

CHICA EASTERN ONTARIO

FILE BOX FOR ARCHIVES, REFERENCE & CONFERENCE MATERIALS

CONTENTS

ARCHIVES

1. Minutes of all Executive and General Meeting, including summary of task group/committee reports, or the report itself. **(Not complete - some executive minutes missing)**
2. Annual reports **(not complete)**
3. Annual financial transaction records (including financial records for 6 years if not retained by Treasurer. (See Policy) **(Only those records included with minutes are in the box)**
4. **Chapter historical documents**
 - a) "Sailing into the '90s" 1990 National Conference Kingston - Records, video tape, decals
 - b) EOPIIC logo - Boat (original graphic)
 - c) Chapter Achievement Award submissions for previous year's activities.
(In box: 1991, 1993, 2000, 2001, 2002, 2003 & 2004).
 - d) Certification Board of Infection Control submissions for previous year's activities.
(In box: 2001, 2002, 2003 & 2004).
 - e) Award plaques received **(In box: CBIC - 2003 & 2004) - to be displayed at SEOICN.**
5. Chapter History - work in progress
6. Chapter Charter Certificate - Original

REFERENCE MATERIALS

Chapter administrative resource material retained for future reference & use.

1. Facilitating Successful Meetings binder
2. Sudy Package

CONFERENCE MATERIALS

1. Conference planning manual (Updated 2007)
2. Posters, CHICA Pencils, Signs,
1. CHICA Eastern Ontario Policy Manual - signed originals. **Nov 28/07 Executive decided to leave signed copies with the Past-president.**
2. President correspondence - history. **To be located**
3. CBIC Award received in 2001 - **Dana has this plaque- will transfer to SEOICN.**
4. Chapter Achievement awards received in 2001, 2002, 2003. - **No special documentation.**
5. Conference: * Ribbons, name tags & labels, laser labels, identification dots, receipt book. Thank You Cards, Door Prize coupons, etc **Are stored at SEOICN office.**

AWARD SUBMISSIONS OUTLINE

YEAR	FOR	CBIC	3M	PREPARED BY	RESULT
1991	1990		X	?	
1993	1992		X	?	
2000	1998/9		X	Shirley McDonald	
2001	2000	X	X	Shirley McDonald	
2002	2001	X	X	Dana Boomhower	WINNING ENTRY FOR CBIC
2003	2002	X	X	Dana Boomhower	WINNING ENTRY FOR BOTH
2004	2003	X	X	Shirley McDonald	WINNING ENTRY FOR BOTH