses Challenge**

- The Orthopedic Nurses challenged other associations to assist with fundraising for nursing education and certification – hoping to raise \$1 million
- Requesting \$ 2.00 per member for three years – approximately \$ 2400/year
- Sounds like a good concept, but can we afford to do this?
- Providing \$ 2000+ annually may not be viable
- Would rather increase our own budget for awards
- CACCN declined to participate in September 2010 based on the above, however correspondence was not sent to CONA acknowledging this information

Action:

- Christine to provide Kate with the draft letter for review

- **BOD Nomination Package Revisions**

- The revisions from the September F2F have been completed

- **Position Statements**

- The BOD reviewed the write up for the website and approved with minor edits.
- Restraints Position Statement:
 - Will review the most recent statement to endorse
 - Most statements follow the same guidelines
 - Links will be provided on the website for those looking for restraint statements
- End of Life Care in the Intensive Care Unit, Critical Care Clinical Nurse Specialist, Critical Care Advanced Nursing Practice and Critical Care Nurse Practitioner are complete. Revisions from the BOD F2F were completed in October 2010 and sent to the BOD via email. Statements require official BOD approval to proceed.

Motion: To approve the following CACCN position statements: End of Life Care in the Intensive Care Unit, Critical Care Clinical Nurse Specialist, Critical Care Advanced Nursing Practice and Critical Care Nurse Practitioner

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

- Kate thanked Teddie, Pam and their Position Statement Committees for the work completed.

Action:

- Christine to update the Position Statements on the website and add the PS write-up
- Christine to pull together restraints and create a links section on the website

- **Member Database Framework**
 - Documentation was sent to BOD members in December 2010 via email
 - Review and discussion have been deferred to the BOD F2F in March 2011
 - BOD members are asked to give some thought to the type of information we wish to capture via our database and how this information would be utilized in future.

Action:

- Christine to forward Framework to BOD again
- BOD to give some thought to the information we wish to capture through our database

- **CACCN Product Endorsement**
 - Environmental scan has been completed via other associations who are members of the CNA associates/affiliates group
 - Very few associations have a product endorsement policy
 - RNAO has an advertising policy, CNA does not appear to have one and AACN advised they did not

Action:

- Kate to review hospital policy and write first draft of the Product Endorsement Policy for review by BOD with a goal for approval at F2F March 2011

- **Tuition Coupon / Refund Policy**
 - Documentation has been reviewed via email
 - Discussion / Approval have been deferred to the BOD F2F in March 2011

- **Bourinot's Rules of Order**
 - Waiting for Riek Vandenberg to provide her advice on Bourinots Rules of Order and Roberts Rules of Order

Action:

- Christine to continue to follow up with Riek regarding:
 - Bourinots Rules vs Roberts Rules
 - Parliamentary Resource retainer \$ 250 as discussed in September 2010
 - Retainer would be for April 1, 2011 to March 31, 2012

- **Recruitment/Retention – Years of Service Visual Recognition**
 - Christine will have information and hopefully samples of the visual recognition ribbons for BOD F2F

Action:

- Christine to continue to work on this task

5.0 Board of Directors Portfolio Reports

- **Report from Treasurer**
 - Current balance of bank account balance is \$ 76,300.00
 - Currently owed \$ 20,000 by Dynamics 2011
 - Approx. \$ 5,000 to be repaid end January and February 2011
 - Seed funds of \$ 8,000 and 2007 deposit of \$ 7,000 to be repaid after the conference
 - Any outstanding receipts from the BOD are needed asap
 - No financial issues at this time

- **Report from Secretary**
 - No surveys have been completed since last meeting
 - Questions to the board are being handled by Pam and Christine

- **Membership – Recruitment/Retention**
 - 1113 Current membership as of January 17, 2011
 - 1080 Compared to membership January 31, 2010 ↑33 Members
 - 30 Two Year Memberships – Q3
 - 41 Compared to Two Year – Q3 last year
 - 00 Student Memberships – Q3
 - 00 Compared to Students – Q3 last year
 - Student membership has dropped off
 - we had approx. 7 students from McGill University in 2009-2010 as a group presented at Dynamics 2009 in Fredericton.
 - We have retained **4** of the 7 (57%) student members who renewed and converted their membership to active as they are now registered RNs.
 - Recruitment/ Retention looks good for the chapters as of January 17, 2011, however this can change depending on what happens in February/March 2011:
 - 8 Chapters at **present** qualify for Recruitment awards of 1 full and 1 part tuition coupon
 - 3 Chapters at **present** qualify for Retention awards of 1 - \$ 100.00 coupon
 - 1 Chapter at **present** qualifies for Retention awards of 2 - \$ 100.00 coupons

- **Certification Report**
 - There is no information to report – good reciprocity with CNA

- **Publications Report**
 - Spring Journal will be issued with the new look
 - NurseONE through CNA has requested our Standards to post on their website
 - We had a request to use and adopt our standards from Northern Ireland
 - Journal Expenses/Revenue will be discussed at BOD F2F

Action:

- Christine to prepare graphs of the expenses/revenue for F2F
 - Send to Tricia / Kate prior to the meeting

- **Awards/Corporate Sponsorship Report**
 - Smiths Educational Award Recipient for Fall 2010: Marie Aue, Scarborough
 - Smiths Education Award – Spring 2011: deadline January 31st
 - Spacelabs Innovative Project Award:
 - Ruth would like to move the date from March 31 to June 1
 - The question raised is whether we give the award twice this year – March 2010-2011 and again in June 2011-2012 or move the date and give the award for 2011-2012.
 - Will Spacelabs be okay with this and will it still fit in their fiscal year?

Motion: To approve the change of deadline for the Spacelabs Innovative Project Award from March 31 to June 1 annually.

Moved: Tricia Bray
Seconded: Ruth Trinier
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

Action:

- Ruth to contact Bob Brooks
- Christine to update award information when approval received from Spacelabs
- Communication Board mailing in January 2011 will be updated with change date

- **Website Report**

- Invoice has been received for the work approved at F2F in March 2010
- The work was completed by Biz-Zone on deadline, which is an improvement on service since 2008
- As requested at the AGM, we will be considering French Translation for static items on the website

Action:

- Teddie and Christine will develop a list of items we wish to consider for translation and obtain quotes for BOD F2F

Motion: To accept the BOD Reports as submitted

Moved: Joanne Baird
Seconded: Tricia Bray
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

6.0 Position Statements

- **Non-Regulated Healthcare Personnel, LPNs and Nurse Patient Ratios (Kate)**
 - We have some members interested in participating

Action:

- Kate to review to determine if we need to actively seek members to participate with the creation of the statements

- **Structure of the ICU (Tricia)**
 - Currently under review and should be distributed to BOD by March 2011
- **Healthy Work Environments (Tricia)**
 - The creation of this statement has stalled a bit
 - Everyone is keen to work on it but it needs to get moving
- **Organ Donation (Joanne)**
 - The committee has met once
 - There are a lot of opinions/ideas
 - Group leader is a bit difficult to get a hold of
- **Family Presence During Resuscitation (Ruth)**
 - Ruth has made contact with the group and will start working on this statement
- **Patient and Family Centered Care (Karen)**
 - Karen has agreed to be the lead on this statement
 - Good group of members who wish to participate
 - Information on how to proceed will be provided in the near future

7.0 Dynamics of Critical Care Conferences

- **Dynamics 2010, Edmonton, Alberta**
 - 440 delegates attended
 - 47 exhibitors = 59 booths
 - Speaker evaluations will be sent out in the coming weeks
 - Have received a lot of positive feedback from the conference
 - Profit is approximately \$ 134,000.00 and should be received by CACCN before January 31, 2011, so the account can be closed and save the additional monthly banking fees.
- **Dynamics 2011, London, Ontario**
 - Draft budget provided to BOD for review, clarification and discussion
 - Audio visual quotes are being considered:
 - There is such a discrepancy between providers of the quotes – three quotes were obtained
 - Unless we have quotes provided line for line with the exact same equipment, it is a difficult process to review / compare and negotiate
 - No decision yet on the Baxter event
 - Kate will be the opening keynote speaker. The committee is thrilled to have her as she is a strong voice for CACCN
 - Exhibitors – we will be offering lead retrieval scanners. Received a quote that offers a \$ 50 rebate on each scanner ordered with no minimum order required
 - Pam thanked Teddie for her assistance and Christine for the work she has put forth with the committee thus far

Motion: To accept the Dynamics 2011 Draft Budget, as presented

Moved: Ruth Trinier
Seconded: Tricia Bray
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

- **Dynamics 2012, Vancouver, BC**
 - Call for planning members was issued in Fall / Winter 2010 journal and will be repeated in the Spring 2011 journal
 - The call has also been posted on the website and via Critical Connections
 - Christine has implemented an information session relating to the conference planning committee requirements on the website due to questions raised
- **Dynamics 2013, Halifax, NS**
 - The contracts with the World Trade Centre and the Delta Barrington/Halifax hotels have been signed
 - Copies have been provided to Kate for her information/records
- **Dynamics 2014, Quebec City, QC**
 - Christine has been working with Hospitality Performance Network to have our questions answered relating to the room costs, etc
 - The Quebec Convention Centre contacted Christine to advise they were simply thrilled to have our national conference in their city
 - Request for contracts from the Quebec Convention Centre and the Delta Quebec City have been requested and should be received soon
 - Once the contracts are received, we will review and start negotiations, if required
 - Working with Chris at Hospitality Performance Network for the conference site bookings has been beneficial.

- **Dynamics 2015, Winnipeg, MB**
 - This needs to be discussed further at BOD F2F

Action:

- Christine to advise Hospitality Performance Network that discussion on Dynamics 2015 in Winnipeg is being deferred to our BOD F2F in March 2011

- **Exhibitor Question**

- Pam received a notice from an exhibitor who indicated they are unable to afford the fees we have set to Dynamics and would like to negotiate the rates
- The BOD discussed this option and determined this is not something we are interested in doing now or in the future, as we do not wish to set a precedent of allowing exhibitors to negotiate their fees
- This will make budgeting for the conference more difficult

Motion: To accept the Dynamics Conference Updates as presented

Moved: Tricia Bray
 Seconded: Ruth Trinier
 Discussion: None
In Favour: All
 Opposed: None
Motion: CARRIED

8.0 CACCN Chapters

- New Brunswick
 - membership numbers appear to be steadily dropping off
 - Brenda is working hard to keep the chapter going but this is getting more difficult
 - Kate and Brenda Morgan are speaking at the NB chapter joint conference with CCCN in March
- Ottawa
 - The chapter is doing really well and has increased their membership numbers under Tanya Del Bianco (Gaffney)
- Saskatchewan
 - The chapter appears to have straightened out some of the issues they were having and are doing well
- Manitoba
 - Holding an ICU recruitment challenge – the unit who recruits the most members wins a pizza party

9.0 National Office Update

- Banner Ads
 - Sold 2 ads
 - Philips @ 12 months
 - McArthur Medical @ 6 months
 - Some concern with the set up / sizing of the logos but this is being worked out with Biz-Zone's assistance
- JobLinks is down this year
 - General response is lack of financial resources.
 - Have been a bit creative with pricing – offering 12 months with one month free to retain customers
 - Signed a client for 24 months as a reduced rate – offered 2 months free

- JobLinks and Banner Advertisement Special Rate Promotion for hospitals/recruiters
 - New customers
 - 6 months @ \$ 475.00 - \$ 125.00 off the regular rate
 - The board agreed this was a good idea
- Questions to the BOD:
 - Resource books to assist with return to work
 - Certification questions
- CACCN = Certification and Certification = CACCN Membership
 - There is confusion about whether CACCN offers the certification exam
 - The other area of confusion is some nurses believe certification automatically gives you a CACCN membership which ties in with the idea that CACCN offers the examination
 - Christine will be thinking of ways in the next month or so to alleviate this confusion
- Chapter Reporting
 - All chapters are submitting their reports as agreed with no reports outstanding each quarter
 - Reminders to be sent out in February regarding the Annual Written report and the fiscal year financials – so they start working on them ahead of time
 - I rarely hear from some chapters
- Overall
 - No problems or concerns at this time
 - Dynamics 2010 is wrapped up and the cheque for the balance in the account to be sent soon
 - Waiting for the final financial documentation to be received for accountant
 - Will need to send the evaluations to speakers when Teddie is finished reviewing
- Dynamics 2011 is in full swing
 - Sending exhibitor emails monthly since October 2010
 - Will ramp this up as we get closer to the early bird cut-off date
- Continuing to work on the Dynamics manual
 - The task chart has been completed and sent to Teddie for review
 - The manual is taking a little bit of time as there are so many details that overlap
 - Hopefully will be completed by the end of March

10.0 Roundtable Discussion

- **Chapter Connections Day, Dynamics Overall Delegate Evaluation and the Dynamics Exhibitor Evaluation**
 - The documents were reviewed by the BOD via email and did not require further discussion
- **Find Your Voice Logo Design**
 - Pappin Communications created the logo
 - Three designs were provided by Pappin
 - The BOD approved in principle design 2 and the design fees per email

Design 1



Design 2



Design 3



Motion: To accept the approve the design cost of \$ 285.00 plus taxes for the Find Your Voice logo created by Pappin

Moved: Teddie Tanguay
Seconded: Ruth Trinier
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

• **NTI Conference – May 2011**

- The CACCN President and Vice President should attend this conference
- Will assist CACCN with:
 - Gaining exposure
 - An opportunity hopefully to meet with the AACN executive to discuss strengthening our ties
 - Looking for this to become an annual event
- Suggestion was to see if there is something we can gain such as accessing their educational resources
- Question is: what can we ask AACN to do for us?
- Approx. budget to attend is \$ 5500 – 6000 including airfare, hotel, meals, registration

Motion: To approve the President and Vice President of CACCN to attend the AACN / NTI Conference in May 2011

Moved: Pam Cybulski
Seconded: Ruth Trinier
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

Action:

- Christine to prepare a draft letter to the AACN President requesting a meeting at NTI

• **BOD Face to Face Meeting – March 2011**

- BOD members to arrive on Monday, March 21, 2011
- Delta Armouries, Dundas Street, London

- Day 1 – March 22, 2011
- Day 2 – March 23, 2011
- Day 3 - March 24, 2011

- Departure: March 24 or 25, 2011

- Members who require accommodation on Thursday, March 24, 2011 to advise Christine as soon as possible
- Hoping to finish the meeting by lunch on Day 3 – March 24, 2011
- Additional information will follow
- Book travel and send expense form/receipts to Joanne for reimbursement

• **PepUP Study**

- Tricia and Teddie are travelling in February 2011 to train the trainers for the nutrition study.

11.0 Adjournment

Motion: To adjourn the BOD Teleconference at 1906

Moved: Teddie Tanguay
Seconded: Ruth Trinier
Discussion: None
In Favour: All
Opposed: None
Motion: CARRIED

Next Meeting

Delta Armouries, Dundas Street, London

Arrival

Monday, March 21, 2011

BOD Meetings

Day 1

March 22, 2011

Day 2

March 23, 2011

Day 3

March 24, 2011

Departure

March 24 or 25, 2011