



## **Conference Call Meeting Minutes**

August 11, 2005  
1430 to 1600 EST

### **Participants:**

Robin Carriere (Chair)	June Kaminski (recorder)
Lynn Nagle	Mary Eileen MacPhail
Claude Lemay	Nancy McCara
Helen Spinney	Margie Munch
Sally Remus	

### **1.0 Approval of Previous Minutes**

Minutes from June 13, 2005 approved.

### **2.0 Business Arising from June Minutes**

#### **2.1 Board Composition**

- Robin clarified with June if combining the President Elect and the Director of Communication positions was too much of a workload. June confirmed that she felt the two positions were manageable for now. Action will be taken to try to simplify the upkeep of the web site to accommodate a new Director of Communication in the future.

#### **2.2 National Nursing Informatics Conference 2005**

- Around 90 participants have registered to date (about 40 % capacity) Target: 165
- Few speakers have registered yet, when they do, the count will go up substantially
- Early Bird cutoff date is August 12
- Nursing Data Dialogue group is organized
- PreConference workshop is organized
- Program will go to printing on Friday
- Only 2 booths left in foyer
- All Board members attending asked to sign up for Moderator assignment
- A few door prizes have been secured, still need more
- Hotel block is booked at 70 % capacity
- Anything that needs to be added to the handout bags should be sent to Jeannie soon

- June will gather a brief description and update from Jurisdictional members to create a handout for the bags
- June will also send the Newsletter to Jeannie for printing for distribution at our booth
- Lynn ordered more CNIA pins to distribute

### **2.3 Journal/Newsletter**

- June sent out the newsletter in July to all members
- Next one will be published after the Conference, featuring Conference highlights
- Could begin Journal with Conference papers as first feature

### **2.4 Incorporation of CNIA**

- Process is complete, we have our GST number
- Lynn will send forms for signature obligations to Directors (for income tax purposes)
- Have to register all Directors, as well as Alyse's husband
- Need to make sure that we maintain pertinent records, eg. Minutes, Bylaws, No personal profit, etc.

### **2.5 AGM Agenda (Thurs. 7:30 – 8:30)**

- Reports (financial, membership, planning)
- Accomplishments (Erounds, Conference, Online Registration, Study Results usage)
- Need to look at Outcomes of Study and followup with pertinent stakeholders
- Membership Survey (emailed in August) Present results, prioritize goals
- NI 2012 Bid
- Journal – moving forward
- Goals for next 1 to 3 years (set up subgroup)
- Jurisdictional Group Reports
- Member Recruitment ideas (around 120 currently)
- Educational Needs
- Bursary

### **2.6 Bursaries (2 x \$500)**

- Alyse has not received any applications to date.
- June included an announcement about them in July newsletter
- Notice is also posted on Education page of web site
- Would like to award these at the Conference if possible

## **3.0 New Business**

### **3.1 New Brunswick Group**

- This group is almost formed and ready to operate
- looking for a President

### **3.2 Conference Board Meeting**

- A Board meeting for Board members attending the Conference will be held on Wednesday evening or Friday morning. Group preferred Wed.

### **3.3 CNIA Board Spam Mail**

- Robin and June are taking measures to reduce spam mail to Board members
- New form created on feedback page to reduce use of individual emails to Board members

**NEXT MEETING:** At Conference in September 2005.