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|  |  | TOPIC  |  | **Action Required** |
| 1. |  | Approval of September 20, 2016, Minutes Motion: Heather L Seconded: Dianne |  |  |
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| 2. |  | Approval of Agenda (additions or deletions)Motion: Rosemarie Seconded: DianneThank you to Heather P for doing the agenda |  |  |
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| 3. | 3.1 | **BUSINESS ARISING****Re-evaluation of LNCAC as an organization:**Issues relate to concerns about minimal participation by members**Comments/Suggestions for Improvement:** Lynda shared frustration getting Ontario membership engagement. Lynda would like to assist with articles/reviews.Chris R: suggested putting time/energy/resources into member benefits and member moral. We need to rebuild trust with members about the organization goals and rebuild excitement. Educational sessions should focus on goals of legal nurse consultants.Dianne: will get back to people who are interested and enthusiastic to help. Dianne suggested getting feedback about topics for the January 17th meeting from CNPS. |  | **All suggestions and ideas are welcome and encouraged.** |
|  | 3.2 | **Fall Newsletter** The Newsletter was sent out to 600 lawyers. 250 copies were mailed out. Thank you to Heather L for sending it out and all those who contributed.Please send in your articles for the spring newsletter – big or small we will take them all. Chris also suggested posting a teaser of a case review in the newsletter – and then directing them back to the website for the outcome.It was suggested we send it out to other interest groups. Dianne suggested CNA would send out our newsletter to other specialty interest groups.We hope to have educational offerings at every meeting. |  | **Please consider sending an article for the newsletter.** |
|  | 3.3 | **2017 AALNC Conference** The conference will be in Portland, Oregon April 7-8, 2016. Register at: <http://www.aalnc.org/page/annual-forum17>Chris advised they are very open to speakers. Potential financial support from National will be discussed at Executive meeting.  |  | **Executive meeting** |
|  | 3.4 | **CNPS Speaker Update**We have the CNPS coming to speak at our January 17 meeting - please send in your questions to Dianne for the speaker to address.  |  | **Dianne to send email to membership** |
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| 4. | 4.1 | **NEW BUSINESS****Publishing Articles**Heather contacted The Barrister and the rest of Legal Journals about submitting articles for publication or for speakers. If anyone would like to help Heather please let her know. Chris also suggested partnering with a lawyer to write an article from 2 different perspectives (lawyer and expert) |  |  |
|  | 4.2 | **AGM**Will be discussed at the January meeting with membership |  | **Executive meeting** |
|  | 4.3 | **Status of the GVLCCA Chapter** We have renewed the website – but have not heard from any of the chapter members |  | **Executive meeting** |
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| 5. | 5.1 | **STANDING AGENDA ITEMS****President’s (Acting)Report**CNA has sent a notification to renew our status as a specialty group. Cost is $200. They are also a great potential resource to us and are willing to help the organization. Dianne to get more information for us. |  | **Dianne to check with CNA about resources available to us.** |
|  | 5.2 | **Treasurer’s Report**$376.07 in Paypal$500 to bank account$7702.83 in RBC accountWe did cancel Get Friday monthly services (65/month). We will now use them as needed. Heather has had them do our year end review.Heather is investigated a $99 charge under “National Money” which occurred in September. It is being investigated by RBC as well. Webex is renewed until April 2017 |  | **Executive meeting** |
|  | 5.3 | **Secretary Report**53 current members – 9 new members since SeptemberHeather L to send website suggestions to Heather J. We will post the Newsletter, January meeting on the website open to the public  |  |  |
|  | 5.4 | **Chapter Reports**Heather P/Carmela would like to organize an Ontario chapter meeting on December 6, 2016 – **To go on website: Ontario meeting, AALNC, CNPS speaker (Dianne to send details)** |  |  |
|  | 5.5 | Committee Reports |  | **deferred** |
| 6 |  | **Meeting adjourned at 7:15 pm MST****Date of next meeting January 17, 2017 with the CNPS speaker** |  |  |