



## 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 Notes March 11, 2010

Present: Hilda, Fiona and Shelly  
Regrets: Naomi and Jody  
Meeting commenced at 1600 hours EST.

#### 1. CNHE Accounts

- Discussion held around the establishment of the CNHE account. Naomi sent an email to the executive prior to the start of the meeting, indicating that an account had been opened on the group's behalf with the BMO. She indicated that the balance is currently \$500.00.
- Fiona and Hilda pointed out there were funds remaining from the previous calendar year (2009), which should put the balance somewhere around \$700.00.
- The group decided that it would be useful to establish a set of guidelines for the Treasurer:
  - 1) To allow the Treasurer to purchase a receipt book (which includes a carbon copy) and ledger for the financial administration of the association.
  - 2) To allow the Treasurer a temporary petty cash allowance of \$200.00 (to be reviewed once membership forms are disseminated and returned).
  - 3) To have the Treasurer divulge the account information (the name on the account, the bank account number and other information necessary for the administration and maintenance of the association) and financial statements to the President and Executive prior to its meetings and on a monthly basis.
  - 4) To have the Treasurer communicate to the Communications Officer the names of the members who have submitted a membership form each calendar year. Only the name of the member needs to be shared and this information is to be transmitted via email. The Treasurer will be required to maintain or update the membership list.

*Action:* **Hilda** will type up a formal set of guidelines to be sent to Naomi.

*Action:* **Fiona** will speak to Naomi to verify the current balance in the account.

*Action:* **Shelly** to communicate with Naomi to create and maintain a current CNHE membership list.

#### 2. Website Update

- As Jenn was not available, an in-depth conversation was deferred to a later meeting.
- However, it was decided that the cost of the development of the website should be kept at the bare minimum, and not to exceed the balance currently in the association's account.

- Fiona mentioned that her contact at Dawson College had informed her that website packages or hosting sites (i.e. GoDaddy.com) are available for a reasonable fee.

*Action:* **Fiona** will speak to Jenn to discuss the cost of setting up the website.

### 3. CNHE Joint Conference Update

- Shelly and Hilda provided an update to Fiona regarding the status of the October conference.
- They discussed the first meeting the Conference Planning Committee (CPC) had held in February, as well as the first priorities established, which included the need to advertise the conference as soon as possible. Shelly reported that the flyer is ready, and asked if this could be distributed quickly, as the deadline for abstract submission was in May 2010.
- Fiona wanted to clarify with Naomi that she is prepared to accept membership forms once they are sent out with the conference announcement, and that she would have assistance if she became overwhelmed by the response.
- Fiona and Hilda agreed that Shelly should send an email announcing the conference on the CNHE list serve ASAP.
- Shelly also reported that the first in-person meeting of the CPC will be held in Toronto on April 19, 2010.
- Hilda mentioned that part of the contractual agreement with ANAC and other partners was to advertise the conference on the CNHE website as well, and that this should be a priority for the group to have this up and running ASAP. Fiona and Shelly concurred.
- Hilda also discussed her role in setting up one of the panel discussions for the conference, *Policy Change for Ecosystem Healing*, and that invitations had been extended to a number of participants, including Dorothy Rosenberg, Dr. Gideon Forman, and Della Faulkner from CNA.
- Fiona suggested a number of other speakers that might be interested in presenting at the conference, including Jamie Harvie of Food Med.... and Dr. David Wallinga: Director of the Antibiotic Resistance Project at the US Institute for Agriculture and Trade Policy (IATP). She had met some of these individuals at the FoodMed/CleanMed Conference in 2006. She also raised the possibility of contacting individuals from Health Care Without Harm as well. See the following links: [www.noharm.org](http://www.noharm.org) and [www.foodmed.org](http://www.foodmed.org).
- Hilda also mentioned that she was responsible for organizing the entertainment for the first night of the conference, and that she had booked one singer and would be in contact with another.
- Fiona also mentioned that Jody had sent an email indicating that she would be interested in sitting on the CPC Abstract Review Committee. Shelly and Hilda both welcomed her participation, but they needed to speak with the other partners to see how they would proceed with the abstract review in late May 2010. They would get back to the CNHE executive as the list of priorities for the CPC grew over the coming months.
- Fiona raised the possibility of CNHE submitting an abstract to the conference. It was decided that the CNHE executive would wait to see how many responses they received for the call for abstracts before proceeding with a submission.

- Hilda also mentioned that a table would be set up pre-conference to sign up late-comers who had not yet submitted a CNHE membership form necessary to receive a conference discount.

*Action:* **Shelly** to email the conference announcement on the CNHE list serve.

*Action:* **Fiona** would liaise with Naomi to make sure she is aware that the membership form is to be sent out with the conference flyer, and to offer her assistance should she need it; **Hilda** also volunteered to help Naomi as needed since she is also in the Toronto area.

*Action:* **Fiona** to send an email link to Hilda regarding potential conference speakers.

*Action:* **Shelly and Hilda** to continue with their responsibilities established by the CPC.

They will be in regular contact with the executive as their responsibilities and workload increase over the coming months.

*Action:* **Hilda and Shelly** to discuss with the CPC how the Abstract Review Committee would be established, indicating Jody's interest in participating.

- Fiona and Hilda both discussed the need to continue the momentum created by the last CNHE teleconference on environmental health education held in February 2010. It was agreed that another teleconference would be held in late April 2010.

*Action:* **Fiona and Hilda** to set up a teleconference regarding environmental health education in late April 2010.

#### 4. Wrap Up

*Final priorities for the executive:* 1. Get the website going; 2. Send out the 2010 Conference Flyer with the 2010-2011 CNHE Membership Form.

Shelly volunteered to type up the minutes and distribute to the executive. Meeting adjourned at 1700 hours EST.