



**Board of Directors Meeting
January 16, 2006 2:00 pm AST
Conference Call Minutes**

Participants:

Robin Carriere (Chair)

Lynn Nagle

Claude Lemay

Mary Eileen MacPhail (Recorder)

Val Cartmel

Nancy McNarin

Margie Munch

Nancy McCara

1.0 Approval of Minutes

- ◆ Minutes from October 11, 2005 approved.

2.0 Business Arising from October 11, 2005 minutes

2.1 Board Composition-

- The new jurisdictional representative for Saskatchewan is Eithne Reichert. Eithne is an Independent Consultant who is presently working on the Client Registry project for Saskatchewan. She is presently promoting the reactivation of the Nursing Informatics Special Interest group in Saskatchewan and will be participating in the CNA Biennium being held in Saskatoon.
- Presently the position for Alberta jurisdictional representative is vacant. Anyone who is interest in filling this position or nominating someone, please contact Robin.

2.2 Treasurer Role

- Lynn met with her accountant and discussed the role of treasurer. He has agreed to file CNIA taxes for 2005 for approximately \$1,200. The filing for GST payment is due at the end of March.
- Question arose, part of the bylaws for CNIA is to conduct an audited of finances and report on the same. Should this auditor process be put on hold or proceed with the process. It was decided to go ahead and start the process of having an audited financial statement for CNIA. The board has approved the spending of up to \$5,000 for an audit. Lynn will begin the process
- Conference books have not been closed. There are still a few outstanding conference fees that have not been paid
- Role of the treasurer will be discussed at that next conference call.

NEW BUSINESS

3.0 CNA

3.1 Review of e-nursing strategy

- Please review the circulated document and send feedback to Robin by the end of Jan. He will compile and submit to CNA on behalf of CNIA.

3.2 CNA Infoway proposal.

- Robin will circulate document, please review.

4.0 Biennium Planning

- Alyse has been working with CNA to develop and present a pre-conference workshop focusing on Nursing Informatics. Robin will follow up with Alyse and circulate and update. Eithne has volunteered to help Alyse and will contact her directly.

5.0 NI 2012 Bid

- Next meeting has been set for January 24th. Lynn, Robin and June are part of the committee working on the bid. There are also representatives from Mexico and Cuba on the committee along with approximately 6 members from the US.
- Focus on Canadian cities to host. Presently Montreal and Toronto are being recommended. CNIA board members expressed a preference for Montreal.
- Robin will contact Nora from CNA to seek support for a Canadian bid and Lynn will speak with Richard Alvarez.

6.0 Journal / Website

- Work has begun on the first Journal. Robin will circulate the links and follow up with next steps.
- Website meeting being planned. Goal is to simplify the maintenance of the CNIA website. June has begun the process.

7.0 Incorporation

7.1 Insurance

- Ministry of Ontario required CNIA to have Directors and Officers insurance coverage prior to financially supporting the first CNIA conference. Since then, the Ministry has waved the requirement and sent a contract to CNIA. They now require a final report on how the money was spent.
Robin will continue to look into the need for D&O coverage. He will send a message of to other groups and affiliations to gather information.

8.0 AGM Follow-Up

- Results from the membership survey will be circulated.

9.0 CNIA Bursary

- Suggestion has been made to have an organization other than CNIA administer the bursary. Eithne has volunteered to help Alyse. Administration fees and such will have to be investigated.

10.0 Event Attendance / Travel Funding

Suggestion has been brought forward and approved to provide assistance to members for purpose of travel to Informatics event.

- Robin will modify an existing travel form to meet the needs of CNIA.
- Criteria for acceptable travel will be developed
- Claude suggested developing a budget for CNIA. This would include insurance fees, accountant fees, membership dues, cost of conference calls etc. This will help to identify how much money would be available for travel. Claude will send Robin a sample of a budget form.

11.0 CNIA Membership Application

- Mary Eileen will be revising the CNIA membership application. Please send any suggestions, such as adding the registration dates on the form to her.

12.0 Overall Summary of CNIA Conference

- Jeanie is working on the overall evaluation of the conference. Lynn will follow-up and circulate.
- Books are not closed on the conference but there was a profit.
- Main criticism was that the conference venue was too small for so many people.
- Expense account breakdown will be circulated.

13.0 Wrap Up

Robin will send out a survey for determining the best available time for the next conference call.