



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

November 20, 2008

1:00 pm – 3:00 pm EASTERN TIME

PRESENT: June Kaminski (Chair)
Eithne Reichert
Kate Burns
Tracy Shaben

Robin Carriere
Virginia Ellis
Elaine Perreault

1.0 BUSINESS FROM PREVIOUS MINUTES

1.1. Canadian Nursing Informatics Certification

June is still working on establishing contact with appropriate CNA representatives.

1.2. Membership Cards

June has been investigating ways to economically create membership cards for CNIA members, including a tax receipt and welcome. She will continue to investigate this process. The executive agreed that CNIA can afford to put some funds into this if necessary. June will prepare this process so that membership cards are offered with the June 2009 membership renewals.

1.3. Updates Blog and Communicating with our Members

<http://www.cnia.ca/updates/index.php?blogid=1>

June reminded the Executive that we have an Updates Blog on the website where the Board Executive can communicate with our members. They can have a choice of using the Blog, posting in the Members Community, or submitting a column or report for the CJNI Journal – so there are many ways the Board can interact with the CNIA community.

1.4. Conference 2009 Planning

VENUE CITY: The results from the Member Poll posted by June showed 55% of the voters preferred Toronto as our host city.

ACTION: Jeannie has been looking into venues for the Conference in the Toronto area.

THEME: Robin suggested the theme "Nurse 2.0" which all agreed would be both

timely and interesting.

KEY NOTE AND PLENARY SPEAKERS: Some brainstorming on potential speakers was done. Jeannie also has access to speakers through her Speaker Network contacts. All Board members (and CNIA members) are encouraged to submit suggestions right away for key note speakers.

CONFERENCE PLANNING AND PROGRAM REVIEW COMMITTEES: June and Eithne will lead these Committees and are looking for Board and CNIA Member participants. Planning Committee members should be people who are intending to attend the actual Conference.

| SUMMARY OF INITIAL TASKS FOR CONFERENCE ORGANIZING |
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| Theme: Nurse 2.0 |
| 1. Select host city DONE Toronto, Ontario |
| 2. Select Venue |
| 3. Select Dates (2.5 days for conference with one PreConference session) |
| 4. Book Key Note Speakers |
| 5. Put out Call for Paper Submissions |
| 6. Form Planning and Programs Committees |
| 7. Market Conference – solicit Sponsors, Vendors |
| 8. Review submissions and draw up draft and final program |

2.0 NEW BUSINESS

2.1 Treasurer Position

Lynn Nagle has been taking care of our finances since the inception of CNIA and would like to pass on the duties to a current CNIA Board Member. Robin has agreed to take over these duties until we find a permanent person (Robin is in his last year as Past President). He will set up a Post Office box as our official mailing address, and get the historical documents from Lynn).

All agreed that we should look at creating an official Treasurer position. Criteria would include that the CNIA member would have some experience with financial management and be located in Ontario, preferably the Toronto area.

2.2. Educational Webcasts

Virginia Ellis is planning some Nursing Informatics related webcasts and/or podcasts to boost our resources for our members. She sought input on webcast length, possible topics and presenters, and how often they should be made available. The softwares Webinar and Dim Dim were suggested as possible choices for producing the webcasts. Virginia will continue to plan these and will report back to the Board.

NEXT MEETING: February 2009.