



**Executive Meeting
October 22, 2011 at 10:00 am**

ATTENDANCE: Linda Perrier, Kathy Braaten, Megan Ferris, Jennifer Fortune, Almir Muhamedagic, Aimee Goss, Tracy Turner, Jana Hansen, Heather Gartner & Patti Dutka

1. Call to Order

Jennifer called the meeting to order @10:14 am

2. Adoption of Agenda

Adoption of Agenda by Kathy, seconded by Almir

3. Approval of Minutes - October 20, 2011

4. Executive Reports

- 4.1 **President-** report be placed on file as read
- 4.2 **Past President-** report be placed on file as read
- 4.3 **President Elect-** report be placed on file as read
- 4.4 **Secretary/Treasurer-** report be placed on file as read
- 4.5 **Publications, Publicity and Public Relations-** report be placed on file as read
- 4.6 **Professional Development-** report be placed on file as read
- 4.7 **Convention Planner-** no report

5. Old Business

5.1 Publishing members names on the website

Email was sent out to all the members, was also brought up at the AGM. Members will be given till November 1, 2011 to opt out. A tick box will be added to SHIMA Memberships, for those members who would like to opt out of having their names published on the internet.

Motion to not post non active members was brought forward by Kathy, Heather seconded. Need to contact honorary members about having their names posted on the internet. Kathy to forward names to Tracy for people who do not want their names posted on the website.

5.2 MUGinar

There seemed to be confusion with MED 2020 regarding how many sites could be set up for this session. Found it to be poorly organized. MED 2020 should have been more professional. Talk to those who attended the MUGinar, send concerns to Kathy so she can draft a letter to be sent to MED 2020. SHIMA should send out certificates to those members who attended, once a list of registrants is received.

5.3 Policies and Procedures for executive positions

Each executive member should create policy & procedures for their position, then sent out to the other executive members for approval.

5.4 Kathy Marcotte Award

Money was donated to Pancreatic Cancer in Kathy's name. Kathy will look into a plaque for Kathy's family.

5.5 Corporate Sponsorship

Sponsorship posted on the website with the different levels that are offered. Look at what other provinces are doing to get sponsors, Kathy will look into this.

6. New Business

6.1 Credit Card payment for SHIMA dues

Paying for credit card service, how much would this be? Also look into the option for members to E transfer their dues to SHIMA. Kathy, Tracy and Jennifer will look into this at the appointment for changing signing authority.

6.2 SIAST Program Advisory Committee – Nov 4

Aimee has agreed to attend the committee meeting on November 4th in Regina as the SHIMA representative.

6.3 Telehealth Teleconferencing

Look into using Telehealth for SHIMA executive meetings; we will need to get information on this. Jen will talk to Helene about this.

6.4 SHIMA Bursary/Application

Jennifer drafted up a form that could be placed on the website. Those applying could email or mail their application to the finance committee.

Proposed new deadline for January 30, 2012, for this year only otherwise date will stay September 30th of each year. Heather motioned, Tracy seconded it.

6.5 HI & T Week – CHIMA email

Decided to not do the contest again, as Rural sites struggle to get resources together. Pre packaged displays could be made for all sites? Heather will forward ideas to Kathy.

6.6 Retention Policies for SHIMA

Sharon Penney wanted to use SHIMA website to show policies for Health Regions. However, each region has different policies geared toward their own Health Regions. Kathy will talk to Sharon about this.

6.7 For the Record

Aimee has not yet received her tote. Two newsletters will go out a year, one in spring the other in fall. Each executive member should write a Bio on themselves and email to Aimee by November 11th. Newsletter should contain what the executive is up to. Free memberships will be given to those who submit two articles, also count for education credits.

6.8 Pictures for the website

Send pictures to Almir so he can update the website.

7. Other Business

- Pictures of merchandise and prices to be updated on the website
- Create a SHIMA facebook page for members
- Tickets for the Kathy Marcotte blanket raffle should be back by November 10th, draw to be done November 14th. All proceeds to Pancreatic Cancer.
- Tracy Turner was recruited to replace Megan Ferris as the Secretary Treasurer for the 2011/2012 year.

8. Date of Next Meeting

TBA

9. Adjournment

Meeting was adjourned at 11:56 am