



***MUNSS Executive Meeting
Septemeber 24, 2012
7:00pm Room 2J13 School of Nursing***

Call of the Role

Present

Rebecca Cosby (President), Ayaan Mohamed (McMaster Vice President), Marisa Kucha (Mohawk Vice President), Cameron Morton (Conestoga Vice President), Lindsay Roorda (Secretary), Jessica Amey (Treasurer), Genevieve McNicol (McMaster Education Chairperson), Dustin Gibbson (Mohawk Education Chairperson), Madelaine Deitner (Conestoga Education Chairperson), Shona Zanyk McCormack (Social Chairperson), Chantel Barry (Social Chairperson), Jonathon Valeri (Communication Chairperson), Claire Wolfe (Welcome Week Co-Planner), Sarah Douville (Welcome Week Co-Planner), Jin Lee (RNAO Rep), Thomas Beattie (CNSA Mohawk AD), Yuna Jang (CNSA McMaster AD), Shannon Laing (Mohawk Level I Rep), Grant MacNeil (Mohawk Level I Rep), Taylar Divenanzo (Conestoga Level I Rep), Samantha Gibson (McMaster Level II Rep), Macy Gundran (McMaster Level II Rep), Beth Fitzgerald (Conestoga Level II Rep), Mackenzie Peirson (Mohawk Level III Rep), Clair Wolfe (McMaster Level IV Rep), Shane Inconencio (Conestoga Level IV Rep), Amanda Osmond (RPN-BScN Rep), Ayaan Mohamed (SRA Rep)

Excused Absent

Laura Vanhie (Awards/Scholarships Chairperson), Bernadette Crez (Conestoga Level I Rep)

Absent

Stefanie Gisonni (SRA Rep)

Motion	To begin the meeting
Motioned by	Cameron Morton (Conestoga VP)
Seconded by	Melanie Grift (Level III Mohawk Rep)
Motion conclusion	Passed by general consensus

Motion	To extend the meeting within reason to meet agenda
Motioned by	Claire Wolfe (Level IV McMaster Rep; Orientation Planner)
Seconded by	Beth Fitzgerald (Level II Conestoga Rep)
Motion conclusion	Passed by general consensus

Housekeeping and Updates

- **CNSA**
 - regional conference
 - early registration deadline is September 26th
 - if there is a need for hotel room, please contact Thomas Beattie at cnsa@munss.ca
 - must contact Thomas before the end of the week if you would like to go
- **Social**
 - nursing formal will be held March 2nd, Saturday after reading week
 - All ticket sales must be done before reading week
 - thinking about a Halloween event with engineers
- **Communications**
 - Website is still in the works
 - An idea of making a MUNSS facebook page that people can like and receive updates
 - please email John Valarie about passwords at communications@munss.ca
- **Level IV**
 - tentatively booked Carmen's for April the 4th
 - career fair, February 27th
 - looking for volunteers to help with these events

Elections Updates

- 16 applicants
- Elections ended yesterday at midnight
- Voting process will now begin
- Votes of confidence
 - o 2 minutes for a speech
 - o 2 minutes of questions and answer period
 - o 5 minutes deliberation

Votes of Confidence

Level II Conestoga Class Representative

- **Matt Nusselder**
 - o Willing to help plan events
 - o good advocate for Conestoga students in level II
 - o Knows many people in level II
 - o **QUESTIONS:**

- Cameron: Are you up to communicating information to level II and are you able to communicate information from the level II back to Cameron?
- A: Yes; via Facebook and email

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

Level III McMaster Class Representative

- Sarah Douville

- Involvement: Orientation planner, GUNI president, intramurals, nursing games
- Chose not to run for position earlier to give others the opportunity to be a part of MUNSS
- Very hardworking, dedicated
- Good connection with many people in level IV at McMaster
- **QUESTION:**
 - Shona – with all these commitments, will you be able to time manage?
 - A: yes, it has not been an issue so far, MUNSS is a priority on the list

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

- Erin Niewegloski

- Involvement: Nursing welcome week planning committee in two year (Faculty Day Planner, then Swag organizer), GUNI Vice President, nursing games, several intramurals
- Comfortable working with companies and a budget
- Good communication
- Organizational skills
- Would like to be a part of social committee; would bring a lot of great ideas
- **QUESTIONS:**
 - Becca- do you think time management, balancing academics and extras, will be an issue?
 - A: no, I find when I am busier, I am more effective in the work that I do.

Number of Votes For	13
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Number of Votes Against	0
Abstentions	1
Status	Passed

Level III Conestoga Class Representative

- Maja Bugarski

- Involvement: Nursing welcome week representative for two years
- Reliable, responsible, organized, approachable
- Familiar with everyone in Level III Conestoga
- Good at encouraging people to volunteer and volunteering herself
- **QUESTIONS:**
 - Becca – will time management be an issue?
 - A: no, now that I have accomplished how to learn, I know how to delegate my time towards school and extracurricular activities.
 - Maddie – how will you encourage Conestoga to get involved in MUNSS
 - A: I will communicate opportunities – people just need to know what volunteer opportunities are

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

Level III Mohawk Class Representative

- Lisa Plantinga

- Involvement: Welcome week representative for two years
- Enthusiastic, love to listen
- Familiar with many people in Level III at Mohawk
- Responsible
- Would like to become familiar with what MUNSS is all about
- Work well with Mackenzie
- Excited for nursing games, will get others involved
- Would like to be involved in social committee; likes to plan
- **QUESTIONS**
 - Melanie – how will you involve conestoga in your events, and how will you work with other sites?
 - A: Will accommodate for conestoga for site
 - Becca – do you have any ideas for alternative events (other than the nursing games) to get people involved?
 - A: there has been discussion for lazer tag event
 - Melanie – Why is it that you have not been involved in MUNSS in previous years?
 - A: Never really considered the position.

Number of Votes For	13
Number of Votes Against	0

Abstentions	1
Status	Passed

Accelerated Stream Class Representative

- Sabrina Sacchitiello

- Completed a psychology degree before the nursing program
- A part of the Psychology Student Society on several positions
- Organized, time management
- Good with a budget
- Goal for the year; gear towards the structure of the program and to get the accelerated stream more involved in MUNSS
- An idea to team up with chairs and find out if accelerated may also go on international placements
- QUESTIONS
 - Dustin – have you thought of any idea to get accelerated more involved?
 - A: advertising, just letting people know what is happening via facebook, email and classes. Lecture halls are easy places for communicating information
 - Becca – with such a busy program, will the workload be too much along with MUNSS?
 - A: I have learned to manage time from previous involvement in a society. I am very good at time management, more involvement actually helps in being more organized.

Number of Votes For	14
Number of Votes Against	0
Abstentions	0
Status	Passed

- Tharshika Sugumaran

- Recognizes the isolation of the accelerated program
- Key as reps to get the word out, find out what the students are looking for in social events
- Find a way to get opinions across; perhaps suggestion boxes
- Completed life science program at McMaster
- Was involved with the Life Science Society Society
- Involved with another non profit organization and was the Vice President
- Works well with team members, good with deadlines
- QUESTIONS:
 - Shane – do you have any event ideas for accelerated?
 - A: I would like to arrange an event geared toward an older audience. We have already planned a get together at the Phoenix and we had a good turnout, perhaps something else like that in the future.

Number of Votes For	14
Number of Votes Against	0
Abstentions	0
Status	Passed

RPN to BScN Class Representative

- Chris Wituik

- Studied anthropology at McMaster and switched to complete the RPN program, would now like to upgrade
- Involved in SOCS while at McMaster
- Good at recruiting
- Recognizes involvement issue; events catered to different age groups is an idea
- Would like to get McMaster involved in the Hamilton community
- Great time management
- **QUESTIONS:**
 - Amanda – will working as an RPN effect your time management?
 - A: I am working casually, but I do not see a problem with time managing between work and school.

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

Level IV Conestoga Class Representative

- Mallory Detzler

- Involvement: after level III was invited by faculty advisors for information session that built communication skills, International Women’s Health Conference, N2K02 presentations, Conestoga orientation
- Wants to ensure a good voice for Conestoga, would like Conestoga to be involved in graduation and level IV events
- Would like to take on a new leadership role, and actively be a part of MUNSS, a great opportunity to give back to nursing community
- **QUESTION:**
 - Shane – can you speak to your availability?
 - A: I have evening and weekends free, I am able to attend all meetings. I stay on task very well, I am good at communicating the fact if things are not getting done. I have plans for next year to work around clinical in order to attend MUNSS meetings.

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

- **Martina Zvalena**

- Jumped at the leadership role
- Completed an international placement
- Time management and organized
- Part of the service learning committee; created posters
- Positive, a lot of energy, enthusiasm
- Know most people in her site and stream
- Good at getting people involved with fundraising and events due to enthusiasm
- QUESTIONS:
 - Becca: Did you do a full year international placement?
 - A: Yes.
 - Shane – can you speak to your availability?
 - A: I have a part time job and only two classes, so lots of time
 - Claire – have you thought about any events from Conestoga?
 - A: raffle tickets, BBQ, baking. I haven't thought of many ideas yet, but I am very creative
 - Cameron – would you be able to manage time to help out with fourth year directed events?
 - A: Yes, I am able to manage my time in order to help out with level IV events.

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

CNSA Official Delegate

- **Thomas Beattie**

- Involved with CNSA for two year including general meetings and conferences
- Co organized nursing games with hotels, teams
- Works well in teams
- Represents concerns of students; eg. Level II patho experience
- QUESTIONS
 - Yuna: how will you differ your role from AD to OD?
 - A: A team of four is better than a team of two.
 - Becca: we really want more people to go to regional and national conferences, how will you encourage attendance?
 - A: I will be looking for sponsorships for Halifax. For Toronto, I will inform students the importance of involvement with CNSA.
 - Becca: we had issues with OD's last year, and AD's from last year filled the role. Have you spoken to the AD's from last year about the roles?
 - A: Yes I have communicated with them.

Number of Votes For	13
Number of Votes Against	0
Abstentions	1
Status	Passed

Uniforms Officer

- Jennifer Troop

- Been a part of MUNSS for two years as level reps
- Was accepted as a level III conestoga, but switched sites
- Would still like to be involved in MUNSS
- Choice uniform because she has been involved in it in past years, can communicate with Wilson and Wilson; was the transportation for gear
- Would like to improve upon process
- Scrub/stethoscope sale idea
- Will be at all three sites selling swag and uniforms
- QUESTIONS:
 - Cameron: with the demands of third year, will you be able to fulfill the role entirely without cutting into academics?
 - A: yes, I am good at time managing, I also have a job but with very small hours. I can delegate roles and inquire to different positions to accomplish the goal.

Number of Votes For	14
Number of Votes Against	0
Abstentions	0
Status	Passed

Educational Training

What is Advocacy?

- Advocacy means:
 - Supporting a cause, or group of people and their interests
 - Representing your group's views on stable and changing issues
 - Aiming to influence decisions on external groups, based on the needs and views of your group

What does that mean for us?

- Our population/group:
 - McMaster/Mohawk/Conestoga BScN students
- Our aim:
 - To represent the academic and non-academic* needs of McMaster/Mohawk/Conestoga BScN students

* In the case of advocacy, non academic needs are things that contribute to the student experience (ie. uniforms, professional development, student opportunities) but are not social in nature (ie. formal, social nights)

Who “does” advocacy?

- Advocacy works best when a group of people work together, rather than one or two people
- Everyone on MUNSS Exec has an opportunity to be a part of this
- Specific roles and responsibilities are with:
 - President
 - Vice Presidents
 - Education Reps
 - Level Reps

The Role of the President:

- Student representative to Faculty (Deans, Level Chairs, tutors)
- Student representative to external groups and organizations (on and off campus)
- The President attends regular meetings, writes letters on behalf of nursing students, and establishes communication with new contacts
 - These ways of communication with external decision makers and groups are extremely valuable when bringing up student concerns, or taking a student stance on an issue. These groups can make lots of changes, and really hear what students have to say

The Role of Vice Presidents:

- Our connection to student government at each of our 3 campuses
- Mac VP sits on the MSU’s Student Academic Council, with student leaders from every other faculty
- The VPs can take nursing student issues and bring them to the attention of student leaders who are working on behalf of ALL students.
 - This can give us more support and strength for overcoming our student issues. Many times, other faculties have gone through similar issues and we can learn from what they did.
 - Often times our issues and concerns are the same as students from other faculties, so adding our input will give MSU/MSA/CSI leaders a stronger case for their issues and solutions.

The Role of Education Reps

- Official student representatives on the Undergraduate Nursing Education Council (UNEC), Curriculum Innovation Committee (CIC), and Program Evaluation Committee (PEC)
- Chairs of the MUNSS Education Committee
- The Committee can prepare statements and stances, in preparation for the Education Reps’ meetings with these Committees.
 - These committees constantly seek feedback and student opinion on the nursing program, curriculum, and any suggestions or changes that could be made.
 - Any and all changes to courses and the program go through these committees, so our student voice here is so important!

Role of Level Reps

- Representatives of the students in each level/stream of the BScN program
- Which means:
 - Talk to your classmates and students in each level! Find out what they like and what they don't like about their classes and program structure. Do they have suggestions for how it could be done better?
 - Talk to the other reps in your level – are these issues in all 3 sites?
 - Bring up the feedback and issues at MUNSS meetings so we can all talk about it and take a position/stance on the issues
 - Talk to your Education Reps – see if they can give you specific help or guidance

Summary

- Lots of people on MUNSS have different connections to groups who can make changes
- Communication is KEY!
 - Seeking student opinion on an issue
 - (students → level reps)
 - Taking that student opinion and forming well-thought out concerns and recommendations
 - (level reps → MUNSS Exec → Education committee)
 - Presenting these recommendations to external groups at meetings
 - (Education Reps/President/VPs → Faculty, committees, etc)

Robert's Rules – Key Points

- No person may speak twice to the same issues until everyone else wishing to speak has spoken
- Orders of the Day – “A call to adhere to the agenda” – At MUNSS all new points must be submitted to the Secretary
- Lay on the Table – “Temporarily suspends further consideration/action on pending question” Example “Lay the voting of _____ on the table until everyone has full read the document”
- Point of Order – “infraction of the rules, or improper decorum in speaking. Must be made immediately after the error is made” – At MUNSS: let's get back on track
- Point of Clarification – if you don't understand, please ask!
- Speakers List
- If someone else has already said it ... don't

Faculty of Nursing Concerns

- social networking and social media concerns
- students are reading and posting on various sites and taking them as facts
- the hope is that MUNSS will send out a disclaimer that non of these sites are affiliated with SON, that they must go on the SON website

- we must clarify that MUNSS is not affiliated with SON
- if something is read on SON and talk about it on a MUNSS venue, please post a link to SON website
- please be careful about posting quotes from a faculty member
- Avenue can be used as an official communication venue
- Direct students to the information instead of posting it for them

Sarah: Should we put a disclaimer in each website and communication venue so far bringing attention to this issue?

Answer: Yes, in all the facebook groups for each level to clarify what is official communication, MUNSS communication, etc.

NOTE: Please download DropBox – Instructions on how to access MUNSS DropBox will be emailed to MUNSS accounts. Please respond to email confirming DropBox is on your computer.

Budget

- The budget will be emailed to MUNSS executives

Sarah: can we have access to previous budgets as a template?

Answer: Yes, Jessica will email those to MUNSS accounts.

Orientation Budget Presentation

- challenges to the budget due to significant raise in price
- \$3000 over budget, due to minimal swag sales
- \$1500 of swag has been sold post welcome week that will be contributed back into the budget
- Asked to spend the budget of \$10000
- What costed more?
 - o Due to 501 students have welcome week fees incorporated into tuition causing difficulty when paying for swag
 - o 325 were sold last year, and 375 swag bags were purchased this year to compensate for larger number of frosh
 - o Faculty day it was raining and dropped swag bag sale
 - o 168 swag bags were sold during welcome week at \$40 a piece
 - o Lost money with swag because projected numbers were not reflected in actuality
 - o Looking to get money back before Christmas time, \$1500
 - o Transportation was another cost issue, and based numbers off of previous year
 - o Company was completely booked up, due to a switch transportation was \$1000 more than expected
 - o Rep T-shirts, prices increased significantly. While reps were asked to pay for tshirts it did not cover all costs

- Complication with cupcakes – last year \$1.14 per cupcake, and this year is increased to \$1.50 per cupcake. The day of they charged \$2.00 per cupcake.
 - Will be setting up a meeting to try and get money back from the company, if not we will not be using that company again.
 - We have already cut in half the dept that was accumulated during Welcome Week
- Great welcome week success!
 - Will keep MUNSS exec informed about progress
 - Will be selling swag and nursing calendars to MUNSS meetings

Vote to open Mohawk CNSA AD

Becca: will CNSA be OK will taking along someone who was just voted into the position a few days earlier to go to the CNSA conference?

Thomas: Yes, we will inform them and work as a team.

Genevieve: Will the nominee have to try and apply for the position will also have to be registering to attend the conference?

Becca: yes.

Yuna: the position must not be filled just to be filled, but we need someone to be responsible, instead of a free rider for a trip to CNSA.

Becca: If they did not register to go before being voted in, their trip will not be covered.

John: There is an individual who is interested in the position if it is open.

Becca: would we like to open the position and not have the regional sponsorship? Or would we like it to just be filled?

Yuna: They should pay for the regional trip, and we can help fund for the national trip.

Genevieve: What about shortening the voting and nominee time to have the position filled more quickly?

Becca: how does everyone feel about shortening nominee time for all unoccupied positions?

Motion	To make all unoccupied positions open and shorten nomination period
Motioned by	Dustin Gibson (Mohawk Education Chairperson)
Seconded by	Sarah Douville (McMaster Level II Rep)
Motion conclusion	14 for
	0 against
	0 abstain
	Motion passed

Committees

- List of committees list will be sent out in an email
- All executive must sign up for a committee
- If committee leaders have somethings to add to last years description of the committee, please email Lindsay at secretary@munss.ca or Becca at president@munss.ca with the changes and that will be e-mailed out next week

Motion	Motion to end the meeting
Motioned by	Yuna Jang (McMaster CNSA AD)
Seconded by	Cameron Morton (Conestoga VP)
Motion conclusion	Passed