

# **Alberta Surgical Processors Meeting**

**April 27, 2009**

**Teleconference hosted by Donna P**

## **Minutes of the meeting:**

**Attendees:** Announced by Site: Wetaskiwin, Lethbridge, Medicine Hat, Calgary, University of Alberta, Grande Prairie, and Donna's House.

**Meeting was called to order at:** 17:35

**Minutes from last meeting amended by:** Becky Geeson,  
Seconded by Moira Finley

**Additions to Agenda:** Barb Bolding about Conference on Professionalism in Vancouver.

## **Reports:**

**Chair:** Donna is still communicating a lot with facilities trying to open the lines of communication. She is trying to get the May Letter for the Conference together. Also, she is still working of getting prices for the hypnotist.

**Secretary:** Nothing to add at this time.

**Treasurer:** There is still seven thousand dollars in the account. We are a very frugal bunch, as we are using our own money for some of the expenses. Janice and Becky will be writing a cheque to Donna for the conference call expense.

**Web Design:** Brittany and Diana were unable to attend. Becky gave an update of their behalf. The girls are going to resend the progress of the web design to Becky for overview. Becky will then send to the Minister of Health for approval. Hopefully by Wednesday this will be done.

### **Conference:**

**Report on Assignment:** Barb Bolding will be talking at the conference on Decontamination. Janice P was not available for the meeting so no update of the presenter for power tools. The Camrose girls were also not able to attend, but Donna stated they were trying to get in touch via email with Becky, as they had some questions pertaining to the motivational speaker before they went ahead. Audrey and Tracy have got Dale Kennedy from Olympus and Grant McEntire from Pentax to speak on Endoscopy for the concurrent session. Donna has enquired about the Hypnotist for the Friday Night and the price is quite steep ranging from \$1250.00 to \$1750.00 for one hour. Becky stated that we were a non profit organization and she thinks we could spend the money. It was decided that we would book a Hypnotist for the Friday Night and see how well it goes over for this year. It was brought up to maybe put the National Exam on the website as well. As for the facility for the conference Donna has talked to the representative for the Capri Centre and she has stated we have everything organized and ordered for September for Confirmation. Blocks of rooms have been set a side for this time period. As for the Vendor Sponsorship, Tracy is still working on it. As for going around to vendor booths it was agreed upon that there just hasn't been enough time to see the vendors. It was discussed to extend our break times to compensate for this. Extending the Conference to 4:00-4:30 was also brought up.

**The Saturday Schedule so far is as follows:**

**7:00-8:15 Registration**

**8:15-8:30-Welcome Speech**

**8:30-9:30-Elections**

**9:30-10:15-First Break**

**10:15-11:15-Presenter for Decontamination**

**11:15-12:15-Group one Lunch**

**12:15-1:15-Group Two Lunch**

**1:15-2:45-Concurrent Sessions**

**2:45-3:00-Second Coffee Break**

**3:00-4:00-Motivational Speaker**

**4:00-4:15-Closing Statement and Draw**

**We are also asking Vendors donating to giftbags to supply for around three hundred people.**

**Discussion for May email out:**

The letter will be a broad overview of the conference stating where it is, what time, the date, the cost, etc. We were all in agreement to this. Donna will take this over and send the letter when it is ready. We will be sending out registration forms by August 10, as this gives more time for the registrars to organize receipts, and getting money to the treasurer etc. We are having October 1 as the deadline for early registration.

**Elections:** The elections will be announced in the May email to all facilities to give people a heads up and to hopefully get some interested people to run for certain positions. Donna will send out a different letter to outline the responsibilities for each position. It was also discussed to have managers involved in the association as they have a more flexible networking ability, contacts with sales reps and potential educational contacts.

**Additions:** Becky Gesson will be sending Donna details on Barb Bolding for decontamination.

Our next meeting will be a teleconference as this went really well. It will be May 27 from 5:30-7:30 hosted again by Donna.

**Meeting was adjourned at: 18:55**