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|  | | | **January 17, 2019**  **Facilitator:** Rosemarie Enokson  **Members:** Hannah, Wendy, Heather J, Dianne, Margaret, Kuldip (welcome everyone)  **Regrets:** Sondra, Heather P |
| Item |  | TOPIC | |
|  |  | Meeting started at 1810h MST | |
| 1 |  | Approval of previous minutes – October 11, 2018  Motion: Dianne  Seconded: Wendy  Motion | |
| 2 |  | Approval of agenda (additions or deletions) | |
| 3 |  | **BUSINESS ARISING - none** | |
| 4 |  | **NEW BUSINESS** | |
|  |  | **LNCAC Member details on the website (Chris M)**  Discussion was had regarding pros and cons. Consider what information you would want posted. Suggestions from the group around contact information include using a distinct, email, phone number, website, Linkd in account.  Chris M updated that there would be a disclaimer to lawyers that the LNCAC is NOT responsible for the verification of expert qualifications. This is the responsibility of the lawyer to determine with the LNC.   * **Chris M and Heather J to determine the process with our webmaster.** | |
|  | 4.2 | **CNA Update (Chris M)**   * CEO of CAN encourages everyone to join the CNA. They are looking at bundling fees along with licensing bodies. * Canadian Nurse now going online. Invite case studies from clinical staff. It is a journal that is open to the public. * Are working on education on cannabis and harm reduction. * Canadian Nursing Student Association are meeting in Calgary next week. | |
|  | 4.3 | **Mentors in the LNCAC**  Please consider your LNC colleagues as potential mentors (or invaluable contacts)! | |
|  | 4.4 | **Newsletter (Rosemarie/Heather L)**  Please send your articles to [secretary@lncac.com](mailto:secretary@lncac.com) for the spring edition | |
|  | 4.5 | Community of Practice  **Heather J:** discussed her experiences with her son and PFAPA: The syndrome of periodic fever, aphthous stomatitis, pharyngitis and cervical adenitis (PFAPA syndrome) is the most common cause of periodic fever in childhood.  **Margaret:** Has 6 cases on the go – 5 obstetrical and 1 neonatal. Put out CVs and business cards to 50 personal injury lawyers.  **Hannah:** NP in forensics and women’s health. Working with Kuldip. She was asked to review medical-legal charts. Needed background in this type of work. Struggles with lawyers who want a doctor as an expert. Looking for advice from the group on how to market.  **Dianne**: Is provincial coordinator for projects related to substance abuse. Is opening a number of supervised injection sites/clinics across Alberta.    **Chris:** Just completed a case and submitted a written opinion on a complex obstetrics case involving sepsis.  **Wendy:** No cases right now, trying to retire! Waiting on a new case. Works as a medical adjudicator reviewing files for disability.  **Rosemarie:** Case going to trial just settled before Christmas and has 3 more waiting on documents.  **As always a great discussion!** | |
| 5 |  | **STANDING AGENDA ITEMS** | |
|  |  | **President’s Report:**   * deferred | |
|  |  | **Secretary Report:**   * 12 paid updates for 2019 already | |
|  |  | **Treasurer Report:**  **Summer Overview/Summary:**  For Security and protection reasons, we transfer funds from PayPal on a regular basis to our RBC Bank account. Last transfer was:   1. January 17, 2019 - $1200.00   CONGRATULATIONS TO COLLEEN SIMON WHO WON A $130 FREE 2019 MEMBERSHIP AND SONDRA RUTMAN WHO WON A $200.00 USD AALNC 2019 MEMBERSHIP. BOTH HAVE BEEN REIMBURSED.  **As of January 17, 2019**  PAYPAL BALANCE: **$711.62 CAD**  RBC ROYAL BANK BALANCE: **$14,067.39**  **REVENUE:** Memberships & Advertising on Website  \*\*REMEMBER FEES DUE ANNUALLY JANUARY 1 OF EACH YEAR. DO NOT RENEW IN DECEMBER AS MEMBERSHIPS RUN ON AN ANNUAL JANUARY TO DECEMBER BASIS\*\*\* | |
|  |  | **ADVERTISING REVENUE**  Connect Experts: Chris Rokosh: Invoiced January 17, 2019 $540.00 for 2019 advertising on website  **EXPENSES: 2019**   * CNA MEMBERSHIP DUES 2019 RENEWAL: $226.00 PAID VIA CHEQUE * **GETFRIDAY** VIRTUAL ASSISTANT: $12/HR + Depending on type of project * May 28, 2018: $240.00 USD Get Friday: Accounting Year End Financials * **Webmaster**: $200 -2019 Annual renewal, $25/hr * **BLUEHOST FEES**: DOMAIN, HOSTING, GOmobi Mobile, Website Builder, Backup Pro, Sitelock , Privacy Protection (~$549.00/year) * **Sitelock**: $110/year USD. Gives us weekly risk score and website scanning results: malware, virus protection (Currently doing reviews on a more sophisticated website protection + intervention services) **ON HOLD: EXECUTIVE TO REVIEW** * **WEBEX RENEWAL**: August 30, 2018 $879.34 CAD Paid by Rosemarie Enokson secretary VISA (reimbursed via etransfer) We are **paid up to September 2019 now.** * **DREAMHOST FEES**: $10.95 usd/month for the [www.lncac.ca](http://www.lncac.ca) site (webmaster still needs to transfer files and codes so that this can be deleted) Webmaster in process of porting the domain over to DREAMHOST. f we can keep the .ca and mirror image the .com master site. I will follow-up * **June 2019: POTENTIAL FOR CAN BIENNIAL CONVENTION TRAVEL EXPENSE: we reimbursed Our President Heather Preston who** attended the CNA Biennial Convention in Ottawa representing the LNCAC and the Board this past year. A $500 Travel Expense Reimbursement was given. * **MAY 2019: AGM: APPROX $100.00 X2 GIFT CARDS FOR SPEAKERS**   Signed: Heather Johannessen, RN, BScN, MA(ed), NP(c), LNC  Treasurer LNCAC; Report: Subject to E +O (corrections) | |
|  | 5.4 | **Director at Large:**   * AGM speakers needed – Legal, clinical, court experience. Volunteer your colleagues or yourself! Please connect with Dianne at [dmdyer@shaw.ca](mailto:dmdyer@shaw.ca) * Hannah will connect with Dianne. Wendy P will consider. | |
| 6 |  | **Meeting adjourned at 2000h EST**  General member meeting: Jan 17/19, March 14/19, Oct 17/19  AGM: May 30, 2019  Exec meetings: Nov 22/18, Feb 7/19, April 11/19 (tentative for AGM planning), Sept 19/19, Nov 21/19 | |