



## Conference Call Meeting Minutes

August 9, 2006  
1300 to 1500 Hours EST

### Participants:

Robin Carriere (Chair)  
Lynn Nagle  
Alyse Capron  
June Kaminski (recorder)

### 1.0 Approval of Previous Minutes

- Minutes from April 21, 2006 approved

### 2.0 Business Arising from April 21, 2006 Minutes

#### 2.1 Board Composition

- Tracey Shaven is our new Alberta jurisdictional representative. .

#### 2.2 Treasurer Role and Finances

- The draft audit financial report is posted on the Wiki, Board Members should review and give feedback to Lynn. We now have approximately \$61,000 balance with all bills paid. Paid \$6.600 GST.
- We are losing opportunities for interest growth using the account we have currently. Robin suggested an ING Direct account. Alyse gave some information about the process.

**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).**

**ACTION: Alyse will investigate the different products available through ING and share with us.**

#### 2.3 CNA – Biennium Presentation

- The workshop led by Alyse went well – she has provided a Powerpoint of it to put on website.
- AGM Meeting: was held on June 20, 2006, small group convened.
- Robin also attended the CNA Associate, Affiliate, and Emerging Groups meeting. A strong need for administrative and technical support was voiced by all groups. Perhaps we could share these resources, if feasible.

**ACTION: June will put up the summary of the presentation and the AGM Meeting on the website.**



#### **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. There has been little communication over the summer. We all agreed we expect equal partnership, voice, and visibility in the planning and proposal writing for the bid.

**ACTION: Robin will gather more information from AMIA related to the Conference planning, steps to take re sponsorship.**

#### **2.5 Journal / Website**

- The second issue of the Journal (CJNI – Canadian Journal of Nursing Informatics) is being prepared for publication, featuring an introduction to the newly formed 21 person Editorial Board and some submissions.
- Lynn shared that Longwoods is interested in managing the Journal. June voiced concern that this Journal is intended to provide added value to our CNIA members, as well as provide an inventive voice to Canadian and global nurses working with informatics in various capacities. We want to keep this under the control of the CNIA.

**ACTION: June will reannounce that Calls for Papers for the Fall Edition (third issue) has been extended to September 20th, 2006.**

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

#### **2.6 Strategic Directions Document**

- Robin seeking feedback on the SD document. Email or enter information by clicking on Discussions tab in Wiki area or can edit directly on Wiki if corrections needed, etc.
- The link to the document is: [http://www.cnia.ca/wiki/index.php?title=Strategic\\_Directions\\_2006](http://www.cnia.ca/wiki/index.php?title=Strategic_Directions_2006)

#### **2.7 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.
- Further discussion ensued about potentially giving out our Bursary during the COACH Informatics Award ceremony, or perhaps creating a new Recognition award to honour those active in Nursing Informatics and offer it at the COACH awards. If we do present at COACH, we need to purchase a display table at the gala (cost is about \$2,500). Further discussion is needed.

**ACTION: Alyse will edit the bursary requirements and organize communication with members once we decide how to organize the award process.**

**ACTION: Robin will investigate this process further and prepare a memo for further discussion.**



### **3.0 New Business**

#### **3.1 Nursing and Information and Communication Technology**

- We need to review the CNA position paper on Nursing and Information and Communication Technology presently stored at:  
[http://www.cnia.ca/wiki/images/2/26/June\\_2006\\_DRAFT\\_rev\\_Collecting\\_Data\\_Nsg\\_and\\_ICT.doc](http://www.cnia.ca/wiki/images/2/26/June_2006_DRAFT_rev_Collecting_Data_Nsg_and_ICT.doc)
- The Feedback Form is at [http://www.cnia.ca/wiki/images/2/28/Collecting\\_Data\\_feedback\\_form.doc](http://www.cnia.ca/wiki/images/2/28/Collecting_Data_feedback_form.doc)
- The Original 2001 paper is also available at:  
[http://www.cna-aiic.ca/CNA/documents/pdf/publications/PS54\\_Collecting\\_Data\\_Nov\\_2001\\_e.pdf](http://www.cna-aiic.ca/CNA/documents/pdf/publications/PS54_Collecting_Data_Nov_2001_e.pdf)

#### **3.2 2007 Nursing Informatics Conference Planning**

- Discussion about the timing and venue for the Conference began. It was suggested that we hold the conference either June 12 to 14, or June 19 to 21, 2007. Toronto was again suggested for the host city due to easier access for attendees. We will need a bigger venue next time though. Suggestions included the Convention Centre at the Harbour Castle or the Main Centre on Front Street.

**ACTION: Lynn will ask Jeannie about venue costs, suggestions, and so on.**

- We need to form three Committees to plan this event:
  - Planning Committee (Robin, Lynn, June, Alyse volunteered) We need about 6 - 8 members.
  - Program Committee to review abstracts, etc.
  - Election Committee: to handle the next CNIA Board Election.
- Keynote Speakers – should be decided soon. Please think about this and give Robin your recommendations.
- Planning Committee should meet no later than the third week of September to begin to choose the theme of the Conference, select venue, etc.

**ACTION: Robin will prepare more information about the Committees needed, etc. And will send out.**

**ACTION: Lynn will approach Jeannie and Shannon Vyck about potentially contracting to help with the organization of the Conference.**

**NEXT MEETING:** Soon, to address Conference Planning decisions.