



The Canadian Association of Critical Care Nurses
34th CACCN ANNUAL GENERAL MEETING

DRAFT MINUTES

CACCN

September 24, 2018 @ 1245 hrs. MST (1445 EST)
Metropolitan Centre, Calgary, Alberta

1. Call to Order and Welcoming Remarks

The Annual General Meeting was called to order at 1245 MST by Kathy Bouwmeester, CACCN President as there were more than 35 members for quorum present at the meeting.

2. Parliamentary Rules of Order

The parliamentary rules of order for speaking, timekeeping, motions and voting were provided to members prior to the meeting and with the AGM registration package.

3. Appointment of Time Keeper and Parliamentarian

Peter Anderst, Director was appointed as timekeeper and Christine Halfkenny-Zellas appointed as Parliamentarian to ensure the meeting was completed on time and the essential business of the day was dealt with.

4. Appointment of Scrutineers

Ryan Hendrick, Jamie-Lee Potter and Madeline Spence, non-members were appointed as scrutineers.

MOTION: To appoint Ryan Hendrick, Jamie-Lee Potter and Madeline Spence, non-members as scrutineers.

Moved: Karine Allard, Quebec

Seconded: Tricia Bray, Alberta

Discussion: None

In Favour: All

Opposed: None

Abstaining: None

Motion: **CARRIED**

5. Additions to the Agenda

There were no additions to the Agenda

6. Notice of the Meeting and Proxy Vote Distribution

MOTION: To dispense with the reading of the Notice of Meeting

Moved: Teddie Tanguay, Alberta

Seconded: Eric Bellinger, British Columbia

Discussion: None

In Favour: All

Opposed: None
Abstaining: None
Motion: **CARRIED**

7. Introductions

The CACCN Board of Directors, Chapter Presidents/Designates, Journal Editor, Editorial Review Board and Chief Operating Officer were introduced to the assembly.

8. Minutes of the 34th Annual General Meeting of the CACCN

MOTION: To approve the minutes of the 34th Annual General Meeting 2017

Moved: Amber Eason, Nova Scotia
Seconded: Guylaine Gotchia, Saskatchewan
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: **CARRIED**

9. Reports

i. President's Report - Kathy Bouwmeester, President

Report on behalf of the CACCN 2017-2018 Board of Directors (BOD) and the Chief Operating Officer (COO). The report highlighted the achievements and activities of the association leadership team, our Chapter leaders and our members.

The Association's theme of Be the Difference has been the anchor and guide for the BOD and our national committees in the work we complete towards achieving our organizational Mission and Vision for Canadian critical care nurses. Over the past fiscal year, we have continued to work with our national partners towards the shared vision of quality critical care health services:

The Board of Directors has continued to support the production and publication of a quality critical care nursing journal as a valuable part of our membership benefits.

We have supported educational programming via our fourteen chapters and over the past year, the Association has continued to provide financial support through the chapter reimbursement funding quarterly, provision of three (3) full tuition coupons per chapter, and the Chapter Knowledge Fund for educational activities. We are extremely proud of the work and accomplishments of our chapter leadership.

We have continued to build partnerships with other Associations supporting the work of Canadian critical care nurses and their colleagues and will continue to raise the profile of the Canadian Association of Critical Care Nurses ensuring we

have a voice and a vehicle to contribute to the future of critical care for Canadians.

ii. Partner Relations Report - Mélanie Gauthier, Vice-President/Committee Chair

Over the past fiscal year, we have continued to work with our national partners towards the shared vision of quality critical care health services. We continue to collaborate with the Canadian Nurses Association to encourage and support critical care certification in Canada and abroad. CACCN Members are the content experts and we continue to lend our expertise to the review and revision of the certification competencies (blueprint), as well as the review and revision of the Critical Care Certification examinations. As well, our members are actively working on the Certification Program Advisory Committee and a critical care nursing listing through Choosing Wisely Canada

CACCN continues a mutually beneficial partnership with the Canadian Blood Services offering our members the opportunity to participate in several Organ and Tissue Donation and Transplantation initiatives relating to guideline development.

After reviving Canadian Intensive Care Week, we are the driving force in keeping this event viable.

Our partnership with the American Association of Critical-Care Nurses (AACN) continues to flourish.

CACCN also keeps abreast of information of note from the World Federation of Critical Care Nurses, the World Federation of Pediatric Intensive and Critical Care Societies and the Global Sepsis Alliance.

CACCN, along with our sponsor partners, has granted over \$15,000 in Awards / Grants funding to our Members over the past year! A full reporting of award recipients is provided in the Annual Report. Join us on September 25 after the plenary discussion for the CACCN Awards to celebrate your colleague's achievements. We are grateful for the partnerships we have developed and continue to maintain.

iii. Member Relations – Peter Anderst, Director/Chair

CACCN membership has remained steady over the past fiscal year with roughly 1300 to 1400 members nationally. Recruitment of new members and retention of existing members remain areas of focus for the Committee and the Association as a whole. We are also working to create and expand engagement with critical care nurses nationwide by equipping our chapters with strategies that will allow us to meet our goals for growth.

We continue to award two complimentary memberships per quarter to members who have referred new members. We have seen modest success in member

retention with the implementation of Continuous Renewal and have had positive feedback from members regarding the change.

Each Chapter now receives 3 full tuition coupons for Dynamics, each valued at \$470. Each Chapter President or their Designate receives a coupon and each Chapter can distribute the other two as they see fit. Between National Office and the Dynamics Conference, CACCN distributes over \$ 40,000 in tuition discounts to members annually.

A Member Relations Sub-Committee commenced work in February 2018 on a Social Media Policy. Work was completed in May and Board approval was obtained shortly thereafter. This policy will allow chapters to begin and, in some cases, continue using social media to support membership growth and member engagement.

After Board approval in March 2018, work has commenced on a full refresh of the CACCN website. This update will serve our goals of membership growth and member service and we are excited to be pursuing this project.

iv. Professional Development: Sarah Crowe and Brandi Vanderspank-Wright, Directors/Chairs

A sub-Committee reviewed, revised and completed the Standards for Critical Care Nursing Practice (5th Ed) to ensure you are working with the most up to date information in your units. The Standards continue to be used and adopted across the country and abroad.

A position statement sub-committee was implemented to prepare statements on issues that are important to critical care nurses. The sub-committee completed the Healthy Work Environments Position Statement. The committee was also working on the Patient and Family Centered Care statement prior to year-end.

Canadian Nurses Association certification is a nationally recognized nursing specialty credential for registered nurses. CACCN actively supports and encourages certification for critical care nurses. In 2017, the Professional Development Committee reviewed and revised the Certification Study Guide for our members' exclusive use.

The Adult and Pediatric Critical Care Certification examinations were written in the Spring and Fall of 2017. In adult certification over the year, sixty (60) CACCN members attained their initial certification and seventy-eight (78) CACCN members renewed their certification. In paediatric certification over the year, thirteen (13) CACCN members attained their initial certification and five (5) CACCN members renewed their certification.

The Canadian Association of Critical Care Nurses National Office conducts a random blind draw for CACCN members providing \$2,000 annually for certification.

The Canadian Journal of Critical Care Nursing™ is chaired by our Journal Editor, Paula Price. Under Paula's leadership, we have seen an increase in manuscript submissions to the journal.

CACCN also issues an e-newsletter monthly, titled Critical Connections. This e-newsletter is provided to keep you up to date on the latest information from the association and critical care across the country.

v. Conference Advisory Committee – Angela Foote and Lissa Currie, Directors/Chairs

The Conference Advisory Committee has continued to work on the conference abstract and evaluation system for the Dynamics of Critical Care Conference. As well several initiatives have been proposed and trialed for the conference including longer sessions and staggering of presentation types, as well as the proposed option for Dynamics 2018 for not selecting educational sessions prior to attending the conference. Each initiative is reviewed following the event.

The Conference Evaluation Sub-Committee spent many hours reviewing the evaluation feedback providing valuable information to the Board of Directors and the Conference Advisory Committee for upcoming events.

The Conference Advisory Committee has been renamed the Conference Education and Evaluation Committee as of April 1, 2018. The committee will primarily be responsible for the educational product provided at Dynamics and the evaluation of the conference.

Dynamics 2017 was held in Toronto, ON in September 2017. The Chair of the Local conference planning committee was Shirley Marr from Mississauga, ON. Under Shirley's guidance the conference committee planned and executed a successful educational event providing over 50 different educational options over three days and three social events. We welcomed 383 delegates and 42 exhibit companies over the three days.

The major expenditures for the conference included the venue fees and catering. The venue/catering and attrition fees resulted in an increase of approximately \$98,000 in expenses over the expenses in 2016.

We are currently reviewing our options for upcoming Dynamics conferences to ensure we are receiving the best rates and opportunities.

vi. Financial Audit – April 1, 2017 to March 31, 2018 – Sarah Crowe, Treasurer

The financial audit was provided to the members.

MOTION: To approve the President's Report, Member Relations, Partner Relations, Professional Development, Conference Advisory and the Financial Audit Report as submitted.

Moved: Meaghan Lamoureux, Ontario
Seconded: Karina Reddick, Ontario
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: **CARRIED**

10. Appointment of Auditors for 2018-2019

MOTION: To appoint the firm of MacNeill Edmundson Chartered Accountants of London, Ontario as the auditors for the CACCN for the 2018 – 2019 fiscal year.

Moved: Sarah Crowe, British Columbia
Seconded: Brenda Morgan, Ontario
Discussion: **Question:** Were other auditors considered as well?
Answer: CACCN has a long-standing relationship with MacNeill Edmundson Chartered Accountants and they know our business.

In Favour: All
Opposed: None
Abstaining: None
Motion: **CARRIED**

11. Board of Director Nominations

Call for Nominations for one director in the Eastern Region and one director in the Western Region for the term of April 1, 2019 to March 31, 2020. Each nominee must be an active member in good standing, who is currently working in or is affiliated with a critical care specialty. Associate and Student affiliates may not be nominated for election. The Call for Nominations was provided to members via the Canadian Journal of Critical Care Nursing™, the Critical Connections Bulletin, the CACCN website, Facebook, and Twitter. Members were also notified in the new and renewal membership packages issued between March and July. Those members without active email addresses on file were notified by Canada Post.

The following nominations were received by the deadline of July 5, 2018:

Eastern Region: Angela Foote
Western Region: Sarah Crowe

In accordance with the CACCN General Operating Bylaw # 1, and the CACCN Nomination Policy: Angela Foote is acclaimed to the position of Director, Eastern Region for the term April 1, 2019 to March 31, 2021 and Sarah Crowe is acclaimed to the position of Director, Western Region for the term April 1, 2019 to March 31, 2021.

12. Announcements

- i. **Canadian Intensive Care Week: October 21 to 27, 2018**
The Intensive Care Team – there for YOU in critical moments
Celebrate the Canadian Intensive Care Week! Plan an activity or event involving the ICU Team. Posters were provided in the delegate bags and may also be downloaded from the CACCN website.
- ii. **Dynamics 2018 Call for Abstracts**
The call for abstracts and online submission system will be available late October, early November 2018. The call for abstracts will be issued electronically via email, on the website and through our media channels. The call for abstracts will also be available in print form in the CJCCN winter edition scheduled for publication in November.

13. New Business

- i. **Membership Fee Increase**

CACCN has not experienced a membership fee increase since 2007 when fees increased from \$65/year to \$75/year. In 2012, the Association changed the fee structure from “tax included” to “plus taxes” to formalize our GST/HST reports.

Over the years, our revenue has remained somewhat static, however we have seen a decrease in advertising revenue through the print journal and our employment advertising. The Dynamics surplus continues to decrease each year due to the increased fees for venue rental, catering, audio visual and room block shortages. As well, expenses for office operations, such as telephone, internet, supplies, professional fees, etc., for the association have increased significantly since 2007.

As per General Operating Bylaw # 3.04*: Members will notice a slight increase in membership fees commencing April 1, 2019. In response to operational increases and a desire to provide online certification education, membership fees will increase by \$5.00 per year for active, affiliate and student registrations. The new membership fees will be:

Active/Affiliate:

One year: \$ 80.00 plus applicable taxes
Two year: \$ 150.00 plus applicable taxes
Student: \$ 55.00 plus applicable taxes

- ii. **Dynamics Conference Venue**

The Board of Directors will also be revisiting the conference schedule following the change to the three-city rotation of Toronto, Calgary and Halifax. The exception to the rotation will be 2021 when we participate in the World Congress in Vancouver, BC. Additional information will follow upon finalization of the review.

14. Open Forum

- i. **Dynamics:** respectfully consider the value of Dynamics moving across the country – excitement, support nurses in all areas of Canada. Look to the next generation of critical care nurses.

Answer: actively looking at other venues and options. Must bear in mind cities and venues would also need to be attractive to our exhibitors/sponsors.

Follow Up Question: perhaps we do not include the exhibitors/sponsors.

Answer: exhibit/sponsorship represents at minimum 50% of the revenues for the conference – without their support we would not be able to provide all that we provide.

- ii. **CACCN Website:** when will the website be available and could the new website include an option for chapters and members to keep in touch with each other? Networking/sharing?

Answer: an RFP was sent out to vendors; a vendor has been selected; soft deadline is January 31, 2019; purpose of the site is to make it more useable for members. The networking/sharing/keeping in touch is available now on our social media channels.

- iii. **Dynamics: Sub-Specialties Connections:** could we look at organizing something at Dynamics for the sub-specialties to connect and meet?

Answer: Yes, we can look at that

- iv. **Journal Club Online:** Would be nice if we could use CACCN journal articles for an online journal club and if CACCN would consider Open Source.

Answer: We have considered Open Source and will not be moving in that direction at this time. The request to use journal articles will be referred to P Price, CJCCN Editor.

- v. **Dynamics Conference App:** Large expense to have something that isn't working correctly.

Answer: The App is part of our integrated conference module and costs about \$3,000 to provide. We have had some issues this year – but will keep working away at getting this right.

- vi. **Dynamics: Family Engagement:** Have we considered patient/family engagement in CACCN and at Dynamics? Family representatives attending?

Answer: Yes, this was considered for Calgary, AB – to have family representatives assist with room monitoring, etc. however we were unable to pull it together in time due to scheduling.

vii. **CACCN Website:** Will chapters be able to upload information directly to the website or will that be managed by someone else? The chapter site is valued.

Answer: This information will be considered when we start the website design process.

viii. **Student Involvement:** How are we able to involve students in the association?

Answer: At present students can be involved via membership – they cannot hold office or vote – but they can be involved on committees, etc. This has been discussed at the Board level and we are looking at ways we can be involved with CNSA. We are not sure how this will work or look. If there are ideas on involving students in the association, please forward to vicepresident@caccn.ca and caccn@caccn.ca.

ix. **Dynamics Room Block:** Can CACCN reduce the room block or not have one at all?

Answer: Room block has been reduced by 60 rooms per night on the peak nights for Halifax, NS. Instead of 200 rooms per night – we have 140 available for delegates and exhibitors.

x. **Dynamics Room Block:** Is it possible to have hotel discounts without having a room block or could we not have a room block at all and just use conference centers?

Answer: Meeting room reduction of costs is the key element of a room block. The more rooms booked, the more the association saves on rental fees.

xi. **Dynamics Room Block:** Could we do a survey on who will book into the hotel rooms and then book based on that information?

Answer: Contracts for Dynamics have in the past been booked 3 to 5 years in advance; at minimum the contact is booked 18 to 24 months out at this time, so while this is a terrific option (survey), it would not be useful for us.

xii. **Dynamics Bid Process:** What is the bid process like?

Answer: CACCN utilizes the services of Hospitality Performance Network who sources accommodation based on our needs. We do not pay HPN – the hotel provides a percentage of the rooms booked. HPN will also source the conference venue / conference center, if being used, with no remuneration being provided.

15. Board of Directors 2018-2019

President:	Kathy Bouwmeester	(Western Region)
Vice-President:	Mélanie Gauthier	(Eastern Region)

Treasurer:	Sarah Crowe	(Western Region)
Director:	Peter Anderst	(Director @ Large)
Director:	Lissa Currie	(Central Region)
Director:	Angela Foote	(Eastern Region)
Director:	Brandi Vanderspank-Wright	(Central Region)
COO:	Christine Halfkenny-Zellas	

16. Annual General Meeting 2019

35th Annual General Meeting, Halifax Convention Centre, Halifax, Nova Scotia, September 2019

17. Adjournment

Kathy Bouwmeester, President thanked the members for actively participating in the governance of our professional association. Kathy also thanked our sponsors and supporters for their ongoing support.

The meeting was adjourned at 1345 hrs. MST (1445 hrs)