



**CNHE/IISE**

Canadian Nurses for Health and the Environment  
Infirmières et Infirmiers pour la Santé et l'Environnement

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## **CNHE Executive Meeting Minutes June 15, 2010**

### **Members Present**

Fiona Hanley, Naomi Higenbottam, Jodi Macdonald, Shelly Archibald, Hilda Swirsky, Jennifer Otto

0830 Eastern time

The number: 416-406-5766

Toll-free Dial-in number: 1 866-596-5283

The Conference ID: (as always): 1570693

### **Review of Minutes**

Montreal Meeting May 30, 2010.

- These will be sent out via email.

-Identified three priorities website, executive change over, AGM.

Revisions and Deletions

### **Agenda Items**

#### **Website**

- This needs to be assigned tasks/delegated to one of the executive members possibly the communications officer. Included/ updated / revised within the constitution and bylaws at the AGM. Post the Teleconference information/minutes on the website.

- Goal date for Website- 2weeks. June 30<sup>th</sup>, 2010

- Have Fred send a formal invoice for work already completed

- Offer of \$400.00. Discuss method of communication

-get the use of members only feature working

#### **Executive member change over**

- This will take place in July the actual change over will occur in September. Hilda will take the executive position. Turn over some members this year and other the following to reduce the amount of change at one time. Voting will take place following the AGM. Need to appoint a nominating committee (Two regular members + two executive members) to be responsible for bringing forward more candidates Jodi and Fiona (two executive members along with two others regular members. -during the next teleconference we will see if anyone of the regular members is interested in sitting on the voting committee.

## **AGM**

- a room has been booked at the **FIRST national conference**, to be held in conjunction with the Aboriginal Nurses Association of Canada, the Canadian Men in Nursing Group, and the Diabetes Nursing Interest Group of the RNAO. The conference is set for October 25-27, 2010 at the Hilton Toronto Airport Hotel & Suites in Toronto, ON.
- approximate length discussed 2hrs.
- We are required to report twice a year to CNA once at the time of the AGM as well as ½ way through the year.
- Revisions/ deletions to the constitution and bylaws.

## **CNA conference and emerging groups**

- Hilda Swirsky met with the 42 other groups at the CNA biennial. Discussed retention and recruitment for member ship and the difficulties shared across groups. Discussed our group and introduced it to other individuals.
- Discussed being a broader group rather than breaking each group into smaller subgroups in order to increase membership. Discussed wanting to partner in the future for a conference with the Neonatal and Perinatal nurses of Canada partnered with the Association of Women's health.
- Discuss having a smaller interest group within each province. This will be discussed further in a future teleconference call that includes all members. Governed or registered through for example the RNO or CRNM.

## **Treasurer Report**

Number of members- 21  
Financial Statement- \$1299.54  
Have a report ready for the AGM.

## **Future Teleconference**

- Tuesday July 6<sup>th</sup> @ 0830, sharing of experiences, discuss website. Inform, connect and engage.
- Frequency of updates to website?
- discuss having smaller interest groups within each province. Discuss in a future teleconference call that includes all members. Governed or registered through for example the RNO or CRNM.
- Recruitment for 2 members for nominating committee.

## **FIRST national conference**

- Fiona to be a speaker at the conference discusses the group and how we were formed. Looking for feedback from the group to so that she is not individually presenting but rather presenting on behalf of the group. Abstracts to be sent in. Suggested topics included, how to form a green team in within your facility, links between air quality and cardiovascular disease (CVD).

## **Outreach to members**

- Future teleconference to be held July 6<sup>th</sup> @ 0830 Eastern Time
- Having the website up and running.

## **Communication**

- Have all individuals send information to the communications officer then have her send out a bi monthly update. This is until the website is functioning at full capacity. Fiona mentioned that Margot Parks discussed the use of meeting grants from the Institute of Health Research. What are the criteria to receive these grants what are other funding grants. Executive is to look at finding ways to support/fund group member's attendance to the AGM, educational seminars, etc.