



*MUNSS Meeting Minutes
630-830 pm, January 9th 2017
Conestoga College 2F28*

Call of the Role

Present

Anmolpreet Kaur (President), Amanda Todd (VP-Mohawk), Leighanne Swance (VP-Conestoga), Maryam Salik (Education-Mohawk), Shivani Patel (Communications), Heather Buchanan (CNSA OD-Conestoga), Hannah Cross (CNSA OD-McMaster), Thomas O’Handley (CNSA OD-Mohawk), Kayla Bradley (Level 1-McMaster), Sara Rajiwate (Level 1-McMaster), Lou Ginne Avancena (Level 1-Mohawk), Grace Sinke (Level 1-Mohawk), Kristin Greig (Level 1-Conestoga), Andrea Rideout (Level 1-Conestoga), Laura Chapman (Level 2-McMaster), Shirwa Geele (Level 2-McMaster), Aidan Nitz (Level 2-Conestoga), Sophie Lapierre-Green (Level 3-Mohawk), Rachel Rowney (Level 3-McMaster), Alison Langendon (Level 3-McMaster), Brianne Flowers (Level 3-Conestoga), Katie Labron (Level 4-McMaster), Nikki Berza (Level 4-McMaster), Ashlyn Baer (Level 4-Conestoga), Christina Pastore (RPN-BScN-Conestoga), Bailey Rogers (RPN-BScN-Mohawk), Cara Peters (RPN-BScN-Mohawk), Josh Enzlin (Accerlated), Rebecca Crawford (CNSA AD-McMaster), Alexandra Dandy (CNSA AD-Mohawk), Vigne Sridharan (CNSA AD-Conestoga), Mary Attalla (Awards and Scholarships), Sharon Nwamadi (RNAO-Hamilton), Lawson Sherwood (RNAO-Kitchener-Waterloo), Megan Pople (Social Co-Chair-Conestoga)

**Faculty
Absent**

Dianne DalBello (Conestoga)
Cynthia Hammond (Mohawk), Ola Lunyk-Child (McMaster), Jessica Hill-Porter (Executive Assistant), Joyce Ng (Finance), Shannon Forbes (Education-Conestoga), Mira Sayah, Jessica DeBackere, Lois Chui (VP-McMaster), Adriana Tugg (Level 2-Mohawk), Caitlin Devries (Level 3-Conestoga), Zoe Waller (Level 4-Mohawk), Dallas Miller (Level 4-Conestoga), Hilary Sudar (RPN-BScN-Conestoga), Joseph Fan (Social Co-Chair-McMaster), Sarosh Karma (Social Co-Chair-McMaster), Kelly Long (SRA), Allisa Ragnanan (SRA)

Start of the Meeting

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| Motion | To start the meeting at 6:35 pm |
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| Motioned By | Brianne Flowers (Level 3 – Conestoga) |
| Seconded By | Katie Labron (Level 4 – McMaster) |
| Motion Conclusion | Passed by general consensus |

Clinical skills review:

- Concern: Faculty were not informed about the Level 1 clinical skills review and unsure which level was running it. Level 2 reps and faculty rep agreed to include the point to inform faculty future skills review in the transition report.
- Concern: Level 1 students who participated in the review session expressed to their coordinators that the information the Level 2's had provided during the session did not correlate with their content. Faculty have advised students running the session to focus their review on current curriculum and not on content of evaluations; email coordinator to access most recent curriculum.
- Level 2: Identified themselves as providing the review and chose to follow structure of the event from last year. Made it known that they focused their review on skills and not exam content for time management purposes. Sign up for the session filled up very quickly and students were notified ahead of time of limited capacity.
- Level 1: There was a lot of positive feedback from participants. They were aware that it was not a faculty run event. Students used the event to practice specific skills, asking questions and to watch demonstrations of Level 1 assessment by Level 2 students.

- **RNAO Chapter School**
 - Approached by David, RNAO staff advisor for NSO, to see if McMaster- Conestoga-Mohawk collaborative would be interested in becoming an RNAO chapter school. Looking for input before asking deans if this is an appropriate avenue and for support.
 - Student fees would have RNAO membership included in it.
 - All students would be members and have their fees paid through tuition, but they would still have to register as a member for the RNAO database on their own
 - The benefits of being a student member:
 - Advocacy
 - Being involved in policy making
 - Being part of professional group
 - Ability to be involved in chapters or interests groups
 - Networking
 - Career advancement (info on resumes)
 - Leadership opportunities
 - Free services (bi-monthly journal)
 - Fees are decreased from regular \$21.60 to \$16 if we become a chapter school. \$16 for everyone except Queens, who have to pay \$21.60, because Queens has an opt-out option.

- In order to become a chapter school:
 - Propose referendum (has to do with changes to student fees)
 - Need to educate students, involve Hamilton and Waterloo chapters, get people from head office to come down and talk in schools.
- How does registration work?
 - School is sent a registration list, preferably online as it does not involve fees. The payment would be similar to that of CNSA where the fees come to MUNSS and we write a cheque to the RNAO for our student memberships.
 - All students would be members and have their fees paid through tuition, but they would still have to register as a member for the RNAO database on their own
- **RNAO Chapter School Questions**
 - What is involved with the free membership promotion that Level 1's have?
 - This membership does not occur every year as there is only a limited amount of memberships. This opportunity would give all students to be involved.
 - If this referendum passed, would this be a MUNSS involvement or the school?
 - This is a discussion that MUNSS and the deans of the school of nursing will have to have
 - What is likely to happen is what we do for CNSA where the student fees for the CNSA school membership come to the MUNSS budget, which we then use to write a cheque to CNSA to pay our fees
 - It is likely that if passed, the RNAO fees will come to the MUNSS budget and we will then send a cheque to RNAO
 - There will need to be a referendum to increase both full-time and part-time student fees
 - MUNSS policy does not involve running a referendum and a referendum has to occur as it involves tuition changes. During this year's policy review we will ensure to add this on.
- **RNAO Chapter School Feedback:**
 - CNSA: They have lots of information and benefits and something that will interest everyone. They are very representative of how diverse the nursing population is. It is a great way to include everyone in nursing interests. It is a better way to host webinars as a group, in conjunction with the RNAO if all students are members.
 - Level 4 McMaster: In order to do this wide scale, we would have to utilize all the opportunities they provide. We would need to emphasize on all the opportunities. This would come down to MUNSS and would help shape the RNAO rep role. This role would be dissolved because all students are now RNAO members.
 - The whole nursing body will be privileged with this opportunity for the small amount of fee.
 - Level 1 rep: Lot of interest can be generated if this opportunity is publicized and promoted.

- President: Advertising has been amped up this year through Facebook, Avenue, Instagram and there has been more sharing into these groups rather than posting on MUNSS page exclusively. Welcome week saw a lot of first year members volunteering to become members.
- This has to be decided on in the near future as there are dates for fees. This is something next year's exec can work towards. Right now, we need to focus on building on the idea and figure out what we need to do and how we are going to do it.
- VP Conestoga: In the fall at the RNAO meeting, it was reported that in the 2015-2016 period, student membership was the most it had ever been. It was good to see that students were engaging, majority of them being from chapter schools. Speaking towards writing a referendum, she has a copy of one that Western proposed, to act as a guide in helping MUNSS if we choose to pursue this.
- President: Would like everyone to think about this proposal and talk to you peers about the idea of becoming a RNAO chapter school. We will put out a motion and vote on it at the January 23rd meeting to decide what we will do to go forward.

Round table updates:

- VP- Conestoga
 - Planning MUNSS day for February 6th, the room is still to be confirmed
 - Drop in day with a lunch and learn from 12-1 with Veronique Boscart speaking on health policy and political action.
 - Pizza, cupcakes, spiritwear sales, pen giveaways, and mindful colouring self-care section
- President
 - Presidential nominations for next year opened today, everyone is encouraged to think about running and where they would like to take their leadership role next year
 - Please connect with Anmol if you are interested in running to get to know more about the role
 - If people bring in shirts that were ruined in September, they can bring it back and can get a new one. Money for this is coming from surplus for tshirt replacements
 - The VP's are ordered 50 tshirts per site to sell at MUNSS Day
 - VP-McMaster is running an ECG Course with QRS Education in March for \$60/person (down from \$90 last year)
 - TedX McMaster donation of \$300 will be made later this week
- VP-Mohawk
 - Mac- Mohawk MUNSS day also on February 6th but in the Ewart Angus lobby
- Social
 - Frost week event – Trampoline event: Conestoga at Skyzone January 17th and Mohawk and Mac at Flying Squirrel on January 16th
 - Event page for nursing formal is up. Ticket sales are starting next Monday. Ticket sales are going through Tilt and in person; everyone will need a formal ticket

copy and their ID to get into the formal.

- Level 1 reps
 - Getting ready for relay for life fundraiser. \$15 to register and open to all levels and sites. Instead of setting a minimum amount to fundraise, they are leaving it open. Group goal is \$500.
 - Proposed ideas for fundraising:
 - David's tea fundraiser – get them to donate a jug of tea of the month and sell it per cup.
 - Menchie's fundraiser
 - Krispy Kreme fundraiser – sell \$1/box. Set up delivery.
 - Fountain malls – contacting guest services to see if they would be willing to donate that money to Relay to Life. Locations: Mapleview, Jackson
 - Nursing formal – in the past, few of them have collaborated with restaurants and grocery stores to get gift basket donations. These boxes would be presented at formal in a silent auction structure. Winners will be announced on the Relay for Life event. Letterhead needs to be designed and approved.
 - 50/50 tickets
 - Feedback: Focus on a few ideas instead of running multiple small events.
- RPN-BScN
 - Conestoga: thinking about running a sexual awareness day – working on posters.
- Awards
 - Applications are ready and will be advertised this coming week
 - These awards are self-nominated and need a reference letter. MUNSS awards are presented at the BScN ceremony
 - Members of the MUNSS Awards Committee are unable to apply for these awards, but others on the executive are still eligible
 - Working on a new project for nursing student appreciation. Teachers have been contacted in order to get an idea for eager and driven students. Not related to school of nursing awards.
- Level 3 reps
 - Nursing game details are finalized. 2 more spots.
 - EOHSS will be submitted this month
- Level 2 – Conestoga
 - Organizing a snow tubing event with social. All students, all sites and Mac/Mohawk site will get bussed down to Chicopee Tube Park in Kitchener
- Level 4 reps
 - Uworld is completed. Lost money due to currency conversion as MUNSS L4 budget covered that
 - Career fair update – successful, 7 agencies from Hamilton, Toronto, Niagara, Halton and Grey Bruce were present. Faculty from Mohawk were present and did an NCLEX prep table. 150 people came through.
 - Grad sweaters are available; grad photos are on-going and the week for

- Conestoga is getting finalized for some time in February
- Document put together to send out to PBL classes. One student will be selected to send all documents through to other students to dissolve any transparency issues.
- CNSA
 - Two scholarships students attending national conference are working out flight details.
 - Event for six nations site is being planned with surplus as concern was raised that they were not included in NNSW
 - Officially approved to be three chapter schools. Google accounts are separate and currently registered under OD's name. This will be changed and included in the transition report.
 - Regional conference: location will be picked at nationals
- Education
 - Mental health first aid – waiting on response from Mohawk faculty member to see if she is available to run this for us
 - Elections – planning ongoing

Policy and procedures document review

- Title page:
 - Change the last updated date to say: Revision Date- February 2017, President: Anmolpreet Kaur, Next revision: February 2019
 - Insert MUNSS logo to this document
- Table of contents: To be revised upon completed review of entire policies and procedures document
- Article 1 Donations policy:
 - Point 5c: discussion on if the words “by the nursing student”, should be more specific to the individual asking for the donation
 - Change to include wording encompassing the individual asking for the donation or a representative from the executive
 - Will return to this discussion at the end, exec members told to review this statement and brainstorm for wording.
- Article 2: Professional Appearance Policy
 - Question: Are scrubs to be worn in 1K02/2K02?
 - This is not necessary but the student should be identifying themselves under their school and level through their ID badges
 - Shoes
 - Combine second and third point with some changes to say: “students must purchase a separate pair of shoes for professional practice as regular street shoes are not permitted for infection control purposes”
 - Last point to have some word additions to state “footwear must be in good repair, have an enclosed toe with a medium-low heel and slip resistant soles as per occupational health and safety requirement”
 - Question: Is this section policy for clinical or does it include community and

