

## **Wednesday August 5, 2009**

### Tele Conference

Attendees: Tyler- 3M  
Tracy- Wetaskiwin  
Debbie and Ruby- Red Deer  
Donna- RAH-interim President  
Becky- UAH- interim Secretary

1734 hours the tele-conference meeting was called to order by Donna P  
Minutes accepted as circulated: Motion made by Debbie and seconded by Tracy

Secretary has resigned due to the change in employment. Becky Geeson will be the interim Secretary until the conference and election in October.

### **Treasure's report:**

Janice forwarded the information but she was not on the telephone conference call.

July 30<sup>th</sup> 14 vendors have registered.

Getinge has agreed to sponsor the Friday night event.

3M has signed up for the Saturday AM coffee.

There are already 8 students from SAIT that have registered.

**Bank balance 15,865.85**

It was moved by Donna P that the name be changed

FROM

Northern Alberta Association of CS/SPD

TO

The Alberta Association of Central Service Sterile Processing and Distribution (AA CS/SPD)

Debbie seconded the motion and all were in favour.

### **WEB Design:** Report Becky

We have registered with **Can Reg.com** for a sum of 52.40.

The organization has also registered with Hostmonster .com for a fee of 142.80 American which works out to 163.57 Canadian. The domain name is: [aacs-spd.ca](http://aacs-spd.ca)

Business name is: Alberta Surgical Processors

### **Conference:**

Conference brochure will go the printers August 24<sup>th</sup> and will be mailed out to the various sites by August 27<sup>th</sup>.

Every site and everyone who has submitted an e-mail address will receive an electronic copy. In addition a hard copy will be mailed to all Hospital/Medical sites.

Gift bags: Ray Nault has the gift bags and they will be delivered to Red Deer for assembly.

October 3<sup>rd</sup> will be a face to face meeting at the Capri Hotel. This meeting will be a luncheon meeting to decide on the food for the venue.

Lunch will be paid for by the Association for those attending. Motion made by Debbie

Seconded by Tyler

Time of the actual meeting will be announced at a later date.

Friday night hypnotist and the venue has been all confirmed as per Donna.

**Election of Officers:**

The positions that have to be filled for the operation of this organization are:

President

Vice President

Secretary

Treasurer

Conference and Education interest groups will be formed out of the general membership.

Elections: Donna will submit a procedure as to how the elections will proceed on the day of the conference.

Extra time will then be given to Miles Murphy to discuss the Standardization of the Surgical Processor exam in Canada.

Wednesday September 2<sup>nd</sup> 2009 A teleconference call will be set up. Agenda and meeting details will be sent out by Donna closer to the day.

Meeting to adjourn the meeting was made by Tracy and seconded by Tyler.

Meeting adjourned at 1730 hours.

Minutes submitted by Becky Geeson