



Board of Directors Meeting
 February 24th, 2004
 10 - 1600 pm EST
 Conference Call

Participants: Dr. Lynn Nagle (Chair) Robin Carriere
 Dawn Marie Turner June Kaminski (recorder)

Regrets:

Margie Munch	Alyse Capron
Claude Lemay	Lucy Reyes
Jack Yensen	Sally Remus
Lori Forand	Mary Eileen Wall
Mary Lou Casey	Laurene Larson

1.0 Introduction - Roll Call

1.1 Minutes from December 9th, 2003 accepted as circulated.

Business Arising from the Minutes of December 9th, 2003

2.0 Draft Bylaws

Discussion re membership fees - the executive will be responsible for setting the fee price and then will request input from CNIA members about the price, any increases, and so on. A time frame needs to be set to ensure a reasonable number of days is specified for providing information regarding changes to the Bylaws and for any membership price hikes. Final version should be completed no later than 30 days before the AGM.

- **DECISION:** Approval from the executive to post the most recent bylaw draft to members and wait two weeks for feedback. Then they will be sent out to members for a definitive vote. An online ballot will be initiated. **Motion carried.**

3.0 IMIA - Nursing Informatics Competency Recognition Certificate Update

- Lynn encouraged all Board members to complete the Portfolio and send it to her. Lynn will take the results to the IMIA meeting in September.
- Lynn conversed with Norm Campbell and Janet Mann about assessing for certification. The CNA is open to different ideas and/or ways to assess nurses for certification.

- Lynn reviewed the Key Criteria for Specialty Designation from the CNA
- Discussion ensued about a preference for CNA support rather than having to use the US model. Although the Nursing Informatics Standards and the Scope of Nursing Informatics Practice developed by the ANIA are useful to our process as well.
- **DECISION:** We need to come up with a Business Case: this entails a lot of work to create the structure. But we will defer this for now. This topic will be revisited after the Board members complete their Portfolios.

4.0 Update on Planning for Informatics Workshop - CNA-Biennium - June 2004

- Lynn updated the group: the CNA will provide funds to cover the honorarium for a speaker and conference/travel expenses for one CNIA representative
- The working group has met via conference calls to plan the sessions. Some possible topics for discussion and/or demonstration include Webcasting, Telehealth; Order Entry; E-learning.
- We intend to generate some materials for distribution/publication to circulate to members, present on the website, add to the literature, etc.

5.0 Membership Issues and Updates

- Lucy requested input about changes to the a) membership letter b) membership renewal form
- Recommendations were made to remove the Vendors and Retired categories on the form. Vendors may become members but will now be categorized as Sponsors (if they choose this category). **All in favour, motion carried.**
- Perhaps more information regarding Institutional Membership should be added, eg. One membership for five employees, two memberships needed for ten employees, etc.
- A clearer definition of Student category was recommended. Any nurse engaged in full time studies qualifies for this category. Put a spot on the form where students can indicate their Program of Study.
- Recommended that we list the Provinces and ask members to indicate if they are members of any of the existing Provincial NI Groups.
- **DECISION:** Robin will work with Lucy to clean up the form fields so that the membership data gathered is relevant, useful, and non intrusive to the members.
- **DECISION:** We need to revise our CNIA brochure to have it ready for May E-health conference
- Kudos to Lucy for all her hard work!

6.0 Collaboration with COACH

- Lynn reported that we had not received any further feedback. There are some changes afoot regarding InfoWay. Lynn spoke to Lucille Ofrey about getting nurses engaged as stakeholders in the process
- Lynn is participating as the CNIA representative with Health Canada, etc. She will be attending a meeting in Ottawa in April.

7.0 E Health 2004

- Lynn received a copy of the preliminary final program today
- We have a meeting scheduled for 7:30 am and it is tabled in the conference brochure
- We are acknowledged as a supporting organization
- What do we want to do? The conference is being held in Victoria, BC this year. Alyse, Jack, and June may attend.
- We should bring up Provincial Group initiative at this event - to begin a BC NI Group
- Should we showcase a portion of what we end up doing at the Binennium?

NEW BUSINESS

8.0 NI Conferences

- **NATIONAL:** Board members explored the idea of having a National Nursing Informatics conference to add value to our association members. Perhaps we should target to have an official conference for the Fall of 2005?
 - This would include a call for papers, keynote speaker(s), and so on.
 - We need at least 18 months to plan this event as well as a Conference Planning Group and Sponsors
 - We should plan to publish the works presented at this conference to enhance the nursing presence in the e-health literature.
- NI2012: We should also begin to plan submitting a bid for the NI2012 Conference. The bid needs to be submitted by 2005. The CNA full supports our bid.
- **WESTERN REGION:** Dawn Marie added that the Manitoba Provincial association is planning a Western Region conference in the Fall of 2004 at the University of Manitoba. Susan Newbold will be the keynote speaker. The Board agreed that we should have some presence at this conference eg a booth.

9.0 Membership Database

- The executive discussed the need to automate the process. Robin will work with Lucy to streamline this process. Robin will also automate the membership mailing list within the new database.

Next Meeting

May 2004 - Lynn will arrange.

Adjourned at 1600 EST