



# Executive Team Teleconference Minutes

Date: Friday July 21, 2017

Time: 1:00 pm - 2:00 (EST)

Chair: Bonnie Fleming-Carroll

Attendees:	Present	Regret	Absent	Name
			X	Eren Alexander
	<input type="checkbox"/>	X	<input type="checkbox"/>	Karen Breen-Reid
	X	<input type="checkbox"/>	<input type="checkbox"/>	Bonnie Fleming-Carroll
	X	<input type="checkbox"/>	<input type="checkbox"/>	Pam Hubley
	<input type="checkbox"/>	<input type="checkbox"/>	X	Jennifer Pearce
	X	<input type="checkbox"/>	<input type="checkbox"/>	Kim Pike
	<input type="checkbox"/>	<input type="checkbox"/>	X	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

Guests:

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## Items

Previous Minutes Accepted by: \_Fiona and Pam\_\_\_\_\_

Agenda Item	Detail

<p>President's Update (B.Flemming-Carroll)</p>	<p>There is a Registered Nurse from Manitoba, Maria Steves, interested in participating and representing Manitoba. The logo is finished and finalized. Kim Pike has taken the position of secretary.</p> <p>i)The AGM will be held in the fall at CAPHC. The date is being finalized. Pam is following up with Joycelyn Fine about combining the AGM with the Nursing Leadership group.</p> <p>ii) First Communication deferred to the communication update</p>
<p>Financial Report (K. Breen-Reid)</p>	<p>The financial report was presented by Bonnie.</p> <p>Previous balance \$13,891.25</p> <p>CNA fee and banks fees paid leaving a current balance of \$13,651.75.</p>
<p>Communication Plan (F. So)</p>	<p>Fiona provided a brief overview of the Communication Strategy Plan. The key focus of this plan is to increase awareness of CAPN.</p> <p>Discussion surrounding the stakeholders identified that we should include CFAN as a contact for children and families.</p> <p>Bonnie has been working on a distribution list based on contacts made during the Delphi process and the development of the standards.</p> <p>The contact information of each Professional Association for the provinces and territories should be added to the contact list being developed by Bonnie. Each member can forward this information to Fiona. This can include all regulatory bodies and unions in your province/territory.</p> <p>CAUSN (Canadian Association of University Schools of Nursing) can also be contacted to obtain a complete list of nursing education programs.</p> <p>The first communication is ready to be sent out. Bonnie is ensuring all aspects are ready and functioning before it is sent out. This includes the methods of payment and registration to CAPN.</p> <p>Website development: vendor identification was discussed regarding the criteria for vendor selection, the ability to meet the August timeframe and making the decision on which vendor. The final decision for vendor selection should come to the board.</p> <p>Jamie and Shannon have agreed to continue their work with website development and develop criteria for selection.</p> <p>If anyone, after reviewing the Communication Strategy Plan, identifies other stakeholders let Fiona know.</p> <p>This plan will adapt and change as we move through the timeline.</p> <p>We also need to think about how CNA can link to the CAPN membership.</p>
<p>CNA Application and CAPHC Abstract Update (B. Flemming-Carroll)</p>	<p>There is nothing to date on the CNA website regarding CAPN.</p> <p>There is no update on the CAPHC abstract and poster applications.</p>

Slide Options (B. Flemming-Carroll)	To brand any messages coming from CAPN, it was thought standard slides would be helpful and in keeping with the logo and eventual colors of the website.  Three options were presented and discussed. Option 1 had triangles. Option 2 had strips. Option 3 had a red background. The choice was unanimously #1 with the triangles.
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Reminder: don't forget to send your bio including a picture to Bonnie.

It would be helpful to add 3-5 key words at the bottom of your bio to indicate your areas of expertise. These could be used by members when they are looking for a contact on a specific topic/area.