



Board of Directors Meeting
December 9th, 2003
1500 - 1600 pm EST
Conference Call

Participants:	Dr. Lynn Nagle (Chair)	Sally Remus
	Lori Forand	Alyse Capron (Recorder)
	Jack Yensen	Robin Carriere
	Lucy Reyes	Mary Eileen Wall
	Mary Lou Casey	Dawn Marie Turner
	Laurene Larson	

Regrets: June Kaminski
Margie Munch
Claude Lemay

1.0 Introduction - Roll Call

1.1 Minutes from Oct 27th, 2003 accepted as circulated.

Business Arising from the Minutes of October 27th, 2003

2.0 Draft Bylaws

Discussion re memberships for vendors and non-nurses. Board agreed to associate member status for non-nurses, supporting full participation but no voting privileges, accessible through a reduced membership fee.

Next draft of bylaws to be informed by above discussion and redrawn with the following revisions:

- 1) Language that reflects above decision re associate status for non-nurses
- 2) Language that reflects no institutional memberships. Nurses who work for and are supported by vendors will be listed as individual members

3.0 Follow-up re OHIH Project

Lynn held a follow-up conference call on November 12, 2003 with the OHIH Project Advisory to apprise them of our work to date on the report recommendations. Although there has been much publicity around the OHIH report, none of the stakeholder groups (e.g., CASN, ACEN, ONP) has undertaken any followup activity. However, Kathleen Whittle from CASN expressed interest in gaining an understanding of work done to date by CNIA and others on the development of core competencies and is looking to CNIA for guidance in future efforts.

Action: Lynn will forward Kathleen's contact info to Jack for follow-up.

4.0 National Nursing Informatics Agenda/Core Competency Development

Lynn encouraged all board members to visit quick topics site and sign up/take responsibility for advancing the work. Members requested to engage in process.

Action: Lynn will lead agenda development, Jack to lead core competency piece. Board agreed to support Jack's initiative to continue moving competency work forward, and will provide opportunities for the Board to provide feedback and approval. All members to select a section to move agenda forward. See links below.

[National Nursing Informatics Agenda](#) - Quick Topic discussion

[NI Curriculum](#) - Quick Topic discussion

[CMaps Tool](#) - free software and collaborative concept mapping under CNIA folder.

5.0 Collaboration with COACH

Lynn shared she had been contacted by Gil Sampson (COACH) re willingness of CNIA to sign a letter in conjunction with COACH and CHRA encouraging Infoway to look at supporting capacity development. The board supported this direction but suggested the need to ensure a stream unique to nursing.

Action: Lynn to follow up with COACH – letter will be circulated to Board upon completion.

6.0 CNA Biennium Workshop

[CNA Biennium Workshop](#) - Quick Topic discussion

See above link for discussion re naming and content of workshop. Content may include concept representation as well as hand on demonstration/just in time learning object approach.

Lynn has been in communication with nurses from the Newfoundland jurisdiction who are interested in working with us on the Workshop. They are supportive and have shared thoughts re a successful workshop.

Videoconferencing to other sites was suggested. Organizing team agreed that the session would be recorded and available on demand.

Action: Lynn to convene working group (Jack, Sally June, 3 members Newfoundland).

7.0 Membership

Lucy reported that she continues to receiving 1-2 new applicants per month.

Membership Drive to commence Jan 1 with letter (draft distributed via email by Lucy)

Action: Jurisdictional reps to follow up with existing provincial groups to communicate Board decisions regarding structure.

This alignment discussion will need to continue and evolve. Discussion ensued regarding revising the fee structure to recognize membership duality for jurisdictions with existing interest groups.

MOTIONS:

Fee Structure

- **Reduce cost** - prorate fees by \$25 to reflect duality for provincial jurisdictional groups. For individual membership only at this time. Institutional membership is not to be reduced at this time. **Motion** – Adopt a reduced fee structure for members of affiliate groups as validated by jurisdictional reps. Motion carried.
- **Application renewal process** – CNIA will validate provincial membership through jurisdictional reps. Application renewal is submitted to CNIA at which time person self identifies as a provincial member and is then validated via jurisdictional rep. Motion carried.

Affiliate Status

- Board feels need to assure jurisdictional groups in line with CNIA; we have concurrence. Jurisdictional groups join as associate membership (no fee) with members joining as individual members. Board supports a mechanism to formalize jurisdictional affiliate status without cost.
- CNIA will formalize linkages/alliance with jurisdictional informatics organizations via a letter of recognition of their affiliate status. No associated fee. Motion carried.

Action: Lucy to articulate above in letter to be sent out as per membership drive. Invite people to renew by Feb 28th. New memberships can be renewed at any time. All please send comments to Lucy re letter and any adjustments to the membership form.

[Aligning Memberships](#) - QuickTopic discussion

7.0 E Health 2004

Lynn will secure a space for a meeting and has spoken to Roy Simpson who has agreed to speak to our group if he is invited as a plenary speaker. Breakfast meeting suggested. Forward any comments/suggestions to Lynn.

Additional Thoughts

Continue to meet every 2-3 months. Conference calls are still viable based on current funds.

Next Meeting

February 2004 - Lynn will arrange.