

**CS Association Meeting**  
**January 19, 2009**  
**Royal Alexandra Hospital**

Minutes of the meeting

**Attendees:**

Diana Rickard, Brittany Holmes, Janet Wolbeck, Janice Protassiwich,  
Becky Geeson, Ana Quintanilla, Tracy Moody, Pam Mohr,

Meeting was called to order at 1746 hours

Minutes of the last meeting were not circulated. They will be circulated with the minutes from the January 19th meeting.

Treasurer and Secretary Positions remain vacant.

**Communication strategies:**

- ✚ Teleconferencing on demand allows for 10 ports at a cost of .24 per person per minute
- ✚ Communication via speaker phone using 4 ports
- ✚ Chat line via computer

Web site: Brittany and Diana working on the power point presentation and once that is Completed then this will have to be submitted to the Ministry of Health's office for approval

**History of the Surgical Processors' Association**

- ✚ Dissolved as a Society in 2005
- ✚ There are established By Laws and those will be forwarded to Donna by Becky
- ✚ These by Laws will have to be reviewed and updated if necessary

First priority is that we must be recognized as an Association.

**Conference in October**

- ✚ Book the speakers starting in February
- ✚ Vendors should be booked by June 10, 2009
- ✚ First notice of Conference should go to all reprocessing departments by May 15th.
- ✚ Tyler from 3M wants to be involved and he will be contacted
- ✚ Janice to put together a blue print of the conference "to do" list.

**Conference suggestion:**

- ✚ Pam Mohr would like to see concurrent sessions where there would be a selection of
  - ✚ work shops that provide hands on training:
  - ✚ issues that a processor deals with
  - ✚ More knowledge of instruments and what to look for.

### **Wellness session as part of the conference**

- ✚ Have selection of massage therapy, reflexology for people to try.
- ✚ Stress reduction techniques.

### **For the Next Meeting**

- ✚ Copy of the bylaws
- ✚ Conference Luncheon
- ✚ Central Location for phone conferences
- ✚ Donna P to contact the Ontario and Nova Scotia Associations for feed back on opportunities they may have had and we can avoid and positive things that happened that could be capitalized on.

Next Meeting February 9th 2009

Place to be determined

Submitted by Becky Geeson