



*MUNSS Meeting Minutes  
6:30-8:30 pm  
September 12<sup>th</sup>, IAHS 358*

**Call of the Role**

**Present**

Anmolpreet Kaur (President), Lois Chui (VP-McMaster), Amanda Todd (VP-Mohawk), Leighanne Swance (VP-Conestoga), Jessica Hill-Porter (Executive Assistant), Joyce Ng (Finance), Mira Sayah (Education-McMaster), 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), Kristin Greig (Level 1-Conestoga), Andrea Rideout (Level 1-Conestoga), Adriana Tugg (Level 2-Mohawk), Laura Chapman (Level 2-McMaster), Shirwa Geele (Level 2-McMaster), Jessica DeBackere (Level 2-Conesotga), Sophie Lapierre-Green (Level 3-Mohawk), Mackenzie Mawson (Level 3-Mohawk), Rachel Rowey (Level 3-McMaster), Alison Langendon (Level 3-McMaster), Brianne Flowers (Level 3-Conestoga), Caitlin Devries (Level 3-Conestoga), Zoe Waller (Level 4-Mohawk), Dallas Miller (Level 4-Conestoga), Ashlyn Baer (Level 4-Conestoga), Hilary Sudar (RPN-BScN-Conestoga), Cara Peters (RPN-BScN-Mohawk), Rebecca Crawford (CNSA AD-McMaster), Alexandra Dandy (CNSA AD-Mohawk), Mary Attala (Awards and Scholarships), Joseph Fan (Social Co-Chair-McMaster), Sarosh Karma (Social Co-Chair-McMaster), Megan Pople (Social Co-Chair-Conestoga), Kelly Long (Level 4 McMaster), Allisa Ragnanan (Level 3 McMaster), Joshua Carvalho(Alumni), Sharon Nwamadi, Lawson Sherwood, Alexandra Dandy

**Faculty**

Cynthia Hammond (Mohawk faculty)

**Absent**

Ola Lunyk-Child (McMaster faculty), Dianne DalBello (Conestoga faculty), Alexandra Wilms (Level 2-Mohawk), Katie Labron (Level 4-McMaster), Vigne Sridharan (CNSA AD-Conestoga), Rizza Rabara (Spirit Wear), Alyson Bierling (Level 3 McMaster), Lisa VanderWees (Level 3-McMaster), Selena Braund (Level 3-Conestoga), and Caitlin Brydges (Level 3-Conestoga)

**Start of the Meeting**

Motion	To start the meeting at 6:39pm
Motioned By	Zoe Waller (Level 4 Mohawk)
Seconded By	Heather Buchanan (CNSA OD- Conestoga)
Motion Conclusion	Passed by general consensus

- Election VOC's
  - Sharon Nwamadi (RNAO Hamilton) → PASSED
  - Alexandra Dandy (CNSA AD Mohawk) → PASSED
  - Lawson Sherwood (RNAO Kitchener/Waterloo) → PASSED
- Introductions/ housekeeping
  - Election voting was set to begin Wednesday September 14<sup>th</sup>, but some candidates for the Level2-Conestoga and Accelerated positions have dropped out and therefore individuals still running were acclaimed to the position and voting will no longer need to occur
  - There are 2 outstanding VOC's for Education-Conestoga and Level4-McMaster positions which will hopefully occur at the next MUNSS meeting
  - The remaining vacant positions include: Education-Mohawk, Level 1-Mohawk, Level 4-Mohawk, RPN-BScN-Conestoga, and RPN-BScN-Mohawk
    - MUNSS representatives are asked to inform nursing student body of the vacant position and encourage involvement.
  - Year Plans are due September 23<sup>rd</sup> 2359 and must be submitted to [president@munss.ca](mailto:president@munss.ca). This document is to outline position goals and events for the upcoming year.
  - Joyce (Finance) has sent an email with information surrounding budget planning for the upcoming year including the template. Please submit budgets by October 3<sup>rd</sup> 2359 to [finance@MUNSS.ca](mailto:finance@MUNSS.ca).
  - EOHSS (Environmental and Occupational Health Support Services) forms need to be completed and submitted for approval 3 weeks prior to any event (Educational and social)
    - Every event that MUNSS hosts must be approved by EOHSS
    - Members must complete an "Event planning" form and submit it to Anmol at [president@MUNSS.ca](mailto:president@MUNSS.ca), who will then forward it to McMaster's EOHSS office representatives
    - These forms are to ensure safety for students at social events and gatherings.
    - Waivers and the event planning forms that are required for different events are found on the EOHSS form website
      - <http://www.workingatmcmaster.ca/eohss/forms/>
      - Waivers are required by all individuals attending event. For further information contact President or Social Co-Chairs
  - Access to MUNSS email accounts are still an issue. If members have changed the password to the account or still have issues accessing the email itself, please

email Shivani (Communications) at [communications@MUNSS.ca](mailto:communications@MUNSS.ca)

- Newly elected members will receive an email through their personal email account about the login information once Shivani (communications chair) contacts Geoff (website tech) for password information.
- Quarterly Updates
  - These are reports on what you have been doing with your position and are due to your designated VP. VP's will be contacting members about this report.
    - Designated VP's are as follows:
      - Level 1 McMaster, CNSA, Finance, and Awards must submit their quarterly reports to Lois (VP McMaster) at [vp.mcmaster@MUNSS.ca](mailto:vp.mcmaster@MUNSS.ca).
      - Level 1 Conestoga, RNAO, Sprit Wear and Social must submit their quarterly reports to Leighanne (VP Conestoga) [vp.conestoga@MUNSS.ca](mailto:vp.conestoga@MUNSS.ca).
      - Level 1 McMaster, Education, Communications, and Executive Assistant must submit their quarterly reports to Amanda (VP Mohawk) at [vp.mohawk@MUNSS.ca](mailto:vp.mohawk@MUNSS.ca).
- Budgets
  - Ensure receipts are obtained for any purchases. They cannot be debit or credit slips.
  - When a purchase is made ensure a cheque requisition form is filled out.
  - Any questions concerning budgets contact Joyce at [finance@munss.ca](mailto:finance@munss.ca)
  - We are expecting to receive around \$70,000 in student fees for MUNSS
  - The breakdown for individual budgets for the entire 2016/2017 year are as follows:
    - Each level position receives \$100/site (Level 1, 2, 3, 4, RPN-BScN and accelerated for all sites)
    - RNAO receives \$2,100
    - Social receives \$10,000 (for activities including nursing formal)
    - Donations receives \$3,500 (\$2,000 has already been used for Shinerama – charity for Cystic Fibrosis)
    - Awards receives \$3,500
    - Communications receives for \$600 (for email and website maintenance)
    - Each VP will receive \$125/site for L1 Anatomy gifts
    - VP McMaster and VP Mohawk receive a combined \$1750 for MUNSS days since they are done together at the campus.
    - VP Conestoga receives \$1000 for Conestoga MUNSS day and \$2000 for Conestoga initiative
    - CNSA receives \$30,000 (large portion of this budget is directed towards paying our CNSA Chapter registration fees)
- Tiger Cats Game
  - Anmolpreet (President) has been contacted by a representative from the Tiger Cats organization to create a McMaster specific section for an upcoming Tiger Cats CFL football game

- The tickets would come at cost of \$30.00 for the Coors Light Patio or Section 208. This would be for a game on Friday, October, 28<sup>th</sup> at 7pm.
- On the Facebook page most members have voted for this to be an open social event.
- There would be an issue of transportation. There is local transit for McMaster students, however for Conestoga students this is not applicable. This would create a barrier of who can attend if individuals need to arrange for own personal transportation or raise the ticket price for transportation costs.
- Another point of consideration was brought up by SRA representatives that students would already have a free game on Labour Day weekend and this October game may have little interest because the dates are so close. This may drop interest in the student body minimising our ticket sales.
- There is also no way of estimating ticket sales and guaranteeing sales.
  - It was mentioned to create a Facebook event page to help with this. However, Facebook pages are very vague. Students cannot be held to a statement of “attending” or “interested” and it will cause conflict and an issue for ticket sales.
- There were also concerns on the price, since the price is already \$30.00 and to add on top of that for profit seems to be too “high” in price. Although the tickets for our reserved section are an approximate \$60.00, but most students will not know this information and having the prices higher than \$30.00 will lower student interest
  - If the ticket prices were kept at \$30.00, then transportation would have to be arranged individually or as an expense by social.
- Based on these factors, it was mentioned that this event needs to be re-evaluated, perhaps for a MUNSS only event and keep the ticket price as is.
  - A general vote was conducted for the MUNSS members present and less than half of those present were interested in actually attending.
  - Due to the little interest within our own group, it was suggested to contact other faculties instead. However, Anmol mentioned a decision needs to be made by Friday. It seems unrealistic to receive an answer by other faculties in the short amount of time.
  - Also a member mentioned that there would be less interest in attending if drinking was not allowed as well. It was a concern that EOHSS may question how we are practicing safe drinking. This could decrease sales even within our own group if it was a no drinking event.
  - It was suggested that since the interest is limited it might be best to “buy out” so many seats and sell the tickets at the cost of \$30.00. It would be a first come first serve for the tickets.
  - However, students are just getting into “the swing of things” and students may not reply in a sufficient amount of time. Students may not also want to become dedicated to a social event with the semester just beginning

and this kind of situation would apply to other faculties as well.

- It is apparent that this event is going to have little appeal to the student body and other faculties. The timing and price are just not ideal.
- Due to fact the coordinator needs an answer by Friday a decision needs to made today.

Motion	To decline the Tiger Cats Game Offer
Motioned By	Sarosh Karma (Social Co-chair- McMaster)
Seconded By	Leighanne Swance (VP Conestoga)
Motion Conclusion	13 pass 0 no 0 abstained → PASSED

- Agreed to keep contact for coordinator for perhaps a future MUNSS social event.
- SRA and MSU Introduction and Initiatives
  - The SRA is the student representative assembly, the governing body of the MSU. They represent students from every faculty and vote on issues on behalf of all students.
    - SRA does not represent Conestoga or Mohawk students
  - The SRA and MSU wanted to present goals for the 2016/2017 year:
    - Improve collaboration and communication with the MUNSS
    - Promote involvement for students within the school community
    - Collaborate with the Student Success Center in hope of arranging for Human Resources Manager for presentations on how to construct resumes and prepare for interviews for hospital employment. Would also like to arrange for nurses from different specialities to join and help with these presentations as well.
    - Allisa (SRA) mentioned this event is similar to the Speed Dating event last year hosted by MUNSS. MSU mentioned it was similar, but they are going to focus more on the aspect of assisting students with resumes and not so much on the workplace it self.
    - MSU is also willing to pay for expenses to host this event.
    - Gain access for Hole in the Wall and Health Sciences Lounge for space for nursing students. Also, gain access for MUNSS located within the Health Sciences Lounge for use by executive members and president. The goal is to increase space for nursing students to utilize.
    - Conduct a MSU presidential forum. Typically nursing students do not vote on presidential elections, so MSU wants to bring the presidents to the nursing students by having presentations within the nursing classrooms.
    - Start a McMaster Initiative on Facebook. Send messages to MSU to participate. Answer thought provoking questions, voice opinions, and engage in discussions. It will be a bi-weekly post on Facebook. Check out the MSU and SRA Facebook page for further information.
  - Concerns:
    - That the Conestoga and Mohawk college students will not have access to the additional spaces at the McMaster site since they don't get an access

#### ID badge

- MSU is planning on having a meeting with the associate Dean to have a discussion about this issue further. The main issue is however, that all the college students would have to go to security to get their student card activated. This is not ideal, but is the only solution for the time being.
  - Issue that Mohawk and Conestoga students cannot vote on presidential campaigns or other issues. MSU would like to discuss this issue further as well, in order to open all events and get the colleges more involved.
  - Alumni guest suggested MSU to have a conversation to John Landene to help with the the college versus university identity nursing students have.
- CPR with Heather Whitfield
    - Raised \$600 during the summer with the HCP-CPR classes
    - Heather Whitfield, the instructor, gave MUNSS \$5 back from every student registered
    - Anmol mentioned this could be a good fundraiser for CNSA as all nursing students require CPR.
  - CNSA Regional Conference
    - Regional conference is September 30-October 2<sup>nd</sup>, hosted by Ryerson University in Toronto
    - McMaster has 32 students currently going!
    - CNSA team is currently running their first fundraiser, which is an empties bottle drive
      - they are asking for empty bottle donations to assist with conference travel accommodations and other expenses for students attending
  - Finance
    - Finish budgets as soon as possible so funding can be done for first term (due latest October 3<sup>rd</sup> 2359 to [finance@munss.ca](mailto:finance@munss.ca))
    - For any purchases please include an invoice with your name, position and what the purchase was for
    - Level 1 representatives would like ideas on what to events could be done for budget planning
      - Suggestions included: Level 1 anatomy review session (Dr. Helli will only agree to this if all sites receive a review session), donation for Relay for Life, or collaborate with other positions for social activities
      - Strongly suggest to contact Dr. Helli to set up a review session as students find this very beneficial before exams
      - Faculty mentioned that there are transition reports available for all positions to outline duties, responsibilities, and other various things that could help the Level 1 representatives as well.
        - Anmol has mentioned she has the transition reports that she can bring for the Level 1 reps for use.
    - Finally, finance would like members to not over spend or spend recklessly. Look into alternation and cheaper methods of making purchases- be aware of your

purchasing amounts, and always be cost-effective

- MUNSS will be under review engagement for our finances this year with an accounting company- this will need to be done before we can get our funding for this year

**End the Meeting**

Motion	To end the meeting at 8:07pm
Motioned By	Brianne Flowers (Level 3-Conestoga)
Seconded By	Adrianna Tugg (Level 2-Mohawk)
Motion Conclusion	Passed by general consensus

Meeting Adjourned