



Conference Call Meeting

Minutes June 13, 2005

1500-1600 pm EST

**Participants:** Dr. Lynn Nagle (Chair)

Lori Forand  
Robin Carriere

Sally Remus

Alyse Capron

Mary Eileen Wall  
Nancy McCara

June Kaminski (Recorder)

## **1.0 Approval of Previous Minutes**

Minutes from April 25, 2005 approved.

## **2.0 Business Arising from April Minutes**

### **2.1 Board composition and nomination status**

- June Kaminski felt she enjoys her position as Director of Communication but is also willing to adopt the position of President Elect.
- Lynn suggested June could hold both of these positions for now.
- Group agreed that June would be great in the President Elect role and offered their support.
- Eithne Reichert is taking over as the Saskatchewan Jurisdictional Representative

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

- Letters have gone out to the accepted papers and poster presenters. We will have four rooms simultaneously featuring 40 papers. The majority of them are practice oriented.
- The preliminary program will go to print shortly, has the registration information.
- We have received some sponsorship funding.
- Early Bird registration is being extended to August 15<sup>th</sup>.

- Registration for CNIA membership is bundled with the registration fee for non-members.
- We need Board members who are attending the conference to help moderate sessions.
- Sally Remus suggested that we ask someone from RNAO to make remarks.

## 2.3 Nursing Informatics e-Rounds

- Lynn has a summary of attendance statistics, 300 people have participated so far.
- Longwoods is working on creating a more formalized process for e-learning.
- It was suggested that we should invite people from Longwoods to attend the AGM.

## 2.4 Membership Renewals

- Online registration and payment is now available.
- Online registration for institutional memberships has not been implemented yet due to complexity with multiple user payment. It was suggested that one person at the institution collect the payment from interested parties and submit the fee all at once
- Sally recommended that we look into how COACH does their online memberships for institutions.
- Affiliate follow-up process – we currently don't do a good job of making sure affiliate members are actually members of their professional organization. Strategies were suggested on how we can initiate this follow-up.
- There was some discussion about partnership with other organizations to either:
  - a) have CNIA accept payments on their behalf (for affiliates)
  - b) Work with groups currently accepting payments for affiliate groups to accept payments for CNIA (e.g. RNAO-ONIG).
- 2004 – 2005 had 100 members in the database
- Mary Eileen Wall needs the account number, then can deposit cheques directly into the CNIA account.

## Goals, Projects & Initiatives for 2005-2006

### 2.5 Newsletter and Journal

- June would like to put out a newsletter before the end of June.
- June will add a section about the Membership Drive.
- Sally will provide CHI advisory group information.
- Sally suggested that Kathryn Hannah could provide something about Health Infoway.
- Mary Eileen will provide something about the upcoming 10<sup>th</sup> anniversary conference in Nova Scotia.
- New Brunswick will be starting a Nursing Informatics group next week. Mary Eileen will

also provide some information about this.

- The BC group will be meeting in June, Alyse will get some updates about their initiatives.
- Robin will provide an e-Portal summary.
- Sally suggested that we use the Conference as a call for papers for the Journal.
- June will publish the newsletter by the end of June. Please have submissions in by June 24 – 26 weekend.

## **2.6 Incorporation of CNIA**

- Lynn received the FedEx package with all Board signatures today, she will submit it this week.
- Alyse's husband is a CGA and has volunteered to spearhead this initiative.
- We may need to look at establishing a Treasurer role. Alyse volunteered for the role, if so.

## **2.7 Thoughts on Agenda for AGM**

- Journal Initiative.
- Education Bursary
- AGM E-Rounds
- Membership Fees
- Bylaw Updates
- Survey about Membership Expectations (Alyse will develop content for this; she and Robin will work on this and distribute and collate in time for the conference)

## **2.8 Bursary**

- Need to setup criteria, etc. Most felt it should pertain to informatics.
- Will be two bursaries of \$500.
- June volunteered to work on it with Lynn and Nancy McCara.

## **3.0 NEW BUSINESS**

### **3.1 Listing Employment Opportunities**

- Agreement was given to charge for employment listings. June will check what other organizations are charging. Discussion ensued about having a tiered fee structure, with one fee for non-profits and one for corporations.

- Robin and June will look into automating the process more, ie. Postings and automation of payment
- It was suggested that we put any revenues from this toward the busary.

### **3.2Nursing Informatics Manual/Wiki**

- Robin reviewed some previous work that Jack Yensen had done and used it to create an outline for an online Informatics manual.
- There was some discussion about how something like compares to a mailing list (such as CARING). Robin pointed out that these technologies compliment each other – with mailing lists allowing for free flow of ideas and conversations, while the Wiki is more of a permanent repository for this information.
- Group agreed to leave this up and see what develops from it.

### **Next Meeting**

Summer 2005 TBD (Robin to send another survey).

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