



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

October 23, 2008

1:00 pm – 3:00 pm EASTERN TIME

**PRESENT: June Kaminski (Chair)
Eithne Reichert
Val Cartmel
Elaine Perreault**

**Robin Carriere
Virginia Ellis
Kate Burns
Tracy Shaben**

1.0 BUSINESS FROM PREVIOUS MINUTES

1.1. CNIA/CNA Breakfast held during eHealth Conference, Vancouver May, 2008

The CNIA and CNA sponsored a successful Breakfast meeting on May 6, 2008. A report on the highlights are available on the Minutes page of the CNIA web site. - <http://cnia.ca/minutes.htm>

About 60 nurses attended the Breakfast and voiced enthusiasm over the content and speakers. Suggestions for improvement: Book the breakfast earlier in the conference to allow time for nurses to network. Also, find a way to identify nurses as Rns to facilitate networking. The next ehealth conference will be held in Quebec in Spring 2009. Do we want to plan another breakfast?

1.2. CNA Biennium Conference, Ottawa June 16 – 18, 2008

Update given from Robin (Robin attended in June's place). There was very little nursing informatics content included, but generally the conference was enjoyable. The Saskatchewan conference that was held earlier this year was focused on Informatics and E-health, so perhaps that is one reason informatics was noticeably absent from the proceedings and key speakers.

ACTION: It was recommended that we encourage CNIA members to submit papers for inclusion in the May 2009 issue of the Canadian Nurse journal (the focus will be on nursing informatics). Perhaps, the executive board members should co-write a submission as well.

1.3. CNIA Annual Report for CNA (as Associate Group Member)

June is putting the finishing touches on the Annual Report that CNIA is expected to submit to the CNA as an Associate Group. A request for more news and events to include was discussed.

Val mentioned that the CNA were impressed with the last report June submitted for 2007 – the issues addressed were of interest to the CNA Board.

ACTION: June will circulate the report to the executive.

Eithne informed us that the Saskatchewan Group is launching a Peer to Peer Network and described the process of acquiring Infoway financial support for the initiative (proposal, etc. necessary)

Tracy described Alberta's efforts to form a Peer to Peer Network as well. Right now an eight member Advisory Group is being formed to provide advice to Deborah Allan of CARNA, regarding informatics issues and planning.

Val has also been working on forming a Peer to Peer Network in British Columbia, and described that there was some political opposition regarding resource allotment. The process involves a Memorandum of Understanding with Infoway if funding is sought to support the Network.

The Atlantic Nursing Informatics Conference was held in Halifax, Nova Scotia on October 2 and 3, 2008. About 60 attendees enjoyed the excellent program, venue, and organization. June led one of the PreConference workshops and gave the final address as the CNIA President.

ACTION: June will add these updates to the report.

1.4. Membership Updates

Mary Eileen was not able to attend, so a Membership Report was unavailable.

It was suggested that CNIA membership payments be linked somehow with the Provincial Group memberships. We do offer an Associate Membership cost (50% of regular membership). We will look into this possibility in the future.

All agreed that we can afford to spend some funds on adding value to memberships.

ACTION: We could also explore if some members would like to attend/listen to the Executive Board Meetings. June will send out a request to CNIA members.

ACTION: Virginia suggested offering some educational web casts. She will investigate setting up a web cast every two months or so, similar to the way ONIG offers web casts for nursing education. She will target to prepare a Web cast for January 2009.

1.4. Canadian Nursing Informatics Certification

June has contacted Nora Hammill about opening discussions on establishing a Nursing Informatics Certification program with CNA. Nora has sent on June's request to Leslie Barry, Manager of the Certificate Process but June has not heard back from her.

ACTION: Suggestions to form a Task Force was agreed upon – June will send out a call for interest.

Other suggestions regarding preparatory activities included looking at Richard Booth's work with the RNAO..also a doctor in Alberta has written some modules for medical students and physicians to use. June has also done some work with nursing modules. We should look at what exists already before thinking of planning new ones.

Perhaps a biennial approach to offering certification testing would be more manageable.

ACTION: Robin will check with COACH to see where they are at as far as focusing on nursing as a house specialty.

1.0 NEW BUSINESS

2.1 **Welcome New Nova Scotia Jurisdictional Rep:** Margie Ann Kennedy

2.2. **New Updates Blog (all Board members can add entries if they want to)**
<http://www.cnia.ca/updates/index.php?blogid=1>

June set up a new Updates Blog on the website using Nucleus. She is encouraging visibility and participation of the Board Executive (you can have a choice of using the Blog, posting in the Members Community, or submitting a column or report for the CJNI Journal).

ACTION: If Board members wish to write on the Updates Blog, just contact June – she will authorize them as a contributing author. If someone is enthusiastic enough, a separate blog on a particular focus, e.g. NI Education could be created.

2.3. **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.

ACTION: June will do further investigation into how to accomplish this task economically.

2.4. **Conference 2009 Planning**

It is time to plan our next conference in earnest. June has already asked Jeannie O'Reagan to help us again (she has helped us organize our last two conferences) and Jeannie has accepted.

June has also posted a survey for CNIA members to give their input into the choosing the best city for our third conference (in the Members Online Community area).

We need to decide the best dates, city and venue right away.

ACTION: June will ask Jeannie to investigate venue availability in the Toronto area (so far Toronto is the highest choice for city except for Vancouver).

The availability of a venue will help us determine the best date. We want to make sure we avoid the Thanksgiving weekend. Robin suggested that we might want to look at Resort Hotels as well, especially if they had a shuttle from the airport available.

Next, we need to invite key note speakers. All Board members (and general CNIA members are encouraged to submit suggestions right away for key note speakers). These will need to be booked very very soon.

Then we need to form our Committees. A call will go out for volunteers for the

Program Committee to review submissions and a Planning Committee to work out the logistics.

ACTION: We decided to have another teleconference the second week of November to devote to the planning more.

SUMMARY OF INITIAL TASKS FOR CONFERENCE ORGANIZING
Timeline: October 2008 to February 2009
1. Select host city
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

NEXT MEETING: mid November – perhaps November 11th?