



Executive Team Teleconference Minutes

Date: September 29, 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"/>	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
	X	<input type="checkbox"/>	<input type="checkbox"/>	Shannon Scarisbrick
	<input type="checkbox"/>	X	<input type="checkbox"/>	Jaime Sieraj
	<input type="checkbox"/>	X	<input type="checkbox"/>	Fiona So
	X	<input type="checkbox"/>	<input type="checkbox"/>	Jill Woodward

Guests:

Items

Previous Minutes Accepted by: __Jill Woodward__

Agenda Item	Detail
Presidents Update Bonnie Fleming-Carroll	CNA telephone conversation happening later today to discuss how CAPN can move towards being a Practice group at CNA.

<p>Finance Update</p> <p>Karen Breen-Reid</p>	<p>Bank Balance remains at \$13,877.75</p> <p>18 new members = \$680 in membership fees will be coming from Eventbrite.</p> <p>Communication coming out today to the distribution list regarding the AGM in October.</p> <p>Feel free to send out communication memos to anyone you think would be interested in joining CAPN.</p>
<p>AGM Planning</p> <p>Bonnie Fleming-Carrol</p> <p>Karen Breen-Reid</p>	<p>Oct 22 1-3 at the CAPHC conference</p> <p>Will work on develop communication about the AGM</p> <p>Room can hold approx 40 people.</p> <p>Speaker: Sandy Apparet and Julie Watson will be talking about the implementation of a sepsis pathway. The talk will be able the implementation process and evaluation related to that. This will be the first 45 minutes of the AGM.</p> <p>AGM will begin after this.</p> <p>AGM will consist of overview of the history of CAPN, swag will be available, membership will be possible, possibly review the standards again, update on finances, communication plan, website status, review future vision/strategic direction.</p> <p>Have copies of the Standards, Constitution and Bi-laws available.</p> <p>Maybe too early to have a call for elections but can seek representation for all provinces. It may be a good idea to get the approval of the group for the existing board to continue for now.</p>
<p>Communication Plan update</p>	<p>Fiona unable to attend today.</p> <p>Electronic update from Fiona regarding membership will be sent out with the minutes.</p>
<p>Website Update</p> <p>Jaime Sieraj/Shannon</p>	<p>One quote has been received from Lifeline Design (they developed the Community Health Nurse initiative website). The quote provides midrange options to high end options</p> <p>Shannon also contacted Top Creative which doesn't seem to be able to provide all the services we would need. Give that this company is not suitable Shannon and Jaime will seek another quote.</p> <p>Fiona is working on a quote from the Sick Kids website development group.</p>
<p>Information from CNA</p> <p>Karen Breen-Reid</p>	<p>Karen is the contact person for CNA which means that she has been receiving and vetting various emails on behalf of CAPN. Discussion was had about if this practice was agreeable. The decision was if she feels it needs further discussion the item will be sent out to the executive for their input.</p>

Meeting adjourned at 1:40 EST

Next meeting will be October 27 at 1 PM EST.