

MINUTES

Canadian Association of Paediatric Nurses

Date | time 5/26/2017 1:00 PM | *NEXT MEETING* 06/30/2017 1:00 (Eastern Time)

Board members

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

Item

Previous Minutes: Accepted with changes. Approved by Karen/Seconded by Fiona

President's Update: Bonnie reported on CAPHC webinar of the Canadian Paediatric Nursing Standards. Received good feedback and some questions regarding the availability of the Standards. Gained new interest in CAPN from the webinar as well.

A nurse from Manitoba, Maria Steeds from the Winnipeg Regional Health Authority is interested in becoming a board member and representing her province and child with disabilities in the community. The committee was keen on having her as a representative. Bonnie will follow up.

Logo review- Jill, Bonnie, Fiona, Karen and Pam reviewed and selected the final design for the logo. Bonnie presented the final logo for CAPN with color options. Group wanted more selection of color to ensure the colors would work and be appealing for the new website. Bonnie will go back to designer to get more options with possibilities for complementary colors and send out to the group by email prior to the next meeting.

CNA Application Update: Karen updated on status of application. Received higher status than anticipated. CAPN was accepted as a Network member instead of an affiliate member. Paediatric Nursing is considered a Specialty Interest Group of CNA.

Financial Report: An updated financial report was shared.

CAPHC Abstract: Karen submitted two abstracts for the CAPHC conference in October 2017 in Montreal. One for the Standards and one on behalf of CAPN.

Communication Plan: Fiona presented ideas regarding a communication plan framework. She highlighting the need to think about communications both internally within the board and externally facing. We need to consider Facebook, Twitter, etc. Fiona requested volunteers to work on the planning. The next meeting will focus on communications.

External Website Review: Jaime and Shannon presented a summary of the aspects of appealing and effective websites they researched previously. They impressed that the website should be clear, not cluttered, simple color schemes, and easy to find information. They found that having the navigation bar across the top was the most effective with categories such as Home, About Us, Membership, Contact, Login. They found that the opening page should have photos (patient and nurse). One site had a google translate button to translate to French. We still need to decide on member only content. Louise highlighted the importance of having materials ready for the website once we wish to move forward. The group felt it important to have a website as soon as possible.

NEW BUSINESS

Secretary Position: Bonnie requested volunteer for secretary board position. Contact Bonnie if interested.

Item

AGM planning: Bonnie proposed an October AGM in association with the CAPHC conference. This would be a good opportunity to have the first AGM. Pam will connect with CAPHC for arrangements.

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.**