



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

October 27, 2009

10:00 am – 11:30 am EASTERN TIME

PRESENT: June Kaminski (Chair)
Eithne Reichert
Elaine Perreault
Heidi Chevrier
Mary Eileen MacPhail

Margie Kennedy
Tracy Shaben
Robin Carriere
Pat Rothney
Kate Burns

1.0 BUSINESS FROM PREVIOUS MINUTES

1.1. Membership Updates (Mary Eileen)

There are currently 97 members registered for the 2009/10 membership year. All Non-member full conference registrants are given automatic membership for two years; and members who register for the full conference also get an extra year of membership until 2011.

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1.2 . Conference 2009 Planning

We are trying to attract sponsors and exhibitors but the climate is lean this year which influences company choice when it comes to sponsorship. We do not have any gold or silver sponsors yet; Infoway is our bronze sponsor. We do not have companies like ECLIPSYS, IBM, CERNER this time.

Discussion ensued about how to attract vendors and various board members identified specific vendors that they would approach about participating in this year's trade show or sponsoring the conference. We made \$42,000 from sponsors and vendors in 2007, but only have \$13,000 confirmed so far.

All of the approved concurrent speakers appear to be intending to come to the conference.

2.0 NEW BUSINESS

2.1 . Nominations for new Executive Board 2010 and 2011 (June)

- a) **New BC Jurisdictional Representative:** Susan Sepa (Votes Susan - 7; Jan - 5)
- b) **Treasurer:** Robin Carriere
- c) **Open:** PEI, NWT, Yukon Jurisdictional Representatives

2.2. **Bank Account: Single Signage Access – (Robin)**

Robin is willing to assume the role of Treasurer for another year.

ACTION: Robin will draft a role description for the Treasurer position to add to our other CNIA Board roles. This will change some sections of the President Elect role.

Robin has been in discussions with the Scotia Bank to investigate the easiest way to manage our account. Robin would like to change our account to Single Signage Usage officially to facilitate payment of monies owed, and allow Electronic Access including use of a Bank Card and ATM machine access.

Single Signage Access will extend to the President, President Elect, and Treasurer.

MOTION: The motion to grant approval of Single Signage Access to the CNIA bank account was put forward by Eithne and seconded by June. All Executive Board members present supported the motion with no non-supporters.

ACTION: Robin will follow up with the bank to organize this; hopefully Eithne Reichert (new President), Margie Kennedy (new President Elect) and Robin Carriere (Treasurer) will all be able to sign the bank forms during the Conference in November 2009. Robin will also prepare a financial report for the Conference.

2.2. **AGM Planning**

- Executive Board Changes
- Bylaws
- Financial Report
- Provincial Representative Reports
- News and Announcements e.g. NI 2012, COACH – HI designation

NEXT MEETING: AGM: November 24 2009 7:30 am Mississauga, Ontario