

# CHICA EASTERN ONTARIO

## FILE BOX STORED IN THE SEOICN OFFICE

### CONTENTS

#### A: ARCHIVES

- 1. **Minutes of all Executive and General Meetings:**  
*(Not complete - some executive minutes missing)*  
**including**
  - summary of task group/committee reports, or the report itself.
  - Available correspondence
  - Annual reports to CHICA-Canada
  - Budget for the year
  - Annual financial transaction record
  - NOTE: Treasurer must retain financial records for 6 years. (See Policy)
  
- 2. **Chapter historical documents**
  - a) **"Sailing into the '90s" 1990 National Conference Kingston**
    - Records, video tape, decals, T Shirt
  - b) **EOPIC logo - Boat** (original graphic)
  - c) **Chapter Achievement Award submissions** for previous year's activities.
  - d) **Certification Board of Infection Control submissions** for previous year's activities.

**AWARD SUBMISSIONS OUTLINE – X copy is filed with Archives**

YEAR	FOR	CBIC	Chapter Achievement	PREPARED BY	RESULT
1991	1990		X	?	
1993	1992		X	?	
2000	1999		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
2005	2004			Shirley McDonald	
2006	2005			Shirley McDonald	
2007	2006			Shirley McDonald	
2008	2007		X	S Cooper, M Barbaesy, S McDonald	
2009	2008			S Cooper, M Barbaesy, S McDonald	
2010	2009			No submission	
2011	2010				

- e) **CBIC Award plaques 2002, 2003 & 2004 - displayed at SEOICN.**
- f) **Chapter Historical highlights** (Blue Binder) (with Carol)
- g) **Chapter Charter Certificate** – Original – in original Policies Manual
- h) **Lois Rae Memorial**

#### B. CONFERENCE MATERIALS

- a) Conference planning manual (Updated 2007)
- b) Posters, CHICA Pencils, Signs, Business card holder
- c) Ribbons, name tags & labels, laser labels, identification dots, receipt book.  
Thank You Cards, Door Prize coupons, velcro etc

#### C. OTHER

- 1. President correspondence - history. **To be located**
- 2. Policies retired (with Carol)
- 3. Terms of Reference retired (with Carol)