



CANADIAN NURSING INFORMATICS ASSOCIATION

MEETING MINUTES

6:30 pm March 22nd, 2010
Marriott Hotel, Toronto

Attendance: Y = yes; R = regrets

	Executive & Reps			Invited Members		
Y	Eithne Reichert	President	Y	Virginia Ellis	ON	
Y	Mary Eileen McPhail	Membership	Y	Liz Loewen, Dir EHR & eHealth	MB	
Y	Heidi Chevrier	Education	R	Lynn Nagle	Past Pres	
Y	Tracy Shaben	AB				
Y	Della Stumborg	SK				
Y	Andrea Partridge	ON				
Y	Kate Burns	NB				
Y	Bev Mitchell for Sue Sepa	BC				
Y	Pat Rothney for Janice Epp	MB				
R	Margie Kennedy	President-Elect				

1.0 Welcome

The face to face meeting provided a lot of synergy for the group. Round table introductions are done. Discussion of agenda items included:

- Membership opportunities, connection with past members, how to grow
- Education opportunities to promote knowledge of nursing informatics
- Alignment with other national agendas such as Peer to Peer, COACH certification, telehealth.

2.0 Discussion – Thanks to Andrea Partridge for taking notes

- 2.1 Peer to Peer programs and the CNIA. Most of the programs are nurses helping physicians with systems. Ontario, Saskatchewan and New Brunswick groups are more focused on Nursing. How can CNIA influence and use networks?
- 2.2 RNAO eHealth learning modules are available. **Recommendation – link this from CNIA website.** HITS link is there but not nursing specific.
- 2.3 Communication to members – there are 2 separate databases – one on CNIA websites and one with the membership director. There have been issues with membership list not being up to date or available for communication to members. ONIG has found this mass email communication of events to be a huge win to gain members. Could consider engaging with past members again and encourage

them to become a member again. Need to ensure there is some value to membership.

At one time Mary Eileen could access the website list, but the recent changes to the site have reduced access. Mary Eileen does not have an up to date conference attendance list.

- 2.4 Need to find a way to encourage members to renew, not just cut them off. In other organizations a reminder is issued – previous practice was that a reminder was sent out and then if no renewal the name was removed. Perhaps a couple of reminders is necessary or a way to make it easy to renew membership.

Membership renewal is in June which does not really align with anything.

Recommendation - Membership should be realigned to financial and fiscal year end.

Need to develop ways to engage the membership in activities related to the board work – spread the network of engagement.

Student membership is offered and perhaps we need to communicate better to the students.

- 2.5 Receipt process from the conference was problematic. It should be automated and available for replication. **Recommendation that the conference coordinators and appropriate Executives should have access to conference details as required if under contract to manage the event.**

- 2.6 Concern was expressed about the control of the organization lies with Executive and the ability to execute the office must meet the requirements of the membership. Bylaws have been tightened up with ability to manage the executive control of the organization if required. Policies and procedures for the CNIA board have to be well documented. Bylaws will come to the board in April and to the membership in June.

Concern that CNIA has lost ground in recent years. Leadership has caused membership concern. Control of communication through website as only vehicle is very important to maintain for membership. Need to retain CNIA intellectual property – needs to be included in bylaws.

- 2.7 **Priorities** should be confirming the bylaw changes and increasing services to engage membership.

- 2.8 Discussion of CNIA corporation and legal rights – do we need to review? Done by Lynn at inception. Issue arose with potential problems of conference losing money – would the Executive be accountable if CNIA was unable to pay creditors. It was a worrisome time as no guidance of impact to corporation – and named corporation directors. Consensus was that we should pursue legal opinion for future.

- 2.9 NI2012 – linking with ANIA/IMIA

No budget or history on expenditures when Eithne attended NI2009 – need to

establish this and budget for supporting CNIA representation. ANIA is having annual meeting in Boston April 24th – Eithne is unable to attend due to work projects. Tracy volunteered to go to represent CNIA. Lynn may be going but is no longer on the board.

Motion – to support Tracy to go to ANIA in Boston and give greetings on behalf of CNIA. Mover -Mary Eileen, 2nd Heidi, Passed.

- 2.10 NI2012 - Requirement for \$30,000 in vendor sponsorship; CNIA is supposed to be very active in this endeavour. Lynn is chair of this committee for NI2012. Lynn is the COACH rep to IMIA which is supporting the conference.

Do we have a conference in 2011 or piggyback on 2012? Consensus was to investigate the piggyback option – perhaps a sponsored day prior to the NI2012 dates.

New bylaws – appoint a new Director for Interim//Temporary program as a special appointment for NI2012. Lynn could be nominated in this role and if cannot accept we would open the position to executive.

This could allow a floating Director for any specific program may be warranted on a short term basis as well – connection with Education or Communication portfolios special projects.

- 2.11 NI2012 –, also need to have volunteers to work on conference: Della willing to help with entertainment; Heidi volunteered for vendors; Bev willing to work in any capacity. Other names were Luc Mattheau, Claude Lemay (Montreal), Julie Latrielle (Ottawa). Eithne to connect with Lynn about this action.

- 2.12 NI2012 – vendor/brainstorming/ideas
- Recommendation to work closer with vendor community so CNIA will have some established relationships and can connect to this community as needed
 - Baxter is interested in core sponsorship
 - Heidi will take a letter to Dell – need to get on it as many vendors have already committed budget
 - Booths at Helsinki were very poor – need to have a more active participation.
 - Consider having CNIA as one booth with connection to all regional groups
 - Consider a Canadian night with CNIA and vendor sponsorship
 - Education NI2012 – could we do a webcast from venue. Cost may be an issue? Need to investigate this as an option.
 - need to encourage Canadian presenters
 - Investigate webcast for other educational events for membership
 - Look into partnerships –
 - Della suggested Carole Lapierre - lives in Montreal – may be a good contact. – carole.lapierre@muhc.mcgill.ca