



*MUNSS Meeting Minutes
February 4, 2013
Health Science Center 2J13*

Call of the Role

Present

Rebecca Cosby (President), Lindsay Roorda (Secretary), Shona Zanyk McCormack (Social Chairperson), Chantal Barry (Social Chairperson), Laura Vanhie (Awards/ Scholarships Chairperson), Genevieve (McMaster Education Chairperson), Madelaine Deitner (Conestoga Education Chairperson), Dustin Gibson (Mohawk Education Chairperson), John Valerie (Communications), Claire Wolfe (Welcome Week Co-Planner), Jin Lee (RNAO Rep), Thomas Beattie (CNSA OD), Mathieu Payette (Conestoga CNSA AD), Yuna Jang (CNSA McMaster AD), Grant MacNeil (Mohawk Level I Rep), Kevin Kim (McMaster Level I Rep), Taylar Divenanzo (Conestoga Level I Rep), Sindus Al-izzi (Conestoga Level I Rep), Erin Niewegloski (McMaster Level III Rep), Lisa Platinga (Mohawk Level III Rep), Emma Kruis (Conestoga Level III Rep), Shane Inconencio (McMaster Level IV Rep), Claire Wolfe (McMaster Level IV Rep), Brayden Bursey (Mohawk Level IV Rep), Martina Zvalena (Conestoga Level IV Rep), Mallory Detzler (Conestoga Level IV Rep), Chris Wituik (RPN-BScN Rep)

Excused Absence

Ayaan Mohamed (McMaster Vice President), Mariah Roeck (Conestoga Vice President), Jessica Amey (Treasurer), Jennifer Troop (Uniform Chairperson), Mackenzie Peirson (Mohawk Level III Rep), Maja Bugarski (Conestoga Level III Rep), Macy Gundran (McMaster Level II Rep), Joshua Carvalho (CNSA Mohawk AD), Matt Nusselder (Conestoga Level II Rep), Sarah Douville (Welcome Week Co-Planner), Beth Fitzgerald (Conestoga Level II Rep)

Absent

Shannon Laing (Mohawk Level II Rep), Vipul Derami (Mohawk Level II Rep), Marisa Kucha (Mohawk Vice President), Samantha Gibson (McMaster Level II Rep), Sabrina Sacchitiello (Accelerated Stream), Tharshika Sugumaran (Accelerated Stream Rep), Amanda Osmond (RPN-BScN Rep),

Motion	To begin the meeting
Motioned by	Yuna Jang (McMaster CNSA AD)
Seconded by	Laura Vanhie (Awards/ Scholarships Chairperson)
Motion conclusion	Passed by general consensus

Updates and Housekeeping

Awards

- award nomination packages will be out after reading week
- leadership award, community award and service award

RNAO

- BPG workshop for mental health and addiction will likely be March 9, 9-4
- Calling facilitators tomorrow to work out details

Level III

- people are starting to register for nursing games
- will be holding an information session about nursing games soon

Conestoga

- Friday Feb 15, 11-2pm
- Stethoscopes, buttons, etc.
- Selling spirit wear and formal tickets
- Will be playing a slide show with Conestoga information
- Conestoga reps, please e-mail Conestoga VP with information

Level IV

- diabetes workshop, 50 people registered
- hoping to hold another workshop after career fair on the same day and time for mental health

Education

- cover letter workshop on the same day before career fair
- Level IV student interested in prep course, you have to email them to express interest
- The cost for the prep course is \$165, held through Mohawk college
- Name and phone number

Shane: please provide us with more information regarding this, as several people have mentioned it is very similar to Mosby's

Laura: there is talk of workshop days for CNRE prep free for students

Social

- started sales officially today

- busses are booked
- please promote sales before MUNSS day

Level I

- \$53 made with bake sale for relay for life
- Relay for life will take place 15 – 16th of March

Communications

- more editing templates since there is more time
- will be getting going soon
- Please send in pictures to communication@munss.ca
- Please send important dates to communication@munss.ca
- \$45 for Level VI, continuing education course through Mohawk, for jeris prudence exam, 3 hours long

Bring a Buddy Meeting

- bring a fellow nursing student to generate interest for next years executive
- essentially doubling in numbers, we have \$35 to contribute to food

Dustin: we have money in our budget to donate towards food.

- Bring a buddy meeting will be held on March 12th
- Please bring someone who you feel would be a good representative so that we can introduce them to the process

Yuna: What if there are votes of confidence?

A: we will push all elections to the second have of the meeting

Brianne Gardhouse Memorial Award/Memorial

- attended a meeting yesterday to get more information about what Mohawk is doing in regards to memorial
- the meeting was to discuss a memorial service on March 22nd, it will be held at sometime between 12-2pm, at McMaster University
- information about memorial will be on the MUNSS page and Nursing pages
- I was told that an award would be in MUNSS hands, however, today there has been changes and concerns brought up about family wishes and sustainability of the award
- I made the aware that we will make it a priority to ensure funds for this award
- The award is not for sure, however progress is being made

Orientation Planner Election Committee Discussion

- Thank you for sending in electronic votes !
- When we actually went over documents we discovered that general members are allowed to apply for the position
- We felt that the information provided did not reflect this and the date for application has been extended with the majority of votes

- The application date will be closing on Feb. 8th

Social – Student Gifts Vote

Motion to allot \$1100 to Nursing Formal, \$650 to Graduation Formal and \$450 to MUNSS Day Raffle

- we voted to have \$500 allocated as a student gift at nursing formal
- do we want an iPod or Kobo available at both MUNSS days as a raffle?

Laura: how to you qualify?

A: it is up for discussion.

Dustin: My issue, people that are unable to attend MUNSS day are disadvantaged

A: that is why we put one on MUNSS day as not all people attend nursing formal either

Laura: If it is a student gift we cannot charge money for fundraising. I feel like we should have one big box to put your name in, one draw for both Conestoga and McMaster.

Thomas: Are all students able to participate?

A: It would be another addition to the several purchases that can be made at MUNSS day, all those that fill out a slip are eligible to win

Mallory: I think it is a good idea, as it allows more students access to a gift

Chantal: I would like to emphasis that there are a lot of students that will not be present that day.

A: another option is to the leave box with those who are purchasing formal tickets

Point of Clarification

MUNSS day is February 15th

What are thoughts about the money allocation?

Laura: Nursing formal last year had an iPad and four kobos, and graduation had one iPad and 2 kobos.

Cynthia Hammond: perhaps it can be a winner on the website, for visitors

Shane: if you have a part on the website to enter your name to enter the raffle

Laura: if they like a post to enter to win.

Lisa: I don't think we will ever find something that everyone will be able to sign up for.

Matt: perhaps thinking about integration of several social networks, twitter, Facebook, etc.

Thomas: can we do both? Online and in person?

Shane: I think it would work best with the internet, as everyone has access to computers. If we post to avenue to enter the draw on MUNSS website.

Dustin: what about entering your name to an email address.

Chantal: It would have to be up and running quickly, since it would have to happen by next week. Maybe the worst thing we can do is to do the draw after MUNSS day.

Yuna: Can we just email to all nursing students to fill out a survey monkey and fill out their name for the draw? Similar to what they do to after workshops.

John: I would have to get clearance to get access to all emails.

Laura: use all venues, twitter, avenue, facebook. Maybe asking a few survey questions, and entering name and number.

Mathieu: I am worried about multiple entries if there are multiple ways to enter the draw.

Chris: I think if we use the same link on all avenues then there would not be an issue of multiple entries.

John: Emails is fine.

Becca: we can have the website up and running, and do the draw by March 31st. Or, we can just have one smaller prize at MUNSS day and one on the website. Do we like one or three prizes?

Consensus: three.

Summary: we are having three prizes come out of MUNSS day, one online, one at McMaster MUNSS day, one at Conestoga. For the online prize, what would be the best avenue?

Yuna: if we are doing a survey, can we use this to our advantage?

Becca: We have to do a survey anyways about the RNAO chapter fees, what about if we incorporate these? The MSU has a survey module that we might be able to use.

Yuna: can we come to a conclusion?

A: we will send it out via McMaster email, it will be a survey as well as entering to win a prize. Please send in ideas for survey questions. It will be open for a two week period, the drawing date March 31st.

Laura: This sounds like an awful lot of work, it would be better if we had one big gift for just the online. MUNSS day is already too full and too much work to buy gifts.

Mallory: I think three is better because more advertising.

Laura: with \$450, what three gifts would actually be good? I think a bigger incentive to fill out the survey is best.

Yuna: One big gift worth \$450?

Matt: What about \$200, \$125, \$125 split?

A: \$200 would be given at the end of March, \$125 and \$125 prizes will be ballot boxes ONLY and drawn at the end of MUNSS day. At formal we will do larger prizes.

Motion	<i>Motion to allot \$1100 to Nursing Formal, \$650 to Graduation Formal and \$200 for on online draw and \$250 to MUNSS Day Raffles</i>
Motioned by	Laura Vanhie (Awards)
Seconded by	Yuna Jang (CNSA Mac AD)
Motion conclusion	13 for 1 against 0 abstain

CNSA Constitution Amendment

- as of 2013, bylaw was passed that any not for profit organization is changed
- We are now only allow 1 official deligate and 2 associate delegates.
- We had to make this decision now so that we could remain a part of CNSA
- The bylaw changed because we were the only school that had more than 2 AD's as a chapter school. They felt it was an unfair advantage.

We can make amendments with a 2/3 vote.

Amendments – please see constitution updates on CNSA OD and AD sections, and elections article IV.

- The AD positions will only be open to sites to which the OD does not attend

Mallory: what if no one from the only open sites would like to run?

A: this was discussed, however we agree that a student from one site cannot represent another

Laura: In the past we have had difficulty filling positions. What if we add a clause of time for the position to be open to all sites if a position is not filled. There is a lot of work involved and I feel that more than two people should be sharing the work.

A: It still is very unfair that that one site represents one that they do not attend. Other schools used a committee to share the work load.

John: A committee is a good idea to get people involved.

Matt: A lot of the schools have CNSA as a separate entity from their student society, and only have one person who sits on the student counsel

Thomas: I like the way McMaster does it as this is what we are known for.

Becca: Policy and Procedures is under revision. There are amendments noted here to further clarify the election process. *Please see amendments

Motion	Vote to amend the 2012 constitution to include the changes for the 2013 elections to be added in the constitution for the 2014 revision
Motioned by	Level III
Seconded by	Awards
Motion conclusion	For: 13 Opposed: 0 Abstain: 3

Motion	Motion to accept the changes to the 2009 policy and procedure for the 2013 election to be added into the 2013 policy and procedure revision
Motioned by	Dustin
Seconded by	Erin
Motion conclusion	For: 13 Against: 0 Abstain: 3

CNSA Budget Discussion

- funding for the delegates
 - o the rule that I have heard we will only cover %50 of travel cost but everything else was covered
 - o I would like to bring up that all other schools are %100 covered.
 - o To compromise between those, I would like to request 75% paid for travel costs

Becca: it cost the executive about \$3000 for covering full. My accomadations was paid for, \$220. By cutting four peoples fights in half we save \$800. We are making all other students pay full. Personally, looking at the budget and financial feasibility, \$2000 is enough to send four people to the CNSA conference. I think us asking only %50 transportation is appropriate. I think accommodation and fees and 50% transportation is appropriate.

Yuna: is it possible to add clear instruction as to the fees the MUNSS covers for CNSA.

A: It is the financial feasibility on the account, as fees change year to year.

Thomas: The question is, can we define the fees covered on constitution.

Laura: Last year we did not include this in the constitution as each year changes in student fees, member fees, etc. It is better to only say what is feasible for that year.

Yuna: Is it possible to have an amendment that states that what is covered by the executive?

A: then why would we have a constitution if it is amended each year?

Matt: In the future there will be one less person, things are already becoming cheaper.

Shane: Would it be possible to have something in the constitution about distance?

Marisa: I feel like that would be too complicated.

Matt: We brought up before hand how much it would cost to send to students to CNSA. Was that not the moment we decided feasibility?

A: those numbers were not completely finalised.

Point of Clarification:

The purpose of this conversation is to determine if we should reimburse the delegates for their travel costs.

Laura: if this was in the budget, why are we trying to change constitution?

A: we had discussed and agreed on only paying 50% travel costs.

Kevin: What is the reason for only paying half?

A: It has been done in the past and seemed feasible.

Matt: the reason why we would fund delegates is because their presence is required at the CNSA conference as a bylaw.

Marisa: Why are we funding the president? As that position is not mandatory.

Laura: You should be entering the position as a delegate because you want to represent the school, it should not be for a free ride to go to the conference. It is our job to help with fees, not necessarily.

Yuna: We are a part of CNSA as a counsel, not as separate entities. The president should be help to send as a representative.

Matt: if this were true, than it would be mandatory for the president to attend all meetings. As far as I know, no other student counsel president is paid for.

A: perhaps this is something that should be brought up for next constitution revision.

Thomas: allowing general members to attend meetings is a new amendment.

A: now that the bylaw has changed, it is fair to say that all who are being reimbursed have to attend all meetings.

Laura: the amount of money on proposed budget was to cover 100% of the cost?

A: yes.

Point of Clarification

The original budget was for 100%, and it was only underestimated by a small amount of money. If we pass this motion, the CNSA will not be pushed over budget.

Motion	To cover all 5 CNSA delegates to be reimbursed 100% for all costs.
Motioned by	Education
Seconded by	
Motion conclusion	For: 6 Opposed: 5 Abstain: 3

Point Two:

Matt:

- we are doing an OSCE booklet sale for Level I's
- student made, student created
- most people want this because it give a step by step what to say and what to do

Sindus: I have had a lot of interest in these.

Mady: How much money will this sell for?

A: \$15 cost

Mady: what about if there are changes?

A: I will try to be present to change.

Shane: If this is a CNSA fundraiser, than CNSA delegates in future years can update the booklet. Does this fall under inappropriate academic integrity?

Kevin: How will Level I's know this is correct? It is only based on personal experiences not academic and scholarly back grounds.

Cynthia: it sounds like a good idea. You are OK to send on your own as cheat notes, etc. But not formally, I worry that it is not accurate. There are changes year to year, and it would be unfortunate if the students only followed that booklet.

Sindus: We did our psych book with a disclaimer, showing that it is only made by students.

Dustin: Our facebook groups and social media are similar, the information is posted. I think a disclaimer has a good idea. We should not take any responsibility as to how the students do well.

Thomas: we would encourage that students refer to textbooks as well.

Mallory: in my first year we had a similar guide created in our class. Our tutor said that it was good for each of us to create our own. If a student studies from a guide, they may not learn as well as making their own notes. Also, you must site text books with specific information. Also, we do not know if this would be academic integrity issue as students are collaborating about previous tests taken.

Matt: this is just a guideline, the students cannot take their notes in there with them. A lot of it is about articulation.

Kevin: I would like to emphasis citing.

Dustin: please get suggestions from the dean and those putting courses together in order to ensure good information.

A: I have had a few meetings with faculty.

Pay it Forward

- campaign that clinical tutor is big on
- Promoting kindness for the sake of kindness.
- She is having an event on March 21st for the school shooting in Newtown
- Hamilton Yacht club, more information can be provided
- Asking for a \$50-\$100 donation for refreshments

Becca: we have some money left in our donations.

Motion	Make a \$75 donation to Rachel's memorial event on March 21st
Motioned by	Laura
Seconded by	Sindus
Motion conclusion	For: 14 Opposed: 0 Abstain: 2

- more information will be posted

President VOC

- one application for next year president
- Yuna Jang
- 10 minute speak, 10 minute questions, 10 minutes of discussion

Motion	To extend meeting to 9:30
Motioned by	Level III
Seconded by	Education
Motion conclusion	For 13 Opposed 0 Abstain 3

Yuna Jang

Presentation:

Slides – Experience

- Level III McMaster BScN
- MUNSS Experience
 - Level II Mac Representative 2011-2012
 - PBL Food Drive
 - BP karaoke night
 - CNSA Associate Delegate 2012-2013
 - CNSA Fundraising Committee
 - Attended Saskatoon, Toronto, Halifax

Slides - Qualifications

- Time Management
 - Involvement in various extra-curricular activities
- Approachable
- Demonstrates leadership
- Professionalism
- Openness to feedback

Slides – How I Envision MUNSS

- Short, goal-directed meetings
 - Agenda-based, succinct
- Strengthening communication between 3 sites
 - Communicating with all three site VPs and exec members and updating
- Professional development workshop(s)
 - ONA, Stefoknee Woscht, etc
- Promotion of MUNSS to nursing students
 - First years, RPN to BScN, Accelerated

Slides – MUNSS Promotion

- MUNSS Board during Faculty Day/Night
- Updating MUNSS Board in Hole in the Wall monthly
- First year package
 - How do you want to be involved?

- will be minimising extra curriculans next year to be fully participated in my role as president
- leadership demonstrated in PBL and clinical
- would like to bring in speakers to make awareness about health care issues
- monthly updates to MUNSS board

- questionnaire about being involved.

Discussion

Shane: You mentioned strengthening communication between sites, how will you do this?

A: I will first get feedback about what worked. I would like to create relationships with executive.

Becca: Level IV is a busy year with irregular clinical schedules. How will you be able to manage these two commitments?

A: I will be taking research during the summer and doing less extracurriculars last year.

Becca: Can you speak to your relationship with faculty?

A: When I am dealing with faculty they note my professionalism. I work at a financial firm and have experience working with adults.

Grant: What leadership roles have you been?

A: I was the head of our 20 person CNSA fundraising committee. Our PBL groups are also more than 20 people. I am not afraid to speaking to large groups of students.

Marisa: How will you incorporate our Aboriginal stream?

A: I have been notified about the Aboriginal stream, I am open to feedback and workings on strategies to have them become a part of MUNSS.

Laura: What are other roles you have held outside of nursing? What is cutting back regarding to extracurricular?

A: I have been a part of McMaster theatre and have sacrificed my Sundays.

Mallory: Can you elaborate on your IPE education days idea?

A: Personally, the way I see the program we learn a lot about the exam and skills, but we do not learn about health care issues. I would like to raise awareness about issues in Toronto. For Conestoga I would be willing to send busses to ensure that they can be involved and collaborate with the VP.

Marisa: what do you want to bring new to MUNSS?

A: It is my hope that we do a feedback survey to understand what the students of the program are looking for in MUNSS. My ideas may seem great, but ultimately I would like to see what would actually be beneficial.

Thomas: If in the event if we cannot find CNSA delegate from sites, what would you do?

A: I have been communicating with junior year about CNSA and have received good feedback and interest in positions.

Marisa: In your previous positions, do you feel that you hold enough knowledge about MUNSS as you have not held a core position.

A: I have read the constitution, I understand core and how it is run. I have spoken to core members about the roles. I feel that I understand enough to take on that responsibility.

Marisa: In the past we have had some questionable members. Are you comfortable with these situations?

A: I feel that I have a good support system. I have Becca and Laura. Following constitution and policy and procedures is a safe way to run.

Marisa: What if they fall of the radar?

A: I feel that I could turn to and ask questions to any core member.

Closed discussion time.

VOTES:

For 9

Opposed 2

Abstain 3

Voting Conclusion: PASSED

MHF Student Sub-Committee Request

- bachelor of health science society, health sciences, etc. Includes several representations.
- We have been asked if MUNSS is interested in being a part of a panel discussion about infectious disease
- We can cobrand the event or sponsor
- It will be about the end of February
- They are looking for four panellist about how certain professions are involved (ie. epidemiologist)
- As nurses are the front line, they will talk about front line risks and prevention
 - o Do we have a right to refuse work?
 - o SARS
- for cobranding they are asking for about \$700-\$800 for travel for speakers, accommodations, food, poster and marketing
- Our name would be on the event, our logo would be presented
- Or we can just be involved in promoting the event to our students.

Dustin: Personally, I think is important for us to cobrand it as we have some fund available in the education budget.

Erin: I think a cobranding event would be an opportunity to get the word out about MUNSS

Becca: It is an educational event, and can be sent through to tutors to promote to students.

Dustin: We must confirm that it will not be held on the career fair?

A: it will not be held on that date. The dates are still tentative?

Becca: can we say that the \$200 from the education fund?

Motion	\$200 donation to the MHS student subcommittee event
Motioned by	Grant
Seconded by	John
Motion conclusion	For 13 Opposed 0 Abstain 3

Education Elections Committee

- we voted to include the OD in the opening of the core elections
- we suggest opening the positions this week

Becca: we could leave it open until Saturday, Feb. 23rd. Can we open nominations Thursday, Feb. 7th. There are ten positions to be opened.

Marisa: we were thinking about advertising core elections.

A: we could open general executive the minute about core, on 12:00 Feb. 26th and close them March 4th at 11:59

Laura: I think this works well with the bring a buddy date.

Motion	To open core positions on Thursday, Feb. 7 th and close them Saturday, Feb. 23 rd
Motioned by	Level III
Seconded by	Shane I (Level IV)
Motion conclusion	Passed by general consensus

Motion	To open executive positions on Feb 26 th and close March 4 th
Motioned by	Education
Seconded by	Shane I (Level IV)
Motion conclusion	Passed by general consensus

Motion	To end the meeting
Motioned by	Chantal
Seconded by	RNAO
Motion conclusion	Passed by general consensus