



*MUNSS Meeting Minutes  
6:30pm, October 31, 2016  
McMaster HSC 2J13*

**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), Maryam Salik (Education-Mohawk), Shannon Forbes (Education-Conestoga), Mira Sayah (Education-McMaster), Shivani Patel (Communications), Heather Buchanan (CNSA OD-Conestoga), Hannah Cross (CNSA OD-McMaster), Thomas O’Handley (CNSA OD-Mohawk), Kristin Greig (Level 1-Conestoga), Andrea Rideout (Level 1-Conestoga), 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 Langendon (Level 3-McMaster), Zoe Waller (Level 4-Mohawk), Katie Labron (Level 4-McMaster), Nikki Berza (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), Mary Attalla (Awards and Scholarships), Sharon Nwamadi (RNAO-Hamilton), Sarosh Karma (Social Co-Chair-McMaster), and Megan Pople (Social Co-Chair-Conestoga).

**Faculty  
Absent**

Ola Lunyik-Child (McMaster)  
Dianne DalBello (Conestoga), Cynthia Hammond (Mohawk), Lou Ginne Avancena (Level 1-Mohawk), Grace Sinke (Level 1-Mohawk), Adriana Tugg (Level 2-Mohawk), Laura Chapman (Level 2-McMaster), Shirwa Geele (Level 2-McMaster), Brianne Flowers (Level 3-Conestoga), Caitlin Devries (Level 3-Conestoga), Dallas Miller (Level 4-Conestoga), Ashlyn Baer (Level 4-Conestoga), Hilary Sudar (RPN-BScN-Conestoga), Vigne Sridharan (CNSA AD-Conestoga), Lawson Sherwood (RNAO-Kitchener-Waterloo), Joseph Fan (Social Co-Chair-McMaster), Kelly Long (SRA), Allisa Ragnanan (SRA), Alyssa Bierling (GUNI Mohawk-McMaster), Lisa VanderWees (GUNI Mohawk-McMaster), Selena Braund (GUNI Conestoga), and Caitlin Brydges (GUNI Conestoga).

## Start of the Meeting

Motion	To start the meeting at 6:46pm
Motioned By	Aidan Nitz (Level 2 Rep)
Seconded By	Thomas O'Handley (CNSA-OD)
Motion Conclusion	Passed by general consensus

- Welcome Week Budget:
  - MUNSS donated \$20,000.00 for welcome week with an additional loan of \$6,000.00. The loan is still outstanding due to delay in refunding. The revenue from the MACpasses students pay for orientation and grants available for welcome week is still processing.
  - This brings the total budget to \$26,000.00. Welcome week planners proposed an increase of \$5,000 from WW2015 to WW2016 to cover the costs of desired changes that planners wanted to focus on for this year.
  - **Swag:** In the past the swag bags for incoming students were a cost of approximately \$20.00. This year the swag bags were provided free to all incoming students resulting in an expense of approximately \$7,000.00 for swag bags.
    - Suggested to devise a system for equal distribution of the swag. There was upset due to lack of swag. For the Conestoga site there was comments and complaints from students and reps alike stating they felt “left out” because there wasn't enough swag set aside for the Conestoga site basic and rpn-bscn stream students- only some basic got swag and no rpn-bscn got swag at Conestoga
      - Though eventually they got shirts, these shirts were not the same as WW shirts and therefore students and reps for not as happy still
      - It is absolutely unacceptable for a sight to be left out as such and needs to be addressed planners want to continue distributing free swag as it is absolutely unacceptable to be hindering a sight in
  - **Shinerama:** the budget was proposed at \$320.00 and the actual cost was \$325.00.
  - **Faculty Day:** travelled to Boston Pizza, similar to last year, which is a cheaper alternative than catering on campus. Expenses were relatively the same as last year, however the cost for superfrosh items placed expenses over budget. This year transportation for Conestoga students were provided through MSU grants.
  - **Mature Student Programming:** provided a luncheon, however there was an unexpected cost of \$892.00 (for tent, chairs and tables). In the past MSU usually provides the equipment, so it budget did not take this expense into account.
    - The event overall was a success with a high turn out.
  - **Faculty Night:** this year the venue changed from Spiltzville to Burloak Sports Center where students were able to engage in beach volleyball, bubble soccer and other sporting activities. The cost for this event was the same as last year's

expenses at approximately \$6,000.00. Conestoga transportation was again provided by MSU.

- Event was a huge success with positive feedback from students.
- **Faculty Fest:** Allotted for \$1,000 for inflatables, popcorn and cotton candy. However, this year the MSU conducted an event called “bounce for shine” allowing the inflatables to be a collective for faculty fest. So the only cost was for the popcorn and cotton candy decreasing the total expense. Conestoga’s transportation was provided again and welcome week planners did not have to spend money from the budget on signs for promotion like in previous years allowing the event to come under budget.
- **Individual Events:** Air bands required funding for props, total expense was \$20.00. PJ parade was a total expense of \$72.00 for necklaces, glow sticks, and banners. Bed racers were provided by MSU this year due to issues in the past resulting in no expenses. Conestoga Day expenses were mainly for food items and came under budget. Planning to allot more of the budget for this event in the future. Code team also had zero expenses. The campfire was approximately \$90.00 because the cost is split with ENG for the campfire rental. The Kin hike to Webster Falls was a collaborative event allowing all expenses to be granted.
- **Nubs:** Nubs gifts of candy bags were a cost of \$250.00 and the Nubs reunion for January 2017 has a budget allotment of \$850.00.
- **Yellow Suits:** the yellow suits were a lot cheaper this year than in previous years due to company change. In previous years the cost of the yellow suits was approximately \$120.00 and this year the cost was \$80.00. There were some colour issues with the initial samples sent resulting in extra expenses within the budget.
  - This year reps received reversible jerseys, which were a huge hit among the reps resulting in an expense \$27.00 (the yellow suit reps paid out of pocket for purchasing the yellow suit and reversible jersey).
  - Provided food for the rep training day as well as swag/gift resulting in a total expense for \$150.00.
- **Miscellaneous:** The Success Guide (print-out for first year students) was an expense of \$1261.98. The appreciation dinner at Boston Pizza was a cost of \$717.48. Decided to implement breakfast and snacks for reps this year, especially for early move-in days, which was cost of 182.38. Reimbursements were given to reps who could not fulfill their role.
- **Level 1 WW Feedback:**
  - The day of the pep rally/faculty fusion was exhausting due to high energy activities and the length of the day. Suggested to disperse the events out on different days.
  - Improve cohesion between the sites. Some of the events do not provide transportation and students from the Conestoga site cannot attend events.
  - Issues that students did not receive enough notification of welcome week events. This is more of an individual issue, there is many resources sent

to students informing them of the events occurring.

- Lois and Anmol to follow up with student success centre and school of nursing about this

- Welcome Week Bursary

- Anmolpreet attended a president's council meeting where the issue of the cost of becoming a welcome week representative was presented. Students should not deter from becoming a welcome week rep due to expenses and it should be an equal opportunity for all students.
  - A draft proposal for the welcome week rep bursary has been submitted to the society to address this issue.
  - This bursary will be designed to assist with the costs of becoming a welcome week rep, which include the cost of the yellow suit.
- The way the bursary would function is each faculty would contribute a specific amount of money to be distributed among the welcome week reps to subsidize the cost.
  - On the application it asks if students are a MSU member. Which in nursing only accounts for 1/3 of students (as nursing contains students from Conestoga and Mohawk). However, the answer to this question will not impact whether or not students receive the bursary.
  - The reason MSU is involved in application and bursary process is that MSU will provide additional money to the faculty collective to support and subsidize the cost of the yellow suit.
- Rep Suit Statistics:
  - 2016: 1123 reps with 696 requiring new suits resulting in 62% of reps purchasing new suits.
  - 2017: estimated that there will be 1200 reps with 780 requiring new suits resulting in an increase of 65% of students purchasing new suits.
  - It is evident from the statistics that the bursary will have a major and beneficial impact to large number of students and will influence the increase of student reps for welcome week.
- 2015 Nursing Welcome Week Planners suggested that there should be some sort of potential payment for welcome week planners due to the immense workload. Planners feel there should be some sort of reimbursement.
  - 2016 nursing welcome week planners stated that other faculties are providing payment honorariums for their welcome week planners... however this is something MUNSS hasn't considered doing due to factors such as the commitment is known from the beginning, and this is a voluntary role that individuals apply for
  - Anmol brought up that this is a voluntary applied for position, and also there are other exec positions that work just as hard – ie. There was a lot of work to be done as president over the summer, but president is an unpaid positions; and also that one position should not be treated differently than the others as no other position on MUNSS is a paid position, it is solely student volunteer and interest basis



research and host a formal debate on the last day of conference.

- CNSA National Nursing Student Week:
  - Table in the E-wing has been booked for the Conestoga site and IAHS for the McMaster/Mohawk site. This is where members will be handing out coffee or cupcakes, RNAO student memberships, and CNSA swag for each site.
  - Education will be hosting nursing rounds on November 16 at Conestoga.
  - Minor fundraising for FASD and lunch and learn for Fetal Alcohol Spectrum Disorder. Last year CNSA did a minor fundraising for the Canadian Mental Health Association during NNSW and want to focus the fundraising on FASD this year.
  - Will be having draws at each site. Donations include MUNSS water bottle and spirit wear sweaters, coffee mugs, drug books, etc. each site will have a nursing package as a prize for each site.
    - Planning to contact David's Tea for any additional donations for prize packages.
    - Suggested to contact RNAO, Boston Pizza, Pink's for other donations.
  - Planning to engage in the social media campaign again via MUNSS Instagram page with the #CNSACentral.
  - Building on this year's theme of diversity, CNSA at McMaster/Mohawk are planning on developing small displays of maps, one of world and other of the greater Hamilton area. CNSA will be asking nursing students to take a pin and place it where they coming from and write a brief explanation of what nursing means to them. The goal is to encourage student involvement and understand the students that are within the nursing program and why they chose to attend McMaster University.
  - CNSA is seeking help from Level 2 reps, as per constitution duties for level 2s, to help monitor the NNSW table.
  - Mohawk and McMaster Level 2 has contacted interest in NNSW to conduct a social event. Social has also been in contact with CNSA and are willing to collaborate and develop a social event for NNSW.
- Spam Email
  - Communications, Shivani, has been in contact with maintenance for the MUNSS email server in attempts to limit the influx of spam emails.
    - Maintenance is able to filter the emails entering the inbox, which will remove the spam, however members may lose some important emails within the process.
    - It was mentioned that if the spam filter became stricter and important emails were sent to the junk folder, it may be hard to track or find an important email within the junk folder due the immense spam emails the accounts receive. It would almost be easier to manually move spam emails in the folder.
    - Asked to investigate if the spam filter could filter on key terms. Perhaps this would decrease the chances of losing important emails when altering the filtering system. It was also suggested to see if there is any difference between the accounts in relation in filtering as some accounts are not

receiving spam emails.

- Communications will contact maintenance for further answers. To determine if the risks outweigh the benefits and re-discuss this issue on a later date on plan of action.
- Social asked if MUNSS would potentially switch to a G-mail account or alternative email server in the future for convenience and limit issues server such as server crashing and the influx of spam emails.
  - Anmolpreet will bring up this issue at the president's council and explore what server's other societies to use and discuss implementing this within the nursing society.
  - It was included that students are more likely to check their G-mail account for frequently because the account is linked to their school account. It is one less email that students will have to check.
- Donations:
  - McMaster's Geriatric Interest Group: seeking nursing student and representative to become a part of the interest group. The MGIG typically runs workshops and would like more nursing representatives to become a part of their executive team. Those members that are interested are asked to contact Anmolpreet at [president@munss.ca](mailto:president@munss.ca) for further information.
  - MUNSS has a budget of \$3500.00 for donations and currently \$2000.00 has been used for Shinerama.
  - Emergency First Response Team: conducting a 3-day conference for approximately 175 individuals. EFRT is seeking donations to assist with the cost of conference, which is at an estimated budget of \$27,000.00.
    - EFRT is a beneficial and necessary resource for students on campus. The response time on campus is 2-3 minutes and is a valuable resource.
    - The conference for EFRT is similar to the "nursing games" and is beneficial for the paramedic students to collaborate with students from other schools to enhance skills an network
      - No specific sponsorship package was given to the society, just a budget outline, which is very vague when deciding and planning donations.
      - Donating to this event will have no direct benefit for MUNSS as students have to apart of EFRT to attend the conference. Although it can be seen as donating towards interprofessional development however, when compared to donating to other organizations where nursing students can benefit, it does not seem as a wise expense.
      - Yes, it may benefit the school in general as a whole, however, unless EFRT plans to donate to MUNSS for the nursing games then MUNSS should not move forward in donating.
    - For now, MUNSS will not be donating to EFRT, but if Anmolpreet can get more information from EFRT about the event and specifics on donating then the society will revisit.

- TedX: will be conducting an event March 5, 2017 and are seeking donations for said event. This is an organization MUNSS has donated to in the past, in previous years MUNSS has donated approximately \$500.00.
  - The event has as estimated total budget of \$9000.00 and donations will be directed towards costs of venue, AV, promotion, designing, transportation, catering, material, and workshops. The topic for the event will be revealed later.
  - Event coordinators would like an answer from MUNSS by the end of term.
  - Donations of >\$20.00 MUNSS would receive recognition on the organizations website. Donations of >\$350.00 would allow MUNSS to have recognition on physical print. If MUNSS were to donate the range would be between \$20.00-\$350.00.
  - This is an event open to nursing students, TedX typically invites McMaster students, so donating to this organization will benefit MUNSS and the nursing faculty.
    - Nursing students and delegates will have to pay the fee to attend.
- Updates:
  - Education
    - Will be assisting in conducting a tobacco cessation workshop. Last year the topic was implemented within the PBL classrooms and MUNSS partnered to organize an evening workshop as well.
      - Information on event specifics will be sent out to education committee once received from organizer.
    - Education will be requiring help from committee to organize event. Currently the education committee has one vacant position for McMaster and two vacant positions for Mohawk. Those at that are interested in joining the education committee must contact Shannon at [education@munss.ca](mailto:education@munss.ca).
    - GUNI is planning to have a guest speaker on global health for December 5<sup>th</sup>. One of the organizers has reached out education for assistance in event funding. GUNI has requested for \$150.00-\$200.00 for the event.
      - GUNI will be organizing the entire event, however will require assistance for food costs.
      - Education has contacted GUNI via email expressing interest in funding event and are currently waiting for response.
    - Nursing rounds will be November 16<sup>th</sup> at Conestoga College for NNSW. Event is open to all sites and is similar to the rapid rounds event held at IAHS last January.
      - Rooms are booked for speakers and posters have been made for promotion.
      - The keynote speaker title of presentation is homelessness, queerness, and sex work with indigenous perspective
      - Nursing specialities attending nursing rounds include: new grad in



mental health, wound care, trillium gift of life, and sexual assault examination.

- Education has been contacted Dr. Culver explaining at some Level 1's will be writing their final for exam for anatomy and physiology off campus. Would like volunteers from MUNSS to walk students over to the off campus location for lower the stress for the level 1's.
  - Exam is December 19 at 4pm.
  - Level 3 reps were planning on conducting an event for Level 1's after they completed their anatomy exam, so they can plan to arrive prior to the exam as well to assist will directing the students. Will set a meeting location for students and then walk students over to off campus location.
  - Level 3 is willing to coordinate with yellow suits to facilitate this and have members at the on campus exam site and off campus exam site.
  - Education would like Level 3 reps and yellow suit coordinators to contact education with exact number of individuals willing to help. Education will then contact Dr. Culver that MUNSS is interested in assisting with.
- Update with the wikithon, the faculty that wins will receive a club night at 1280. Those are interested in participating are asked to contact education at [education@munss.ca](mailto:education@munss.ca).
- Communications
  - MUNSS now has an active Instagram account. Communications is also planning on actively using the MUNSS twitter account.
  - Level reps and other MUNSS members are asked to promote/like social media pages and share content with nursing student body.
  - If any information is posted within the MUNSS Facebook page, members are asked to like the new posts to ensure the post remains at the top of the page.
- Finance
  - Review engagement is still in process and should be completed by next week.
  - Received the last budget last week. Will contacting some individuals of over budgeting for events. The allotment of budget each member is given is finalized and members cannot receive more funding unless it is discussed at a meeting.
  - MUNSS does run on a reimbursement basis, so members will have to pay out of pocket first then bring a receipt to finance indicating what the money was spent on, who spent it and why.
    - Cheque requisition forms are for purchases over \$100.00.
- RPN-BScN
  - Conestoga bridging program is conducting a study review session. Needing to book for event.

- Suggested to contact Jess at [executive.assistant@munss.ca](mailto:executive.assistant@munss.ca) to assist in booking a room at Conestoga.
  - Planning an event for next semester based on sexual health education.
- Awards
  - School of nursing had a meeting, which Mary was unable to attend due to class. Will be reviewing minutes to see what the budget is and what are plans moving forward.
  - Planning to attend next meeting.
- Level 2 Representatives
  - Recent event on October 25 which was a movie night at Conestoga. Event had a small attendance of 7-10 students.
  - Trick or Treat for Hunger event took place October 31. Level 2 reps collected non-perishable food items within the PBL classroom for their charity donation. This event was very successful and recommend for next year.
  - Planning to contact CNSA to confirm assistance with NNSW.
  - Will be in contact with Level 1 representatives and Education to plan an upcoming review session for OSCE's at Conestoga site.
- Executive Assistant:
  - Asked members to ensure they are notifying Jessica of absence prior to the meeting with a valid reason.
  - Some members are notifying after the meeting or not at all and that causes inaccurate members for attendance and quorum.
  - If the meeting does not have enough members for quorum then the meeting cannot be conducted.
- Level 1 Representatives:
  - Anatomy review had huge turn out. Complaints that review session had no organization to questions.
    - Because the event was student led, this led to confusion and lack of organization with the questions. Need to indicate to students that they must review content prior to attending the review session or it will not be beneficial.
    - Level 1 representatives also brought cookies and water for students attending session.
    - Suggested to have students submit questions prior to attending so representatives can organize and filter the questions prior to the session.
      - Once organized, forward questions to Dr. Helli so he can prepare as well.
      - This way level 1 reps can also post a document with questions to the level 1 nursing students so students can see what questions will be discussed prior to attending.
  - The Night Walk event at McMaster had a turn out of 2 students. Poor attendance mostly likely due to the fact it was held October 28 which was

- the Friday before Halloween.
    - Asked how to engage student involvement for events.
          - Social will be conducting a survey for nursing students to indicate what events they would like to see and why they would or would not attend a certain event. Hopefully results will assist for future events.
          - Suggested collaboration with other aspects of MUNSS (other levels, social) to improve attendance.
- Accelerated:
  - Mock OSCE has an attentive date of December 2. All tutors are on board, the date works for all students, currently waiting on final approval.
      - Once approved an EOHSS form is required.
      - If accelerated students require standardized patients, education can range for volunteer students or standardized patients. Accelerated would prefer volunteers to avoid costs. Accelerated will be in contact with Education once event is finalized.
      - In the past the event has been run either with an upper year organizing a situation with a lower year volunteering as a patient or having a specific set of volunteer students for patients.
- RNAO:
  - Conestoga RNAO recruitment day was on October 19 and was a success. RNAO sold a total of 30 student memberships.
    - Best practice workshop coming up on December 12. Seeking volunteers to assist with event set-up at McMaster on November 11 for 2:00pm. Students interested in volunteering are asked to contact Anmolpreet at [president@munss.ca](mailto:president@munss.ca).
        - Anmolpreet will be conducting a 10-minute presentation at event on student leadership.
        - RNAO members, if interested in conducting an event during the lunch period at the event are asked to contact Anmolpreet at [president@munns.ca](mailto:president@munns.ca) to organize with event coordinator.
      - Planning a McMaster and Mohawk recruitment day for November 17. Currently waiting response from RNAO Hamilton for the approval.
- Level 3 Representatives:
  - Nippissing University has sent the itinerary for the nursing games. Will discuss details and specifics of the event at next meeting. Level 3 reps still need to review the event and the itinerary at a level meeting.
    - Fear farm was on October 28 and was a huge success.
- Level 4 Representatives:
  - Pinning rooms have been booked. Level 4 representatives just need to sign the contract (will be signed by the end of the week and will be forwarded to Anmolpreet). This year all sites will be within the Hamilton Convention Center.
    - Meeting at the end of this week to look at venues for grad formal

- Uworld has reached out to conduct a NCLEX review for bulk packages, which will be cost effective. Will be sending out information in regards to this packages and prices to determine which package Level 4 students want to utilize.
  - Sample graduation sweaters are in and will be having students fitted next month.
  - Have the transition series that faculty is organizing currently underway. Interviewing with NGG will be discussed for the next couple of weeks.
  - Waiting to hear back from faculty about date for career fair to coordinate Level 4 orientation on the same day.
  - MUNSS picture is scheduled to be on November 21 at 6:00pm at McMaster University.
- Social:
  - Fear farm event in collaboration with level 3 reps was a success.
  - Dodgeball event had a poor turn out with only 4 students in attendance.
  - Coffee house was good turn out with many performers signed up.
- VP Mohawk:
  - Tentative day for MUNSS is February 6, 2017 just waiting for confirmation on day. Once confirmed will be seeking for volunteers. MUNSS at Conestoga will be the same day as well (At Conestoga students cannot book rooms for the new semester, so will book during Christmas break).
  - Quarterly reports are due October 31 at 11:59pm.
- President:
  - Attended to School of Nursing 70<sup>th</sup> celebration which was excellent night.
  - Spirit wear designs are peeling off when washed. Spirit wear was supposed to generate a profit of approximately \$200.00, however due this issue MUNSS will face an loss rather than a profit (49 shirts out of 63 shirts were sold).
    - Core members can work on designs for MUNSS days.
  - Vacant positions: Level 2 and 4 Mohawk and Spirit wear. Planning to conduct elections for vacant executive positions once welcome week positions have been filled.
  - Deadlines need to be taken seriously and met. If members cannot meet a deadline, they are suspected to communicate to the appropriate members as to why the deadline can be met.
  - Planning to send a feedback form to students to make improvements for the Winter semester.
  - Presidents council is still working on the collaborative project.
  - Meet your exec. Will begin next week and Anmolpreet will be sending out the google docx sign-up this week.
  - In relation to receiving clinical hours for attending conference, Anmolpreet has received information that students must discuss and arrange individually as it strictly based on tutor discretion.
    - Currently policies state students must discuss with tutors and

ensure attending the conference is relevant to their clinical practice. Essentially it is up to the tutor if individuals are granted the hours, which is based on individual progress within the course.

- Currently there is no minimum or maximum number of hours' tutors can grant. The number of hours granted are solely based on the individual's progression and success toward course outcomes.
- Anmolpreet has been instructed to develop a draft letter for those who attended Regional Conference to explain the policy on conference and attaining clinical hours

○ Faculty:

- Seeking students to join the collaborative committee for admissions to evaluate the process application process including CSPR. Would like students from all three sites including accelerated, post RPN and basic streams to sit on the committee.
- Would like students to join in the process of developing strategies for Aboriginal application to facilitate and improve this process. Students interested in sitting on the committee as an Aboriginal student representative are asked to contact Ola.

**End the Meeting**

Motion	To end the meeting at 8:47pm
Motioned By	Megan Pople (Social Co-Chair)
Seconded By	Josh Enzlin (Accelerated)
Motion Conclusion	Passed by general consensus

Meeting Adjourned