



Chair Eithne Reichert

Present Margie Kennedy Robin Carriere
 Tracy Shaben Lynn Tkac
 Della Stumborg François-Régis Fréchette
 June Kaminski

Regrets Lynn Nagle

Item #	Item	Description of Outcome	Individual Responsible for Further Action & Deadline
1	Minutes from Previous Meeting – October 17, 2011		
		<ul style="list-style-type: none"> • Call for errors or omissions to be sent to June • Please note action items • Minutes online at: http://cni.ca/minutes.htm • Minutes accepted: Margie moved, Della seconded, all approved. 	
2.0	Ongoing Business		
2.1	Forums	<ul style="list-style-type: none"> • OPEN and Member's Community FORUMS need discussions • Eithne posted in the Community Members Standards Forum with a draft document on <i>Nursing Business & Functional Requirement Standards</i> for the her last month and Margie and June commented. • Discussion about how Nursing data can be further supported on a national level and what role the CNIA should play in this. The group supported Eithne's suggestion that the CNIA approach the Canadian Nurses Association and Canada Health Infoway with a plan for addressing the critical need for nursing data Standards. • Tracy moved that Eithne and Margie approach the CNA (Nora 	<p>OPEN FORUMS are at http://www.cni.ca/forum/</p> <p>Eithne and Margie will work on a proposal to present to Nora Hamill (CNA) and Infoway.</p>



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		<p>Hammill) and Infoway about initiating a potential project and funding to address the need for further work to ensure nursing data inclusion in the Standards Collaborative and carry on the work of the Nursing Reference Group. Robin seconded the motion, all agreed.</p>	
2.2	Endorsement Proposal	<ul style="list-style-type: none"> Notice for the approval of the CNIA endorsement of the National Institute on Nursing Informatics is on the website. Comments were invited from CNIA members until October 25, 2011. All agreed that the endorsement should be approved. 	<p>Eithne will send a letter of approval to Lynn Nagle. June will send endorsement graphic for their website.</p>
2.3	Pre NI 2012 Event Planning	<ul style="list-style-type: none"> Margie, Eithne, Tracy, Lynn N, Kathryn Hannah, Margot McNamee and June are continuing to plan the one day event for Saturday June 23rd at McGill University, before the NI 2012 Congress (Montreal) via monthly meetings. Margie is working on a framework for the event. June has created a mockup for the Event registration webpage. An online payment area will be put up on the site once the mockup is approved by the Board. 	<p>The planning committee encourages all Board members to consider potential sponsors.</p> <p>Please send feedback on mockup to before next meeting (circulated to Board December 9)</p> <p style="text-align: center;">View Mockup</p>
2.4	NI 2012	<ul style="list-style-type: none"> Toolkit for promotion of event has been distributed CNIA is a Collaborating Partner, thus should be actively promoting the event. 	<ul style="list-style-type: none"> June will post to website.
2.5	STRATEGIC PLAN	<ul style="list-style-type: none"> Eithne revisited the Strategic Plan and reminded the Board that it needs to be reviewed again and edited. She asked that the Plan be accepted by the Board and carried forward for further refinement. Della moved that the Plan be accepted, Margie 	<ul style="list-style-type: none"> The Board will revisit the Strategic Plan and refine as needed.



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		seconded the motion. All agreed.	
2.6	AGM & ELECTION	<ul style="list-style-type: none"> • The CNIA Annual General Meeting will be held on November 24th, 2011 via teleconference at 15:00 EST. • Nominations are being accepted for several Executive Board positions until 09:00 am EST November 24th 2011. • A nomination form and more information is posted on the website until November 24 at 9 am at http://cni.ca/board.htm <p>Nominations to date include:</p> <ul style="list-style-type: none"> • President Elect: Patricia Rothney • Director of Memberships: Open • Director of Communications: June Kaminski will continue • Treasurer: Tracy Shaben • Jurisdictional Representatives: <ul style="list-style-type: none"> - Yukon: Open - Nunavut: Open - British Columbia: Leeann Currie - New Brunswick: Open 	<ul style="list-style-type: none"> • All Board members need to submit their report to Eithne for the AGM. June requested that reports be sent in Word format to facilitate collating for website posting. •
3	NEW BUSINESS		
3.1	TRAVEL POLICY	<ul style="list-style-type: none"> • Eithne circulated a copy of Canada Health Infoway's travel policy and recommended that the Board consider writing a policy to guide decisions about funding travel. • An example given relates to the two registrations CNIA will receive to attend the NI 2012 Congress as part of their Collaborating Partnership. How do we decide who these two people will be? 	<ul style="list-style-type: none"> • The Board will consider how to proceed with a travel policy.



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4	Committee Reports		
4.1	PRESIDENT (Eithne)	<ul style="list-style-type: none"> This is Eithne's last meeting as President. The Board voiced gratitude for her wonderful leadership. Eithne also thanked Robin (President, Treasurer) for his long years of service and Mary Eileen (absent) for her work in the Director of Membership position. 	
3.2	MEMBERSHIP ((Mary Eileen absent)	<ul style="list-style-type: none"> Eithne voiced the need to ensure that the newly registered members who joined for the October 27th event are registered for the 2011-2012 period. Eithne moved that this be accepted, Tracy seconded the motion. Margie reminded the Board that we want to make sure that our mechanisms for membership, etc. are fair, equitable and transparent. 	Eithne will check with Mary Eileen about the memberships.
3.3	COMMUNICATIONS (June)	<ul style="list-style-type: none"> June has updated the Member's Community Blog, Facebook and Twitter, Endorsement page. 	
3.4	EDUCATION (Cheryl absent)	<p>OCTOBER 27TH EVENT</p> <ul style="list-style-type: none"> Tracy reported that the event went very well, she felt very energized by the event. Cheryl did an amazing review of very difficult content. Della and Eithne reported that the participating Saskatchewan group really appreciated the event. Della said that the content reminded them of how much there was still to learn. All agreed that these events are very important and must continue and we should encourage more members to 	



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		<p>participate.</p> <ul style="list-style-type: none"> • The only regret is that the event was not recorded • We should also actively look at partnering with other provincial groups when they plan events. • We achieved 20 additional members from this one event alone. 	
3.5	FINANCE (Robin)	<ul style="list-style-type: none"> • Operational Budget reviewed. • Our biggest expense continues to be our Conferences, costing about \$20,000 to \$30,000. • We have continued to hold off organizing a bursary through the Canadian Nurses Foundation due to the need to invest \$30,000 to provide a funding pool for an annual bursary of \$1000. • Education Director needs funds to organize the webinar events. • Travel expenses for one or two Board members to attend our AGMs in person should be approved. • The IMIA Conference will be coming up soon – we usually sponsor a Board representative to attend. • We have also added the expense of sponsorship the NI 2012 Congress (\$8,500) • We have also provided some sponsorship to the recent Atlantic Informatics Conference (\$500). • We currently do not have any policies related to the Budget. • Margie moved that we appoint a taskforce to look at this and draft some related policies. Seconded the motion, all agreed. 	<p>A taskforce consisting of the President, Past President, Treasurer, one Director and one Jurisdictional Representative will be formed.</p>



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4	Jurisdictional Representative Reports		
4.1		<p>SASKATCHEWAN</p> <ul style="list-style-type: none"> Della reaffirmed that the Saskatchewan group who attended the October 27th educational event gained a lot from the experience. 	
NEXT MEETING: December 19, 2011 at 12:00 noon EDT			