

# MINUTES

## Canadian Association of Paediatric Nurses

*Date | time* 3/31/2017 1:00 PM | *NEXT MEETING* 04/28/2017 2:00 (Eastern Time)

### Board members

Pam Hubley (regrets) | Karen Breen-Reid | Fiona So (regrets) | Louise Rudden | Jaime Sieraj | Kim Pike | Jennifer Pearce | Shannon Scarisbrick | Eren Alexander (regrets) | Jill Woodward

#### Item

**Previous Minutes:** Accepted as is. Approved by Louise/Seconded by Kim

**Terms of Reference:** Approved by Shannon/Seconded by Louise

**CNA Membership Update:** Karen has submitted the documents necessary for the membership. We have opted for an affiliate status vs. network status which allows for CNA members and non-members. This will also allow for pursuit of a paediatric certification process and exam. There was a question of including LPN/RPN's as members. The board members agree with being inclusive and will open to all levels of nursing if supported through CNA. Board members are asked to please send Karen an e-mail confirming whether they are a member of CNA for the application information by April 14. Karen's email address is karen.breen-reid@sickkids.ca

**Communication Planning Update:** The first communication was discussed. A draft letter was reviewed with no changes. A mail chimp account has been set up with Eventbrite for collection of fees until an association website has been set up. Bonnie has compiled a list interested in CAPN of 334 nurses that is a good start for mail outs. Louise also asked members if there are paediatric specialties in the different provinces that could be a contact. Board members indicated they would be happy to forward the communication throughout their organizations and broadly. Jaime and Shannon presented finding from an environmental scan of fee categories and structures from 45 Canadian specialty Nursing Associations (see slide deck and summary from meeting).

Proposed Categories & annual fees:

- **Regular/full/nurse -start with 40.00 then increase to 60.00 once website is active**
- **Associate/Affiliate-20.00 then increase to 30.00 once website is active**
- **Student-0.00**
- **Honorary Nurse-0.00-Recommended by Executive**

Karen will create a budget for next meeting to estimate capital need for website (development cost & maintenance, education material, awards/bursaries). Jaime and Shannon will highlight websites from their search that were appealing and easy to navigate which may be a starting point for the CAPN website.

Louise suggested the budget should allocate 10% of members' fees to awards and bursaries into the future.

Agreement that a conference would be something to work towards. CAPN AGM could be aligned with CAPHC conference or CNA general meeting or conference.

#### NEW BUSINESS

##### Setting a Communication Work Plan:

- Agreement regarding communication plan and timelines for website development and next steps
- Bonnie will work with Fiona to develop the categories for the plan. Each board member could contribute to a communication. Discussions of highlighting paediatric practice using the standards within a province

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or territory or sector was seen as favorable. Jill also suggested best practices. (ie. patient safety as many paediatric hospitals are joining Solutions for Patient Safety). Louise also highlighted the Canadian Data Standards may be of interest to nurses. She recently saw presentations focused on data standards by Lynn Nagel and Peggy White at the NLN conference in Toronto

- Bonnie and Fiona will present plan template at next meeting.

PLEASE FORWARD

**\*\*Bonnie is requesting from each interim board member a photo and short bio to put on the website and the mail out message.**