



PANBC MEETING

February 9, 2016

Time: 2004 hrs

Location: via Oovoo

Attendance:

Lorna Jensen

Jane Ngai

Kylie Thirlwell

Emily Aubry

Levi Abaya

Shelley Bondi

Elaine Krieger

Apologies:

Holly and Mariam

Purpose of today's meeting: To gather ideas for conference

Conference Theme

- Group has decided that theme for 2016 conference will be "Connecting our roads to surgical recovery. From previous experience, speakers aim to format their topics/ presentation into the theme.
- Conference date set on November 5, 2016 at Morgan Creek Golf Course in Surrey, BC. Holly had sent the deposit to the venue already.

Vendors

- *How many vendors do we need?* Due to limited tables and space availability, we can only accommodate maximum 6 vendors. Draft brochures and letter of invitations are sent to the vendors by March.
- Letter templates for each vendors are available in google drive under folder titled Conferences →2015 Educational Day Conference →Vendors request 2015
- The more invitational letters sent to vendors, the better. Some provide financial resources to the organization / conference without attending or representing their company on site.
- Emily to send out email/letters to vendors. Needs to have draft brochure of the conference sent with the letter.
- Complete draft brochure, it can be re-drafted as speakers for conference are confirmed. We need to get pictures, contact Dwight. Vote on pictures to be used

Speaker/Topics

- *How do we contact speakers and what is the most effective form of invitation?* From previous experience, informal communication to invite speakers is effective. It's good to get speakers from different sites.
- Each Speaker would talk for 45mins with a 5 min Q&A session Aim for 5 talks + 1 inspirational speaker
- Possible Topics for this Year's Conference:
 - Matrix System – Dr James Bond, Respiratory - Surrey - Lorna to make contact
 - Malignant Hypothermia was a big topic request. Contact Dantrolene rep for possible speaker.
 - Panel Discussion - representative from different health authorities to discuss their experience and challenges with their units (15 min. each). Touch base with Rhonda from private health clinic.
 - Function of Pre-assessment Clinic
 - Marijuana effects on pain Management – Invite Dr. Cole from Acute Pain Service SPH as possible speaker. – Mariam to make contact
 - Transfer of Care – giving out report verbal or SBAR, resource speaker from CRNBC? Or Kim McKinley –patient safety board
 - Inspirational Speaker: Meg Soper or someone from Satir Institute to introduce Satir Iceberg theory. Potentially googling inspirational speaker, previous speakers been \$500-1700. When reaching out mention non-profit status of organisation
 - Other potential topics would be OSA – Hot Topic

Other Business

- Regional Reps: Many thanks to Elaine for staying on as VGH/Vancouver Coastal Rep. Extend our reach further; look for regional reps or volunteers from different region. Connect with educators from various hospitals
- AGM: Despite previous suggestion from feedback forms to remove AGMs, Lorna advised not to take out AGM it contains legalities that are required. Perhaps the AGM can take place before lunch or after lunch period on the day of conference. It should be presented with recognition that it is a difficult item that needs to be addressed
- Invite merchants to sell in the outside booths? From previous experience, there have been issues arise from noise complaints and not selling enough products.
- PANBC email to be set up for Levi and Emily. Emails to PANBC members are to be sent out through the PANBC site instead of personalized email address.
- Potentially give swag/giveaways a miss at future conferences
- Please like the Facebook page and post links etc., Lorna mentioned it was difficult to post on the page, can we check this
- Website remains a work in progress but thanks to Jane to all the hard work that she has put in so far

Meeting Closed 21:05

Since the meeting Elaine has contacted Meg Soper – who unfortunately costs more than we can afford – so this idea is ongoing