



Annual General Meeting Minutes

Date: October 22, 2017

Time: 1:00 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"/>	X	<input type="checkbox"/>	Pam Hubley
	<input type="checkbox"/>	X	<input type="checkbox"/>	Jennifer Pearce
	x	<input type="checkbox"/>	<input type="checkbox"/>	Kim Pike
	x	<input type="checkbox"/>	<input type="checkbox"/>	Louise Rudden
	<input type="checkbox"/>	X	<input type="checkbox"/>	Shannon Scarisbrick
	<input type="checkbox"/>	X	<input type="checkbox"/>	Jaime Sieraj
	<input type="checkbox"/>	x	<input type="checkbox"/>	Fiona So
	<input type="checkbox"/>	X	<input type="checkbox"/>	Jill Woodward

Guests: ___Julie Watson and Sandyhaya Parek_

Items

Previous Minutes Accepted by: _No minutes to adopt as this is the initial AGM_____

Agenda Item	Detail

<p>Welcome</p> <p>Bonnie Fleming-Carroll</p>	<p>Greetings and introductions of board members present.</p> <p>Bonnie highlighted where CAPN is to date and holding our first AGM is a milestone.</p> <p>Thank you to the CAPHC organizers for helping arrange our AGM and moving beyond good intentions.</p> <p>Round table introductions of people in the room.</p>
<p>Guest Speakers: Julie Watson and Sandhaya Parekh</p>	<p>Implementing a Clinical Pathway: Eliminating Preventable Harm from Sepsis</p> <p>Sandhava is an interprofessional education specialist at Sick Kids in Toronto.</p> <p>Julie is an Advanced practice nurse at Sick Kids in Toronto.</p> <p>Julie gave an overview of the importance of looking into sepsis and providing safe care given that sepsis is the leading cause of death in Canada. Sepsis is a significant concern for healthcare. This pathway came from the review of 5 cases at Sick Kids.</p> <p>The intent of developing a clinical pathway was to bring everyone together in a unified approach to diagnosis and management of a patient with sepsis.</p> <p>Sandhava gave an overview of the educational design and implementation. She provided the overview of the key needs for nurses dealing with and identifying sepsis. They reviewed the evaluation of the education modules used to introduce and use the pathway. It was important to provide hands on sessions for the entire team when providing this education.</p> <p>It was beneficial to have a pathway that staff could refer to as a tool that aligned with existing practices.</p> <p>Key take aways for implementing change in practice are:</p> <p>Have a plan to apply key concepts, leverage existing opportunities, add variety to your education modalities, be consistent and be available and present and respond to problems in a timely manner to staff.</p> <p>Communicate the progress to staff and engage them in the change.</p> <p>An overview of the evaluation process was discussed. A key point was looking to see if staff were recognizing sepsis.</p> <p>Bonnie choose this as an example of the great work that nursing is doing through CAPN. We hope to build on these examples as CAPN grows.</p>
<p>Vision of Pediatric Nursing in Canada</p> <p>Bonnie Fleming-Carroll</p>	<p>Overview of the vision from the initial meetings of CAPN.</p> <p>Children, youth and families are healthier, safer and more able to reach their full potential as a result of our leadership in evidence based: policy development, advocacy, health promotion, early detection and family centred care.</p> <p>Having a united voice will help make this vision a reality</p>

<p>Review of the standards</p> <p>Bonnie Fleming-Carroll</p>	<p>An overview video of the uniqueness of pediatric nursing will be shared with the group</p>
<p>AGM 2017</p> <p>Presidents Report (Bonnie Fleming-Carroll)</p>	<p>The mandate and terms of reference were developed and completed this year.</p> <p>The initial meeting of the interim board was held in January 2017.</p> <p>Accomplishments:</p> <p>Secured interim Executive board positions with provincial and territorial representation</p> <p>Canadian Paediatric Nursing Standards on CAPHC website</p> <p>Created Terms of Reference for CAPN</p> <p>Secured domain name (paedsnurse.ca; paedsnursenet; paedsnurse.org; paedsnurse.com).</p> <p>Re-branding-logo, colors, templates</p> <p>Membership fees structure</p> <p>Review and revise constitution and by-laws</p> <p>Successfully secure National Network Specialty Interest Status with CNA</p> <p>Standards webinar for dissemination of Standards</p> <p>Set up site for member registration</p> <p>Interim communication plan</p>
<p>Financial report (Karen Breen-Reid)</p>	<p>Current bank balance \$12,697.49</p> <p>Currently CAPN is in good financial space as a new, beginning organization.</p> <p>It is important for everyone to recruit members from their areas and provinces.</p> <p>Questions from the floor:</p> <p>Is there any funding for exec to travel? Not at this present time. We have been using meetings organized by other groups.</p> <p>Would you consider advertising on the website once the site is developed? This could be a revenue stream.</p> <p>We do fall under the by-laws of the CNA.</p>

<p>Communication/ Marketing report (Fiona So)</p>	<p>The goals are to enhance awareness, promote opportunities for education and information sharing, foster a community of practice, develop communication platform which leverages other organizations and governmental agencies.</p> <p>Reviewed the communication plan developed.</p> <p>Website development is currently at the stage of identifying 3 vendors to secure quotes. This will likely happen in early 2018. There is a face book and twitter account for CAPN. The temporary email is paeds.nurse@sickkids.ca.</p> <p>Membership Categories:</p> <p>Regular \$40.00</p> <p>Associate no voting rights \$20.00</p> <p>Student \$0.00</p> <p>Honorary \$0.00</p> <p>Paediatric partner member \$20.00 for 2017 and then increase to \$30.00 in 2018</p> <p>By Oct 21 we have 41 members.</p> <p>We have members from a variety of provinces in the country with the majority from Ontario.</p>
<p>Interest group report (Louise Rudden)</p>	<p>PEDNIG has partnered with CAPN since the beginning of the development of the standards in 2014. The goal is to strengthen the profession of pediatric nursing.</p> <p>This position has transitioned to a board member of CAPN. This allows the action that the province wants to do and allow them to partner with the national organization of CAPN.</p>
<p>Elections of officers Bonnie Fleming- Carroll</p>	<p>Motion to have the Interim Exec Board members to remain in place for one more year (October 2018) in order to continue to build CAPN to a sustainable status. Unanimously approved.</p> <p>Motion to accept members from the following provinces: Saskatchewan, Manitoba, Nova Scotia, New Brunswick, Prince Edward Island, Yukon and Northwest Territories. Unanimously approved</p> <p>Motion to collaborate with the CNA to develop a Paediatric Nursing Certification Exam. Unanimously approved</p> <p>Looking at starting the development process in May 2018 which will take 8-9 months.</p> <p>22-24 subject content experts for a time commitment for 16-19 days to develop the exam.</p>

<p>Discussion of goals and objectives for 2018-2019</p>	<p>Could members have a few summary slides to bring back to our organizations? Yes!!</p> <p>Will we tag on to CAPHC every year? We did look at linking with CAPHC one year and CAN another year. This may not bring as many peds at CNA and education sponsorship is limited which may limit people to attend CNA. They would choose CAPHC. CAPHC is out west next year which may bring more interest across the country.</p>
<p>Website questions</p>	<p>Should it be membership only so to get more people aware of CAPN or do you eliminate the interest in buying a membership? Do you want to have a place to have conversations which isn't public?</p> <p>May need to have a separate person for website communication and managing information, social media etc. It is already identified that we need more board members involved with communication.</p>

Meeting adjourned at 3:03 pm.

We may be a small group today but we are a mighty group!!!!!!

Respectfully submitted by Kim Pike