



MUNSS Meeting Minutes
6:30-8:30pm
September 26th, 3F09

Call of the Role

Present: Anmolpreet Kaur (President), Leighanne Swance (VP-Conestoga), Jessica Hill-Porter (Executive Assistant), Joyce Ng (Finance), Mira Sayah (Education-McMaster), 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), Adriana Tugg (Level 2-Mohawk), Alexandra Wllms (Level 2-Mohawk), Jessica DeBackere (Level 2-Conesotga), Aidan Nitz (Level 2-Conestoga), Sophie Lapierre-Green (Level 3-Mohawk), Mackenzie Mawson (Level 3-Mohawk), Rachel Rowney (Level 3-McMaster), Alison Langendoen (Level 3-McMaster), Brianne Flowers (Level 3-Conestoga), Caitlin Devries (Level 3-Conestoga), Katie Labron (Level 4-McMaster), Christina Pastore (RPN-BScN-Conestoga), Bailey Rogers (RPN-BScN-Mohawk), Cara Peters (RPN-BScN-Mohawk), Josh Enzlin (Accelerated), Melina Lin (Accelerated), Rebecca Crawford (CNSA AD-McMaster), Alexandra Dandy (CNSA AD-Mohawk), Vigne Sridharan (CNSA AD-Conestoga), Mary Attalla (Awards and Scholarships), Joseph Fan (Social Co-Chair-McMaster), Sarosh Karma (Social Co-Chair-McMaster), Megan Pople (Social Co-Chair-Conestoga), Selena Braund (GUNI-Conestoga), Shannon Forbes, Nikki Berza

Faculty: Dianne DalBello (Conestoga Faculty)

Absent: Cynthia Hammond (Mohawk Faculty), Ola Lunyik-Child (McMaster Faculty), Lois Chui (VP-McMaster), Amanda Todd (VP-Mohawk), Shivani Patel (Communications), Laura Chapman (Level 2-McMaster), Shirwa Geele (Level 2-McMaster), Ashlyn Baer (Level 4-Conestoga), Dallas Miller (Level 4-Conestoga), Zoe Waller (Level 4-Mohawk), Hilary Sudar (RPN-BScN), Rizza Rabara (Spirit Wear), Sarosh Karma (Social Co-Chair-McMaster), Sharon Nwamadi (RNAO Hamilton), Lawson Sherwood (RNAO Kitchener-Waterloo), Kelly Long (SRA), Allisa Ragnanan (SRA), Alyson Bierling (GUNI Mohawk/McMaster), Lisa VanderWees (GUNI Mohawk/McMaster), and Caitlin Brydges (GUNI Conestoga).

Start of the Meeting

Motion	To start the meeting at 6:42pm
Motioned By	Jessica DeBackere (Level 2 Conestoga)
Seconded By	Katie Labron (Level 4 McMaster)

Motion Conclusion	Passed by general consensus
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- Budget for CNSA:
 - Budget allotted for membership fees is based on last year's expense, but it is probably going to be lower this year since enrolment numbers are looking to be a little lower
 - The budget that was originally allotted to send the three CNSA official delegates to conference can now cover for all six CNSA official and assistant delegates to attend the regional conference.
 - Aiming to reach fundraising goals of \$750.00 by the end of October
 - CNSA has received a donation of \$250.00 from Matthieu Payette, a former CNSA OD.
 - CNSA is also continuing to accept empties for fundraising, members are asked to keep this in mind during homecoming weekend. Please contact your CNSA OD or AD for donations (cnsa@munss.ca).
 - The National Conference is expected to higher expense this year since it is in Winnipeg and everyone will need to fly out
 - CNSA is looking at a lot of reimbursements with 35 students attending the regional conference it is calculated that each student would receive only \$30.00 as reimbursement, therefore have opted not to reimburse regional attendees but do a scholarship instead
 - CNSA has not promised reimbursements to those attending the regional conference due to the conference's close proximity. Those who registered were told very clearly that the CNSA is structured differently this year than it has been in the past and reimbursement cannot be guaranteed.
 - Proposed to not give the reimbursements to the regional conference attendees, instead place the money towards a scholarship covering the costs of two students to attend the national conference in Winnipeg.
 - The application process will be open to all students that attended the regional conference. CNSA will construct an application, choose the students that will most benefit from attending the conference and use the money set aside to cover for the flight and registration costs for both students.

Motion	Accept the CNSA proposed Budget
Motioned By	Brianne Flowers (Level 3 Conestoga)
Seconded By	Leighanne Swance (VP-Conestoga)
Motion Conclusion	9 for, 0 against, 2 abstained → PASSED

- Awards and Scholarships Committee
 - Mary is organizing an Awards committee consisting of three members (ideally one from each site) that are willing to discuss various available awards, overview

the application and interviewing process and collaboratively choosing respective recipients.

- If any members are interested in joining this committee they are asked to contact Mary at awards@munss.ca.
- Level representatives must keep in mind it mandatory as per the constitution that each level representative must sit on a MUNSS committee. As of right now social and awards have created committees for those level representatives that are available. Depending on how the year progresses, education may want to organize a committee as well.
- Election VOC's
 - Nikki Berza (Level 4 Representative – McMaster) → PASSED
 - Shannon Forbes (Education – Conestoga) → PASSED
- Education updates:
 - Attended a meeting for computer education at McMaster. The main focus currently is the learning portfolio on avenue2learn. The learning portfolio currently costs the university \$50 million to uphold. Education is currently working on gaining perspectives on the learning portfolio to determine its effectiveness within the student body and judge whether or not this is something that should be continued, especially due to its high costs.
 - Members suggested to education that when contacting professors about the learning portfolio, to also contact recent graduates or level 4 students to determine if these students have had success with the portfolio or plan to use the portfolio for employment interviews.
 - Professors that have been contacted mentioned that they have not really utilized the learning portfolios within their classrooms because students have not expressed an interest.
 - Plan to contact professors that currently use the learning portfolios with students to determine strategies and methods of success.
 - It has been mentioned that the learning portfolio is planned to be integrated into the curriculum.
 - If the learning portfolio becomes apart of the program it may cause students to use the resource as oppose to it being optional. In the long-run completing a learning portfolio would be an easily accessible document to present at future interviews for employers.
 - It is a beneficial tool, but students are just not using it the way they should be.
 - The learning portfolio is only available for 5 years after graduation. So any information and documents within it are lost, whereas the Pebble Pad does not have an expiry and the information will remain for an unlimited amount time.
 - This fact will be taken into consideration for future education meetings. This may be a factor that determines if the learning portfolio becomes replaced with the Pebble Pad.
- Level 3 Representatives updates:

- Nursing games has been scheduled for March 17th-19th. The nursing games website should be up within the next few weeks with further information.
- The hosts for this years Nursing Games is Nippissing University.
- Planning to continue organizing other social events for the time being.
- GUNI Representatives-Conestoga updates:
 - Currently contains 14 members.
 - First event is October 6th which is will be a Paint Night at Conestoga College.
- CNSA updates:
 - Continuing to accept empties for fundraising. CNSA is almost to their fundraising goal, so members are asked to support and donate.
 - Regional Conference will be taking place this weekend, Friday September 30 to Sunday October 2, 2016 in Toronto.
 - All those attending need to arrive either Friday night or Saturday morning to register and receive their name tag. The name tag is required for all events.
 - Currently have 35 students attending the regional conference.
 - As of today, EOHSS has confirmed and approved the application for the regional conference.
 - Attendees are asked to dress in professional attire.
 - The conference program is now available online. Those attending can now enter the site and plan their day.
 - National Nursing Student Week is November 15-22.
 - Based on last-years expense for NNSW it seems reasonable to alter the budget and not have as much allotted for NNSW expenses
 - CNSA plans to collaborate with education and level 2 representatives to continue organizing for NNSW.
 - Due to the issue that NNSW begins on a Tuesday, it makes sense to have the events run from Monday, November 12 to Friday, November 18 for simplicity.
 - Conestoga will host NNSW events in the F-Wing and Mohawk and McMaster in the IAHS building (in high traffic areas) and will be recruiting members to assist for specific times during NNSW.
 - Planning to have one speaker for each site that connects with this year's theme, which is diversity while still incorporating the important concepts of self care and mental health.
 - Members are asked to encourage attendance for the guest speaker presentations.
 - For any ideas, contributes, or questions in relation to NNSW contact any CNSA AD or OD at cnsa@munss.ca.
- EOHSS has issued some concerns with nursing in regards to submitting applications on time from the past few years
 - Chris has mentioned that if applications are submitted one week prior to the given event, the application will be denied.
 - If the application does not contain an itinerary the application will also be

- denied.
- Keep in mind for those planning events, some universities do not have an EOHSS program. So organizing a contact that will provide the necessary information for EOHSS like an itinerary is crucial for application approval.
- Anmol has sent an email regarding EOHSS and application issues.
- Level 1 Representatives updates:
 - Dr. Helli has approved for an Anatomy Review session for all three sites. Still need to arrange a date. Planning to have a review session for both the midterm and final exam.
 - Planning a clinical exam review with the upper years. Organizing this clinical review with level 2 representatives as well as education to occur at the end of the fall semester.
 - McMaster wants to organize a de-stress night near final exams. Would like to do a rock painting activity as well have guest speaker on mental health during the activity.
 - McMaster would also like to arrange a coffee social to have an overview of the year (successes, improvements, etc).
 - Plan to create a poster board displaying information about MUNSS and the different positions available with their corresponding responsibilities and duties. This poster board will give nursing students information about the benefits and opportunities MUNSS has to offer.
- Level 2 Representatives updates:
 - Planning to continue collaborating with CNSA in preparation for NNSW.
 - Issues in organizing an event that incorporates all three campuses. Further discussion and planning needs to be done.
 - For the level 2 representatives unsure of what charity event to collaborate and assist with, Anmol is waiting for the MSU charity list. Once the email is received she will send out information regarding that.
- Executive Assistant updates:
 - Please notify Jess at executive.assistant@munss.ca of any absences. As per constitution it is required to have a valid reason as to why you are not present at any MUNSS meeting. Keep in mind attendance is being tracked.
- Finance updates:
 - Budgets are due October 3rd at 11:59pm. Please submit to Joyce at finance@munss.ca as soon as possible. Without a completed budget, funding will not occur and members will not be able to use money for events/activities.
 - Important note that MUNSS is only a holding place for GUNI, so no funding directly goes to GUNI.
- VP-Conestoga updates:
 - November 16th a speaker has been booked for the CNSA NNSW. Her name is Evan Smith, a Toronto minister that will be presenting her backstory.
 - Conestoga is planning to have a RAO membership recruitment day on October 19th in the F-wing Atrium. RAO representatives will be selling memberships and handing out information.

- President updates:
 - McMaster is hosting a RNAO Workshop on November 12th from 9am-3pm in the Health Sciences Building.
 - Detailed information of the day is still being organized but there will be members from RNAO head office running the event, there will be talks of RNAO related information and the best practice guidelines
 - Planning to have the workshop flyer incorporate school logos from each site with the MUNSS logo as well.
 - Level representatives are asked to promote the workshop especially since 40 spots are reserved specifically for McMaster collaborative students. Please encourage attendance to utilize the reserved space.
 - Currently the only vacant position is Level 4 Mohawk. Members are asked to encourage students to apply. Education – Mohawk is still waiting on a VOC which will have to take place at the next meeting (October 17th).
 - LINK conference.
 - Small conference, mostly only presidents were present.
 - Budgeting concerns surround the issue that the presidents of other societies want to participate and organize a variety of events/activities, however funding from MSU is lacking. This is effecting the quality of events being organized in other societies.
 - Discussed policies and how each president manages their own societies. There is a lot of policies that other societies have that MUNSS does not.
 - There are no guidelines outlining what MUNSS would do for a referendum.
 - No policy exists for when a tie occurs. Need in writing of the actions that would occur whether that be a recount or anything else.
 - MUNSS also needs a policy for individuals running for two positions.
 - This year is a Policy year, so these issues need to be addressed and added.
- Level 4 Representatives updates:
 - Not concerned about the Level 4 Mohawk position being filled, since the committee was only 5 members last year.
 - By the end of the month plan to have pinning confirmed.
 - There has been some confusion on the dates for graduation this year because this task has now fallen onto the current Level 4 reps to organize (but it was supposed to be done by outgoing), so this needs to be addressed.
 - Need to finalize the budget and transition the banking account.
 - Waiting on a meeting to develop a communication plan between faculty and students because there has been a lot of issues of miscommunication between the school or nursing and students.
 - Organizing a larger venue for grad formal this year, due the high number attendees last year.
- Accelerated Representatives updates:

- Organizing a mock OSCE for students at the end of the fall semester.
- Plan to have a small social in the winter semester to improve interaction and connection with the lower and upper years. There is issues of segregation between the years.
- Social Representatives updates:
 - Organizing a Dodge Ball event for next month open to all three sites at McMaster in the Smith Gym.
 - Planning a faculty mixer. Further information will be discussed at a later meeting once details are organized.
 - Nursing formal date is currently booked for Saturday March 4th. Confirmation of this date is pending on the deposit. The formal is open to all sites and all levels. The event is taking place at Carmen’s (the same venue as last year) in Hamilton.
- Relay for Life:
 - Level 1 representatives are organizing the nursing team for relay for life.
 - Responsible for gaining volunteers and receiving donations.
 - Advised to contact Level 3 representatives for further information.
 - In previous years the minimal donation from each volunteer and the nursing team had an average of 22 volunteers participating.
 - The organization might have changed the event to 6 hours instead of 12 hours. Important to look into details of the event.
 - It was mentioned that advertising and promotion needs to be done early to maximize volunteers.

End the Meeting

Meeting Adjourned

Motion	To end the meeting at 7:50pm
Motioned By	Joyce Ng (Finance)
Seconded By	Katie Labron (Level 4-McMaster)
Motion Conclusion	Passed by general consensus