



**CANADIAN NURSING INFORMATICS ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA**

January 18, 2010

12:00 pm – 1:00 pm EASTERN TIME

PRESENT: Eithne Reichert (Chair)
Tracy Shaben
Andrea Partridge
Mary Eileen MacPhail
Nancy McCara

June Kaminski (recorder)
Robin Carriere
Pat Rothney
Pat Walsh
François-Régis Fréchette

1.0 Welcome

1.1. **Introduction to New Board Members** for 2010 and 2011 (round table) – we have several people either joining the group for the first time, or moving to another position (positions coloured in red below have new members in them). We still need jurisdictional representatives for PEI, NWT and Nunavut.

President

Eithne Reichert– Regina, SK

President Elect

Margie Kennedy– Merigomish, NS

Past President

June Kaminski– West Vancouver, BC

Treasurer

Robin Carriere– Ottawa, ON

Director of Education

Heidi Chevier – Toronto, ON

Director of Membership Services

Mary Eileen MacPhail – Halifax, NS

Director of Communications

June Kaminski – West Vancouver, BC

Jurisdictional Representatives

Alberta – Tracy Shaben

British Columbia – Susan Sepa

Manitoba – Janice Epp

New Brunswick – Kate Burns

Newfoundland & Labrador – Pat Walsh

Nova Scotia – Nancy McCara

Ontario – Andrea Partridge

Quebec – François-Régis Fréchette

Saskatchewan – Della Stumborg

Yukon – Margaret Timmons

Representatives Needed

Prince Edward Island

Nunavut

Northwest Territories

ACTION: Eithne encouraged the new Board members to get involved with CNIA activities and to keep our members informed about events and other news that is happening in their provinces. She also encouraged everyone to read the roles and responsibilities of the Board (available on the CNIA website at <http://www.cnia.ca/board.htm>), to browse the minutes archive, and read the Bylaws to get better acquainted with their role and the expectations. Members are also encouraged to explore and contribute to the Members Only area on the website

ACTION: June will provide a tour to the website at another Board meeting in 2010. She will also create a guide for members to use to learn to access the Members Only area for ease of use. - available at <http://www.cnia.ca/membersonly/>

2.0 OLD BUSINESS

2.1. CNIA Conference 2009

2.1.1. Conference Actions yet to do

- a) **Putting Proceedings on Website** – June is still waiting for the final presentations from Jeannie O'Reagan. June is also considering asking each concurrent speaker to provide a 1 page or more writeup about their presentation for publication in the Winter 2010 edition of the Canadian Journal of Nursing Informatics - <http://cnia.ca/journal/journal.html>.
- b) **Requests for Letters of Attendance** – Eithne, June and Jeannie have each sent individual letters to certain attendees – this effort needs to be coordinated. We also need to request a copy of the Attendance Certificate that Jeannie created and sent to some attendees.
- c) **Evaluation of the Conference** – Jeannie collected evaluation forms for each of the sessions – we need the summary of this evaluation.

2.1.2. Actual to Budget Expense Report – (Robin)

Robin reported that all conferences expenses have been paid except for some incidentals. He is still collecting some last minute registration fees. He is also trying to set up a Virtual Terminal account so that we can process credit cards off-line. We have approximately \$50,000 in the bank now, which means we had a \$12,000 loss on the conference. Robin will give specific figures at the next Board meeting.

2.1.3. Feedback and Lessons Learned (round table)

Eithne has also received some individual feedback from some attendees. Some said they really enjoyed the smaller group atmosphere of the conference and that they felt more comfortable participating and networking with others. Other feedback from Board members included:

- ◆ forming relationships with key vendors on an ongoing basis (not in Bylaws now)
- ◆ continue the 'personal approach' to inviting vendors but start much earlier

- ◆ continue the momentum regarding Peer to Peer Networks
- ◆ the level of presentation this year has matured, most were outstanding, and included the nuances of practice, research, engagement
- ◆ we need to expand our engagement with our members, government, other organizations such as Infoway and COACH
- ◆ we need to offer more educational opportunities (Heidi has lots of ideas; Bev Mitchell is interested in working with us re telehealth; Longwoods is interested)
- ◆ the conference was very energizing for most attendees
- ◆ AGM Goals focused on NI Certification; alliancing with COACH- NI Group; Peer to Peer Networking; more educational opportunities; increasing membership by at least 50%
- ◆ The Board members can each take a leadership role in these goals and 'hot' topics such as telehealth, change management, certification, curriculum development, quality improvement, client safety, networking and so on; we can use the Members Only area on the website for forum discussions and collaboration
- ◆ We need to explore ways we can provider a broader "net' to Canadian nurses

2.2. NI Certification (June)

- Deferred to February meeting

3.0 NEW BUSINESS

3.1 President Report (Eithne)

Eithne submitted our annual renewal to CNA for Associate Status in December.

3.2 Financial Report (Robin)

Robin reminded us that we need to include the new Treasurer role in our Roles and Responsibilities and in our Bylaws, and then ask CNIA members to vote for approval. Robin will provide a final Conference budget report at our next meeting.

3.3. Membership Report (Mary Eileen)

We currently have 117 members (this does not include nonmembers who attended the CNIA Conference who will receive membership),

The current provincial breakdown is:

BC – 20	ON – 56	AB – 12	PQ – 3	NS - 6
NF - 1	SK - 4	NB - 9	MB – 6	

ACTION: Mary Eileen, Robin, Andrea and Heidi will form a small group to explore co-memberships with provincial groups as proposed by the Quebec provincial group, AQIISTI. Also whether local groups can organize and be accepted as affiliates (instead of being a provincial group).

ACTION: The group will also look at aligning the Membership fee due date (June 1st) with our fiscal year (January 1).

ACTION: A standard Welcome letter will be created to send to each new CNIA member that welcomes them to the group, outlines upcoming educational and other related events, and some details on what to expect as a member. This will give a better sense of belonging and will hopefully encourage members to participate, e.g. In the Members Only area, on task groups, etc. Francoise is willing to translate the letter into French so we have bilingual copies available.

ACTION: June will ensure online payments can be done smoothly before the next round of membership fees are due. Some members had trouble using the system last year, but it worked well for the Conference registration, so there shouldn't be the same issues the next time round.

3.4. Education Report (Heidi)

Deferred to next meeting

3.5. Communication Report (June)

ACTION: June asked all members to look at the Board page on the website. Several Board members will need to submit their bio for inclusion on the page. Current members may also submit an update if they like. <http://cni.ca/board.htm>

ACTION: June will be putting the Conference Proceedings up on the website as soon as she receives them.

ACTION: June will be creating the Winter 2010 Newsletter shortly and asked Eithne to write a welcome, and the other Board members to send in updates (e.g. Provincial or Director area related) for inclusion. Robin asked that the publication be held until the Vote for the Treasurer position can be included.

ACTION: June wishes to encourage the Board and our members to take advantage of the capabilities of the Members Only area – it is created from Community Social Media software and can be used for several types of activities. She will explore creating an orientation to the Community to assist with ease of use.

3.6. Bylaws Report (Margie)

Deferred to next meeting

3.7. Jurisdictional Reports (round table)

Deferred to next meeting.

NEXT MEETING: Eithne will organize a regular meeting time, probably on a certain Tuesday of the month.