



## Conference Call Meeting Minutes

October 11, 2005  
1400 to 1530 Hours EST

### Participants:

Robin Carriere (Chair)	June Kaminski
Lynn Nagle	Claude Lemay
Helen Spinney	Nancy McCara
Jane O'Heir (recorder)	Val Cartmel
Kate Burns	Alyse Capron

### 1.0 Approval of Previous Minutes

- Minutes from August 11, 2005 approved.

### 2.0 Business Arising from Aug 11, 2005 Minutes

#### 2.1 Board Composition –

- New Director of Communications. Robin introduced the new Director of Communications, Jane O'Heir. Jane will work with June Kaminski in transitioning the duties.
- The new jurisdictional representative for New Brunswick is Kate Burns who is taking over for Helen Spinney. Kate is a RN from River Valley Health NB where she is managing the Documentation project. She is a founding member of the Nursing Informatics group in NB.
- Helen Spinney is the president of the newly re-established Nursing Informatics SIG of NB

#### 2.2 Treasurer Role

- Need to have someone on the CNIA board who has signing authority and who owns the process. Currently this role is part of the president-elect duties. There was a discussion of whether one or more signatures should be required, but general consensus was that we should stay with one because of the logistics involved in getting more. At this time, this role is subsumed in the President Elect role.
- We need an accountant to maintain the books and to do the year-end tax return. Robin and Lynn will follow-up re possibilities

#### 2.3 National Nursing Informatics Conference 2005 - Wrap Up.

- The MOH subsidy for the conference of \$20,000 is contingent on having liability insurance. We need this for the incorporation as well, so Robin will get quotes for this.
- The subsidy from Health Canada for Kathryn Hannah's presentation requires that her presentation and notes are bound. Lynn will work with Kathryn to get this done.
- ETA for slides: These will be on the Website by Thursday
- Next Conference: There was a discussion about the frequency for the CNIA conferences: whether every 1 or 2 years. It was felt that there was a need for more education and something should be done yearly. Options discussed included having a pre conference workshop prior to the CNA meeting and then having the CNIA conference every 2 years. Questions were raised about what the



revenue stream would be if attached to CNA biennium? Robin will discuss this with CNA. Other options included having workshops in multiple locations and more web based sessions. Discussions will continue.

#### **2.4NI2012 Bid**

- Robin attended meeting and discussed the current state of the bid. We are working with Mexico, US, and Cuba on a joint bid for the North America's, with suggested locations of Toronto, Montréal, San Diego, Baltimore. The driving factors for selection will be location, cost and number of potential attendees.
- Next steps – next meeting in November. We need to add more members; June and Jane volunteered.

#### **2.5Journal / Newsletter**

- The survey indicated that having a journal was not a priority; After much discussion, it was felt that a journal format for publishing the conference proceedings would be more professional. June and Jane will work on producing this and making available on-line.

#### **2.6Incorporation of CNIA**

- Insurance: We need to get general liability insurance up to \$2M - Robin is taking action on this
- Lynn needs SIN # for all on the board.

#### **2.7Discussion from AGM**

- Membership Survey Results: Robin will be sending out the collated results before the next Board meeting
- Strategic Directions: Robin has sent out an initial document to the group around what should be our key directions for 2006. June and Lise will be assisting with this

#### **2.8Bursary**

- There is potential for funding a bursary through the CNA Nurses Foundation. More discussion is required to ascertain if this should be pursued

#### **2.9Event attendance / travel funding –**

- The committee has agreed to support Lynn to travel to Indianapolis for a panel session presentation at the Sigma Theta Tau conference. The Board concurred that procedures and guidelines for funding events and travel were required.

### **3.0 New Business**

#### **3.1Longwoods**

- There was a discussion of additional options for e-education sessions, focusing on getting some support for the costs, potentially from the vendor community.

**NEXT MEETING: TBD**