**CANADIAN ORTHOPEDIC NURSES ASSOCIATION - Edmonton Chapter**  
**Meeting Minutes**  
**Thursday, October 18, 2018**  
**1800h**  
**Edmonton Bone & Joint Centre**

**Attendees (11):** Kim Stewart, Cheryl Moisey, Guillaume Anderson, Marg Keddie, Rebecca Foster, Candace Kenyon, Dan Dupont, Daralyn Williams, Stella Callender, Christine Toews, Gillian Peterson, Viktoryia Zhuk

**Regrets:** Stacey Middleton, Louisa Pothier, Shirley Kobsar, Shabeen Altaf, Branda Kwan, Venesia Vu, Heather Carew, Bethany Lewis, Kathleen Cesarin, Tessie Poong, Nadine Carwell, Rebecca Gelhard

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION ITEM</th>
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<tbody>
<tr>
<td>1. Welcome and Call to Order</td>
<td>Meeting called to order at 1807</td>
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<tr>
<td>1.1 Round Table Introductions</td>
<td>No introductions made</td>
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<td>2. Approval of Previous Meeting</td>
<td>Last meeting minutes were accepted and approved</td>
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<td>3. Approval/ Additions to Agenda</td>
<td>Addition 6.3 made to the agenda and approved</td>
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<td>4. Standing Items</td>
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<td>4.1. Committee Reports</td>
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<tr>
<td>4.1.1. President</td>
<td>Nothing to report</td>
<td></td>
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<td>4.1.2. Past President</td>
<td>Regrets</td>
<td></td>
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<td>4.1.3. President Elect/Secretary</td>
<td>Nothing to report</td>
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<td>4.1.4. Treasurer</td>
<td>Bank accounts</td>
<td>Daralyn – Funds to be received from Event Brite</td>
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<td></td>
<td>• McMillan account $12,2018.94</td>
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<td></td>
<td>• CONA balance $54,247.81</td>
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<td>• Conference funds were dispersed from BonesDoc to CONA</td>
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<td>• $1960.01 paid and to be cleared yet, no funds have been received from</td>
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<td>Event Brite, another $85.51 is outstanding, food cost $2177.19</td>
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| 4.1.5. Communications / Social Media / Internet | • Focused time on Instagram Account  
• Has received many emails and responded | Guillaine to continue updates and advertisement |
| Guillaine Anderson | | |
| 4.1.6. Program / Education | • Orthopaedic Competency Day - Oct 15\(^{th}\) successful  
• 62 participants registered using EventBrite, 3 withdrew prior to event and 4 registered at the door to attend = 61, 11 CONA executive also attended. Stella indicated there were many ‘No Shows’  
• Revenue $3030, less $244.17 EventBrite fee = $2785.83, less the cost of food for 75 people at $2177.19, plus $200.00 cash collected at the door.  
• Teleconference was used for Grand Prairie and Calgary – some issues with the connection. No certificates will be issued for attendance as we do not know who signed up at that site.  
• Guillaine indicated that she has had requests for copies of presentations and that Daralyn, Louisa and Stacey have agreed to share them with the pictures removed.  
• Guillaine will forward any requests to specific presenters  
• Discussion about the posting of presentations due to copyright laws, and determined we would continue to indicate that people should bring writing materials for content and charged cell phones.  
• Rapid Reviews available on the website – suggested that a project be that and Addendum be added for information not included in Rapid Reviews. | Funds to be collected from EventBrite and costs cleared  
Alternative to Teleconference or Process needs to be reviewed  
Group needed to work on an Addendum to Rapid Reviews (to included content from conference not covered in Rapid Review document)  
Guillaine will forward requests to presenters. |
| Nadine Carwell  
Venesia Lu  
Stella Callender  
Dan Dupont  
Shabeen Altar  
Rebecca Foster | | |
| 4.1.7. Membership | • Currently 31 members registered. | |
| Cheryl Moisey | | |
| 4.1.8. Archives | Nothing to report | |
| Marg Keddie | | |
| 4.1.9. Funding | • No CONA requests for funding were received for approval  
• BonesDoc – All requests for funding were approved for Sept 15\(^{th}\) deadline in the total amount of $3593.80  
• 2 applicants for Certification funding were asked to access CONA funding and AHS funding offered by ML McKenzie  
• Next deadline is April 15\(^{th}\), 2019 | Daralyn/Christine – emails sent to recipients and receipts requested |
| Candace Kenyon  
Daralyn Williams  
Christine Toews | | |
• Hotel will be at the Delta at discounted rate $169.00/night, they have posted a Hostel and Bed & Breakfast as another option.  
• Call for abstracts deadline is Nov 15\(^{th}\) 2018 | CONA National President to meet with CNA CEO regarding certification |
| Candace / Guillaine/ Stella / Heather | | |
### Old Business

#### 5.1 Ortho Competencies Review Education Day Oct 15th 2018
- See information above under Program Committee
- Dan indicated he was very pleased to see approximately 12 Ortho Tech attend which shows the interest they have in certification

#### 5.2 Number of Ortho Certification Writers
- CNA is still insisting that they require 100 writers/renewals every year to maintain certification
- Currently there are 18 registered nationwide, and 26 eligible to recertify of which only 3 have indicated they will

#### 5.3 Teleconference Meetings
Deferred

### New Business

#### 6.1 Award of Excellence in Orthopaedics 2018
- Rebecca Gelhard was recipient of the Award and was presented on Oct 15th Education Day with flowers, photos were taken
- Rebecca was unable to attend today but Kim read a message of thanks

#### 6.2 Branda Kwan retirement
Deferred as Branda is away until the Spring 2019

#### 6.3 Renewal of Microsoft Office
- Microsoft 365 for laptop will expire in Nov 2018 and AntiVirus in Feb 2019 on the CONA laptop
- Motion was made by Dan that Guillaine could purchase renewal of both for 1 year or longer if able to be reimbursed by CONA local, seconded by Stella. Majority were in favor and motion was passed

### Next Meeting
**Thursday, November 15th, 2018 @ 1800h**
- Edmonton Bone and Joint Centre.

### Adjournment
Meeting adjourned at 6:52pm