



Conference Call Meeting Minutes

April 21, 2006
1300 to 1500 Hours EST

Participants:

Robin Carriere (Chair)	June Kaminski (recorder)
Lynn Nagle	Claude Lemay
Pat Rothney	Nancy McCara
Val Cartmel	Mary Eileen MacPhail
Kate Burns	Margie Munch

1.0 Approval of Previous Minutes

- Minutes from January 16, 2006 approved with item #10 clarified as Travel Funding for Board Members, rather than "members".

2.0 Business Arising from January 16, 2006 Minutes

2.1 Board Composition

- New Director of Communications, Jane O'Heir has resigned. June Kaminski has resumed this position for the time being.
- The new jurisdictional representative for New Brunswick is Kate Burns who is taking over for Helen Spinney. The new representative for Manitoba is Pat Rothney, who is replacing Dawn Marie Turner.
- We are still in need of an Alberta representative.

2.2 Treasurer Role

- Lynn is waiting for a response from the accountant who is auditing our books. She will get a summary from him regarding the account, GST paid out, and our balance. The last tally was approximately \$57,000. There are still cheques coming in from the conference – a \$6,500 one from Health Canada just arrived. We need to look into investing, e.g. A GIC, bursaries, etc.
- We had approved up to \$5,000 for this audit, but it should only cost about \$2,000 for this one.
- If we hold a conference next year, we may want to look into hiring a manager to handle the task as it is a huge endeavor.
- We still need someone to act as Treasurer. Lynn is willing to carry on in the role until our next election. We need to revisit who should fill this role. The treasurer needs to communicate with the accountant, with the Director of Memberships, etc.
- We also need to look at Signing Authority issues. Right now, three people have signing authority – Lynn, the President (Robin) and the President Elect (June). Presently, Lynn can sign on own without a second or third signature. Should we require two signatures?



ACTION: Lynn will write out a Roles and Responsibilities list to outline the duties of the Treasurer (based on what she has been doing over the past few years).

2.3 CNA – Biennium Planning

- Alyse is busy working on the workshop materials with a colleague in Victoria. We have received up to \$3,000 for financial support to bring speakers to the Saskatoon conference. Robin, Val, Lynn, and Alyse are planning to attend.
- AGM Meeting: will be held at the Biennium Conference on Tuesday June 20, 2006 from 12:15 to 13:45.

ACTION: Robin will set up a conference call for the AGM meeting, book a room for the meeting, and set up the agenda.

ACTION: June will put up the summary of the presentation on the website after the Biennium

- Nora Hammel asked for a presentation on Health Outcomes through Nursing Data (HOPEC?) – 25 early adopter sites now using in Ontario. Due to be using across in Canada by 2009.
- Liz Hansen from IBM vertical system for hospitals wants to reach out to the nursing community, offered to have someone come and speak about Tech Trends.

2.4 NI2012 Bid

- We are partnering with the AMIA, US, and some Latin American countries (Mexico, Cuba) to submit a joint North American bid. We have decided on Montreal as the proposed host city. Thus far, no representative is planning to attend the NI2006 conference in Korea in June. We need to submit our intention to bid to Brenda Lori Shaw. The next conference call is scheduled for April 25th.

2.5 Journal / Website

- The first issue of the Journal (CJNI – Canadian Journal of Nursing Informatics) was just published, featuring the proceedings from our first National Conference from last fall. June has put out a call for volunteers for the Editorial Board and set up the Journal website at: <http://cnia.ca/journal/journal.html>
- It was suggested that conferences held by Provincial groups might offer some noteworthy papers to solicit for upcoming issues of the quarterly Journal.
- June has taken over the maintenance of the website again – it has been recently updated.
- Lynn suggested that Infoway Strategies for Clinicians would be a great topic. She is preparing a presentation on this for another function.
- Robin offered to assist with column writing for the journal.
- Further discussion related to advertising possibilities should be held.

ACTION: June will organize the CJNI Editorial Board and put out a call for submissions.

ACTION: June will add the Bylaws to the website “About” and “Members” pages.

ACTION: Board members need to send in their bios for the website if they have not done so already.



2.6 E-health Conference in Victoria

- COACH provided a table for us – we are looking for ideas about what to display on this table. Brochures and a banner will be provided. Lynn, Val, Pat and Alyse planning to attend.
- Lynn will represent CNIA at the Association Collaborative Breakfast

ACTION: Robin will update brochure and give to Lynn to bring to Conference.

2.7 Strategic Directions Document

- Robin seeking feedback – email or enter information by clicking on Discussions tab in Wiki area or can edit directly on Wiki if corrections needed, etc. By May 5, 2006
- Should put a link to the document on the website
http://www.cnia.ca/wiki/index.php?title=Strategic_Directions_2006

2.8 Bursary

- We had previously discussed the potential for funding a bursary through the CNA Nurses Foundation. More discussion is required to ascertain if this should be pursued.
- We could potentially give out our award during the COACH Informatics Award ceremony,. We need to discuss this more.

2.9 Event attendance / travel funding –

- The most pressing request would be to support a Board member to attend the Korean NI2006 in June.

2.10 Membership Form

- Mary Eileen has revised the form under the Position category and removed DOB. Send any comments on revisions by April 28th since renewal is due June 1st.

ACTION: Mary Eileen will send out a reminder to all members about renewals.

ACTION: June will post an announcement on the website about renewals.

3.0 New Business

3.1 Nursing Informatics Credentialing

- Health Informatics Credentialing process by COACH is ongoing, nursing informatics is low priority
- We did discuss this with CNA two years ago, need to revisit
- AMIA offers credentialing and exam
- Lynn and Robin have looked at weekend immersion courses like the ones done in US
- We need to talk to CASN, update what has evolved since our last educational survey in 2003



3.2 Supportive Partnerships

- Need to work on supporting all provincial groups to evolve and provide financial support as needed. Priorities: maintaining memberships, websites, administrative support, etc.
- All affiliate CNA groups have technical and administrative services, should we share resources?
- Would be great to have an annual meeting with all Provincial Association executives (or as part of national conference, biennially).

NEXT MEETING: TBA