



Conference Call Meeting  
Minutes Sept 15, 2004  
1200-1330 pm EST

**Participants:** Dr. Lynn Nagle (Chair) Lucy Reyes  
Alyse Capron Sally Remus  
Robin Carriere Mary Lou Casey  
June Kaminski (recorder)

**Regrets:** Dawn-Marie Turner Mary Eileen Wall  
Claude Lemay Lori Forand  
Jack Yensen Margie Munch

Call for Additional Agenda Items:

- Nursing Informatics Rounds
- Website Updates
- Members Only List

1.0 Approval of Previous Minutes

- Minutes of May 5, 2004, approved.

**Business Arising from May Minutes**

2.0 IMIA – NISIG, Med-Info

Lynn attended the AGM of IMIA-NISIG in San Francisco (September 7-11) and gave a report on Canada's initiatives in Nursing Informatics.

Canadian representatives are still required to serve as members on their working groups. Some of these groups include the Consumer Health, Management, Telematics, Evidence Based Practice, Informatics History and Standards Groups. Any CNIA member can be involved.

**ACTION:** Jurisdictional representatives will put out a call for representatives.

**ACTION:** Lynn will check to see if reps have to be a member of IMIA to be considered.

The IMIA-NISIG is currently looking for a webmaster. Peter Murray has been serving in this capacity for several years.

The group is working with the National Library of Medicine to create a record of the history of nursing informatics. There may be history that we wish to contribute from the Canadian perspective. We may also wish to keep a record for our own history and evolution.

Five people were elected as honorary members of the IMIA group.

The **NI 2003** meeting report was presented – there were 273 registrants, was a success.

The **NI2006** Korea planning group has issued a Call for Papers: due Aug. 31, 2005.

The **NI2009** bid was engaged in by Switzerland and Finland.  
Initial voting ballot was a tie, Finland won the bid on a revote.

The **NI2012** bid will be in North America, Canada has been strongly encouraged to submit a bid. The IMIA-NSIG president approached Lynn to consider submitting a joint bid. There has never been a joint dual country bid before, so we will need to carefully consider this. If anyone is interested in participating in the conference call to discuss this, contact Lynn Nagle.

The event costs about 400,000 Euro or \$650,000 Canadian.  
Letters of Intent are due by 2006 in Korea.  
The bid would be due in 2007 in Brisbane, Australia.

**ACTION:** Dialogue with CNIA members will be encouraged (via members-only listserv) to address the aspects of preparing and submitting a Canadian bid to host NI2012.

**ACTION:** Lynn will send a copy of the Bid Criteria to Board Members.

The IMIA Nursing Informatics Certificate program will be piloted in Australia and Norway. These certificates are intended to recognize those who have developed their nursing informatics competencies in other ways besides formal education.

### 3.0 Review of CNA Biennium Conference Informatics Workshop

The event went really well: we have been encouraged to offer a similar workshop at the next conference in Saskatoon in 2006. Participants were impressed with the panel discussion and Jack and June's webcast presentations. Our workshop was over-subscribed. IMIA members discussed how to present such an event globally. Their NI Management Group has submitted an abstract to ICN to do a similar presentation.

**ACTION:** Lynn will distribute extra binders from the workshop to Board members. Members to send Lynn their preferred mailing addresses.

#### 4.0 Membership Renewal

The database currently has 193 member names; 113 are active in 2004, 15 are new members.

Of the remaining:

- 20 had an inoperative email address
- 7 were retired
- 5 are no longer in nursing informatics
- 53 no responses.

It is important for us to understand why people are choosing not to renew their memberships.

**ACTION:** Lucy will follow up with the 53 who have not responded.

**ACTION:** Lucy will send these 53 names to jurisdictional representatives for followup.

**ACTION:** Lucy and Robin will look into creating a more formalized tax-exempt receipt for membership dues.

**ACTION:** Lucy, Robin and June will meet to discuss how to manage the membership forms, renewals, receipts and database for smooth membership processing online.

#### 5.0 Collaboration with COACH update

CNIA, CNA and other groups have been invited to participate in a collaborative forum to inform InfoWay's new structuring. The first meeting occurs on October 6<sup>th</sup> in Montreal. Nora Hammell will represent CNA.

Terms of References and Membership Guidelines were discussed.

**ACTION:** Lynn will distribute a copy of these documents to Board members.

A finalized approach is being organized to help guide meetings and contact rather than operating in an ad hoc way. Lynn presented a strategy about the need for education and tool kits in informatics to COACH members.

## 6.0 Nursing Informatics Rounds

Some sessions have been recorded and others have been arranged. More individuals are encouraged (the target is 24 sessions) to participate. It takes about 15 minutes to record the session; ask questions, volunteer and send slides in to Lina Lopez at llopez@longwoods.com

## 7.0 Provincial Group Support

The Manitoba Group has requested some financial support from CNIA to help fund their upcoming conference. Discussion also occurred about helping emerging groups with seed money, for example the new BC Group.

**ACTION:** \$500 has been given to support the Manitoba Group's Conference.

**ACTION:** Seed money to help the BC Group with their initial development will be given, if requested.

## 8.0 Budget

Our current balance is \$9,333.59. We need to renew our CNA membership for \$240. Discussion occurred regarding investing some of the balance in a short term GIC and setting up a Nursing Informatics Bursary.

**ACTION:** Agreement to investigate investing in a GIC. Lynn will investigate further.

**ACTION:** Further discussion during next meeting will occur about starting a bursary.

## **New Business**

### 9.0 Website Updates

Discussion occurred about charging a fee for Employment Listings. Should vendor members be exempt from this fee? Should we partner with an organization that manages employment opportunities?

Revenue opportunities need further discussion. Should we seek sponsors, and present conference intake announcements and employment listings for a fee?

Concern was raised about the skills needed to maintain the infrastructure (website, database, and so on) in the future. Should permanent professional staff be solicited to move CNIA forward?

**ACTION:** Further thought and discussion is needed on this.

**ACTION:** We should review our Philosophy, Mission and Information sections of the website.

**ACTION:** June will put up a newsletter icon on more pages of the website and also provide a pdf version of the Newsletter.

### 10.0 Masters/PhD Program

Frances Lau has provided an opportunity for up to 6 CNIA members to participate in the course content. Members can enroll as a student or observe. Nine virtual classes will be held from January to May 2005, every two weeks.

**ACTION:** CNIA participants should be encouraged to present a topic for the Nursing Rounds in exchange for the courtesy enrollment.

### 11.0 Election Planning

We need to begin planning the next election since the two-year period is up in January.

**ACTION:** Discussion will begin next meeting.

**ACTION:** Lynn reminded the Directors to keep a record of what they have done in their position over the past two years in order to pass this information on to subsequent Directors.

### Next Meeting

Late October 2004 Lynn will arrange.