



# Executive Team Teleconference Minutes

Date: August 25, 2017

Time: 1 PM EST

Chair: Bonnie Fleming-Carroll

Attendees:	Present	Regret	Absent	Name
	x			Eren Alexander
	x	<input type="checkbox"/>	<input type="checkbox"/>	Karen Breen-Reid
	x	<input type="checkbox"/>	<input type="checkbox"/>	Bonnie Fleming-Carroll
	<input type="checkbox"/>	<input type="checkbox"/>	x	Pam Hubley
	x	<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Pearce
	x	<input type="checkbox"/>	<input type="checkbox"/>	Kim Pike
	x	<input type="checkbox"/>	<input type="checkbox"/>	Louise Rudden
	x	<input type="checkbox"/>	<input type="checkbox"/>	Shannon Scarisbrick
	x	<input type="checkbox"/>	<input type="checkbox"/>	Jaime Sieraj
	x	<input type="checkbox"/>	<input type="checkbox"/>	Fiona So
	x	<input type="checkbox"/>	<input type="checkbox"/>	Jill Woodward

## Items

Previous Minutes Accepted by: \_\_\_Karen Breen-Reid and Shannon Sieraji\_\_\_

Agenda Item	Detail

<p>Presidents Update Bonnie Fleming-Carroll</p>	<p>AGM Update: The AGM will be held on October 22 from 1-3pm with lunch provided by CAPHC. This meeting will be a combination of the CAPN AGM and nursing leadership. After some discussion a possible outline for the meeting could be having a speaker for the first 40 minutes, outline CAPN and what has happen over the past year, presentation of the slate of officers/election of officers, how members can get involved with subcommittees then possibly brainstorming ways to disseminate information across the country. Possible speaker options are: Education Specialist on Sepsis or CNA representative. If anyone has any other ideas please let Bonnie know.</p> <p>CNA Update: Received a letter stating that CAPN has been confirmed as a Specialty Interest Group. There are 2 types of categories: an interest group and a practice group. The only criteria they felt CAPN didn't meet was being certified. Bonnie is following up with them to discuss.</p>
<p>Finance Update Karen Breen-Reid</p>	<p>The balance at the end of July is \$13,877.75 There are outstanding bills for conference call fees, possible printing costs for CAPHC and web design.</p>
<p>Communication Plan Update Fiona So</p>	<p>The initial communication memo is ready to be sent out and will be sent out today by Fiona. Please share this document with everyone and anyone. The link for the CAPN Facebook and Twitter accounts is included. Currently Fiona is the administrator for both accounts. If anyone has any experience with setting up a professional Linkedin account let Fiona know. Possible hash tags are: #CAPN or #canadapaednurse I'm not sure if I have them as Fiona intends.</p>
<p>Website Update Jaime Sieraj and Shannon Scarisbrick</p>	<p>The aim for the website is to have a clean design and a site that is easy to navigate. Things we need to consider are: what do we want on the home page, do we want bilingual options or will we just translate key documents. The next step is to get 3 quotes. Possible vendors to approach are the developers of the CAPHC website and the company recommended to Fiona and Bonnie.</p>
	<p>Meeting adjourned at 1:55 PM EST. Next meeting will be on September 29 at 1 PM EST</p>