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**The Canadian Association of Critical Care
Nurses 2019 ANNUAL GENERAL MEETING**
Minutes - approved September 30, 2020
September 16, 2019 @ 1245 hrs. AST (1145 EST)
Halifax Convention Centre, Halifax, NS

1. Call to Order and Welcoming Remarks

The Annual General Meeting was called to order at 1245 AST by Kathy Bouwmeester, CACCN President as there were more than 33 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. Voting and Proxy Vote Distribution

Two proxy votes were received. Mélanie Gauthier and Karen Dryden-Palmer each held one proxy vote.

4. Appointment of Timekeeper 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.

5. Appointment of Scrutineers

Ariana Pagnotta and Morenikeji Oluwadayi, non-members were appointed as scrutineers.

MOTION: To appoint Ariana Pagnotta and Morenikeji Oluwadayi, non-members as scrutineers.

Moved: Karine Allard, Quebec

Seconded: Ingrid Daley, Ontario

Discussion: None

In Favour: All

Opposed: None

Abstaining: None

Motion: **CARRIED**

6. Additions to the Agenda

There were no additions to the Agenda

7. Notice of the Meeting and Proxy Vote Distribution

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

Moved: Mary Robertson, Ontario
Seconded: Brenda Gallagher, New Brunswick
Discussion: None
In Favour: All
Opposed: None
Abstaining: None
Motion: **CARRIED**

8. Introductions

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

9. Minutes of the 2018 Annual General Meeting of the CACCN

MOTION: To approve the minutes of the 2018 Annual General Meeting

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

10. Reports

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.

The CACCN National committees under the leadership of the Board of Directors are our commitment to creating participation, leadership and governance opportunities for all members of the association and have provided enhanced transparency and a membership voice across the association's activities.

1. 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.
2. 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, provision of tuition coupons and

the Chapter Knowledge Fund for educational activities. We are extremely proud of the work and accomplishments of our chapter leadership.

3. We have continued to build and maintain partnerships with other Associations supporting the work of Canadian critical care nurses and their colleagues.
4. Annually, the Board of Directors assesses, and modifies our strategic plan which is the road map to planning short- and long-term goals. To see the strategic plan, continue to move forward has been very exciting.

The work of the Board of Directors and the National Committees occurred via email correspondence, teleconferences and two in person meetings. We also meet in person once annually with our chapter leader's education, leadership development and networking opportunities.

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

CACCN collaborates with the Canadian Nurses Association to encourage and support critical care certification in Canada and abroad.

Critical Care Nurses are the content experts and you continue to lend your expertise to the review and revision of the certification competencies (blueprint), as well as the review and revision of the Critical Care Certification examination. As well, our members are actively working on the Certification Program Advisory Committee and a critical care nursing listing with CNA and Choosing Wisely Canada

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

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

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

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

CACCN, along with our sponsor partners, has granted funding for member through the Awards, Bursaries and Grants program. A full reporting of award recipients is provided in the Annual Report.

We are grateful for our sponsors and the partnerships we have developed and continue to maintain.

Member Relations – Peter Anderst, Director/Chair

Membership has remained steady over the past fiscal year with approximately 1200-1300 members nationally. Attraction of new members and retention of existing members remain areas of focus for the Committee, Chapters and the Association. Continuous Renewal is one of the tools used for member retention. Feedback on the continuous renewal program remains positive.

We continue to award two complimentary memberships per quarter to members who have referred new members. Thank you to the 55 active CACCN members who referred a colleague in the past fiscal year.

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.

CACCN provided chapters with the following financial assistance:

Quarterly funding based on new and renewing members.
Chapter Knowledge Fund
Three full tuition coupons for Dynamics 2018 in Calgary

Between National Office and the Dynamics Conference CACCN distributes over \$40,000 in tuition discounts to members annually.

Work commenced on a full refresh of the CACCN website in fall 2018. The new fresh website will serve our goals of membership growth and member service and we are excited this project has been completed.

The committee has also been working on our social media presence and completed a social media policy to guide our online interaction. Our first video was also produced at the Ottawa Hospital and was well received on Facebook and Twitter.

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

A position statement sub-committee was implemented to prepare statements on issues that are important to critical care nurses. The sub-committee has completed the following position statements: Healthy Work Environments, Patient and Family Centered Care and Models of Care in the Intensive Care Unit. Thank you to the sub-committee members for their hard work!

CACCN National Office also issues an e-newsletter monthly, titled Critical Connections and often a quick refresh e-newsletter titled News Flash. These e-newsletters are provided to keep you up to date on the latest information from the association and critical care across the country.

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 early 2019, the Canadian Nurses Association introduced a certification voucher for specialty association members. CACCN members benefited with 20% discount on initial and renewal certification fees.

From the Spring and Fall Certification lists, the CACCN National Office conducts a random blind draw for CACCN members providing \$2,000 annually for certification.

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

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

The CEEC has continued to work on the conference abstract and evaluation system for the Dynamics of Critical Care™ Conference. As well several initiatives were proposed and trialed for the conference including longer sessions and staggering of presentation types, as well as the option for Dynamics 2018 of not selecting sessions prior to attending the conference. The CEEC is primarily responsible for the educational product provided at Dynamics and the evaluation of the conference.

Dynamics 2018 was held in Calgary, Alberta in September 2018. The conference chair was Angela Foote. Under Angela's guidance the volunteer conference committee of six CACCN members, planned and executed a successful educational event providing over 50 different educational options over three days and three social events. We welcomed 330 delegates and 32 exhibit companies. The major revenue streams were delegate and exhibitor registration, as well as sponsorship. The major expenditures for the conference included the venue rental, catering, audio visual and hotel room block attrition.

Financial Audit – April 1, 2018 to March 31, 2019 – 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: Joy Mintenko, Manitoba

Seconded: Karina Reddick, Ontario

Discussion:

1. The Association has investments of approximately \$300,000. Each year the balance grows. Why is the association not using the funds?
 - a. Funds were used this year to balance the budget and last year for the website
2. What has been done to ensure the association doesn't pay attrition fees again for hotels?

- a. Examined the room block and have reduced as required.
- b. Continue to exercise our attrition provisions in the contract and take advantage of the room reductions – usually 15 – 20%
- c. Room block for Halifax is 140 rooms for each of the three peak nights for a total of 420. Room block is sold out.
- d. Room block in Windsor is 100 rooms for each of the three peak nights for a total of 300 with an attrition clause allowing a reduction 40 days prior to the event

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

11. 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 2019 – 2020 fiscal year.

Moved: Sarah Crowe, British Columbia
 Seconded: Brenda Morgan, Ontario
 Discussion: None
In Favour: **All**
 Opposed: None
 Abstaining: None
 Motion: **CARRIED**

12. Board of Director Nominations

Call for Nominations for two directors in the Central Region, one director in the Western Region and one director at large (any region) for the term of April 1, 2020 to March 31, 2022. 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

The following nominations were received by the deadline of July 5, 2019:

Central Region: Lissa Currie
 Brandi Vanderspank-Wright

Western Region: Vininder “Vini” Kour Bains
 Fiona McLeod

Director @ Large: Lara Parker

In accordance with the CACCN General Operating Bylaw # 1, and the CACCN Nomination Policy:

Lissa Currie and Brandi Vanderspank-Wright are acclaimed to the position of Director, Central Region for the term April 1, 2020 to March 31, 2022.

Lara Parker was acclaimed to the position of Director @ Large for the term April 1, 2020 to March 31, 2022.

As there was one position available in the Western Region and two nominees, an election was held from August 19 to September 9 inclusive via Simply Voting. The certified election results were received September 10.

As a result of the election, Vininder “Vini” Kour Bains was elected to the position of Director, Western Region for the term April 1, 2020 to March 31, 2022.

13. Announcements

i. **Canadian Journal of Critical Care Nursing**

The Board of Directors has been reviewing our Journal process. We have found a need to revise the process for the CJCCN starting with manuscript intake, to review, to revision and publication.

We have also found a need to steer the journal away from an ‘Association’ journal providing information about the activities of the CACCN to a move more towards an ‘academic / scholarly’ journal.

Effective June 1, 2019 to May 31, 2021:

- Dr, Brandi Vanderspank-Wright, Director/Co-Chair of the Professional Development Committee has been appointed to Chief Editor
- Myriam Breau from New Brunswick, and Michelle House-Kokan from British Columbia, have been appointed to Co-Editors
- Brandi, Myriam and Michelle will work together with the Editorial Review Board, Chief Operating Officer and our Managing Editor, Pappin Communication to continue to produce the CJCCN.

ii. **Canadian Intensive Care Week: October 27 to November 2**

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. Share your event with CACCN by providing photos highlighting the team on our Facebook and/or Twitter pages.

iii. **CACCN Website**

The new CACCN website has been completed and implemented. We are pleased with the fresh new look. There are a few small tweaks to be

completed on the site, mainly around broken links caused by the domain transfer.

iv. **Dynamics of Critical Care™ Conference**

The board of directors revisited the rotation schedule for the conference and has moved from the three-city rotation of Toronto, Calgary, Halifax. The idea of three city rotation when introduced was to capitalize on multi-year contracts with hotels and venues. Unfortunately, that ideal did not come to fruition. In future, CACCN will be pursuing the best opportunities financially when looking at host cities in each region moving forward.

The host hotel room block requirements were reviewed. Due to not filling the block, CACCN paid almost \$44,000 for 2017 and 2018. To reduce attrition fees, the number of rooms available in the conference hotel room block have been significantly reduced.

v. **Dynamics 2020 Conference Venue**

The Board of Directors reviewed four cities and available venues for Dynamics 2020. Cities and venues considered included London, Ottawa, Toronto and Windsor, Ontario. Based on the proposals received, the Board has selected the most cost-effective venue and has signed a proposal with Ceasers Windsor in Windsor, Ontario. Dynamics 2020 will be held September 28 to 30, 2020.

vi. **Dynamics 2020 Call for Abstracts**

The call for abstracts and online submission system will be available from October 15, 2019 to January 10, 2020. Resources for planning an abstract presentation will be available on the CACCN website.

vii. **World Critical Care Congress 2021**

CACCN has been in discussions with the Canadian Critical Care Society for several years regarding the World Critical Care Congress 2021 being held In Vancouver, British Columbia from September 12 to 15, 2021.

A Memorandum of Understanding has been signed between CACCN and CCCS regarding the partnership to produce the congress. CACCN will receive the financial benefit of a portion of the surplus funds from the conference based on the number of registered nurses in attendance. While we would share in the profit, CACCN would also be required to share in any shortfall. The Board of Directors being mindful of our fiscal responsibility to members has negotiated the MOU to provide surplus revenue up to \$40,000 and to limit any shortfall to a maximum of \$40,000.

Given the historical data available from previous congresses, the number of registered nurses in attendance could be 11% to 13% of the total number of delegates, meaning on a surplus of \$100,000, CACCN could potentially receive \$11-13,000 surplus. Should there be a revenue shortfall, CACCN would be responsible for 11-13% to a maximum of \$40,000.

Sarah Crowe, Treasurer sits on the WCCC Steering Committee and the Scientific Education Committee and Christine Halfkenny-Zellas, our Chief

Operating Officer sits on the WCCC Steering Committee and the Sponsorship/Exhibit Committee.

14. Open Forum

- i. **World Congress:** do you anticipate a loss for the conference?

Answer: we anticipate funds of approximately \$ 11,000.

- ii. **World Congress:** will Dynamics be held that year?

Answer: under the MOU, we would be required to hold Dynamics in Vancouver before or after the world congress. The board does not feel that is feasible.

15. Board of Directors 2020-2021

President:	Mélanie Gauthier	(Eastern Region)
Vice President/Treasurer:	Sarah Crowe	(Western Region)
Director:	Vini Bains	(Western Region)
Director:	Lissa Currie	(Central Region)
Director:	Angela Foote	(Eastern Region)
Director:	Lara Parker	(Director @ Large)
Director:	Brandi Vanderspank-Wright	(Central Region)
COO:	Christine Halfkenny-Zellas	

16. Association Theme 2020-2022

Melanie Gauthier, incoming President introduced the Association Theme



17. Remembering Paula Price. Editor CJCCN

Tribute to Dr. Paula Price

18. Annual General Meeting 2020

2020 Annual General Meeting, Caesar's Windsor, Windsor, ON – September 28, 2020

19. 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. AST (1245 EST)