*MUNSS Meeting Minutes*

 *6:30pm-8:30pm, Monday November 19th, 2018*

**Call of the Role**

**Present** Micah Zagala (President), Andrea Rideout (VP Conestoga), Sharon Nwamadi (VP McMaster), Alexandra Wilms (VP Mohawk) , Jeesu Sohn (Executive Assistant), Priyanka Jani (Education – McMaster), Lily Hoang (Communications), Alexandra Berescu (CNSA OD – Conestoga), Joshe Belrose (Level 1 – Conestoga), Hanna Jandrew (Level 1 – McMaster), Mandy Lau (Level 1 – McMaster), Krista Tse (Level 1 – Mohawk), Margaret Przybylowski (Level 2 – Conestoga), Emilee Van Sicke (Level 2 – Conestoga), Vishnuka Sivapoologasundaram (Level 2 – McMaster), Joshua Gancena (Level 2 – McMaster), Cheskazia Loyola (Level 2 – Mohawk), Kathy Truong (Level 2 – Mohawk), Victoria Stancheff (Level 3 – Conestoga), Kaitlyn Wood (Level 3 – Conestoga), Adrian Mendoza (Level 3 – McMaster), Jessica Mangan (Level 3 – McMaster), Allyssa Wein (RPN-BScN – Conestoga), Ayman Aldin (RPN-BScN – Mohawk), Massod Nawa (Accelerated), Jasmine Messore (CNSA AD – Conestoga), Senura Jayatunge (Awards and Scholarships), Megan Pople (RNAO – Kitchener-Waterloo), Brittany Bates (Social co-chair Conestoga), Brittany Bates (Social Co-Chair – Conestoga), Saghi Nayer-Nouri (Social Co-Chair – McMaster), Melissa Pigg (Social Co-Chair – Mohawk), Marina Gandzi (SRA)

**Faculty** Andrea Miller (Faculty Conestoga)

**Absent** Paolo Hipolito (Finance), Megan Simpson (Education – Conestoga), Sarah-Jean Vance (Education – Mohawk), Priscilla Ip (CNSA-OD McMaster), Lana Biberdric (CNSA OD – Mohawk), Alicia Hedges (Level 1 – Conestoga), Hiba Imran (Level 1 – Hohawk), Jessica Hill-Porter (Level 4 – Conestoga), Jessica Debackere (Level 4 – Conestoga), Bailey Jenson (Level 4 – McMaster), Christina Minicucci (Level 4 – McMaster), Brittany Struck (RPN-BScN – Conestoga), Esther Eruysal (Accelerated), Nadine Elmalak (CNSA AD – McMaster), Athani Kumaravadivel (CNSA AD – Mohawk), Donalda Morris (RNAO – Hamilton), Thea Wellsman (Spirit Wear)

**Guests**

**Start of the Meeting**

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| Motion | To start the meeting at 6:34 |
| Motioned By | SRA |
| Seconded By | Social |
| Motion Conclusion  | Passed by general consensus  |

**UPDATES:**

Level 2 Reps – Margaret, Emilee, Vishnuka, Joshua, Cheska, Kathy

* Asked Dr. Culver to facilitate review session for Pharmacology but refused. She will get back later this week to see if there are TA’s who are willing to facilitate instead.
* Suggestion was made by various exec members to just make sure that with the review sessions, there are review sessions at both sites – McMaster/Mohawk and Conestoga.
* Level 2 tutor for pharmacology agreed to do review session for the final. The pharmacology final exam is on December 20th.
* The reps would like to thank Andrea Miller for helping them with booking sessions for OSCE review on December 5th.

Level 3 Reps – Victoria, Kaitlyn, Adrian, Jessica

* No news yet from Nursing Games.
* They are trying to book therapy dog for December. They were able to get something for February 14th, since Thursday is the only day that everyone is here.
* No other updates.

Level I Reps – Joshe, Hanna, Mandy, Krista

* Conestoga:
	+ Made Relay for Life team today. The date will either be February 1st or March 30th. They will clarify, since it is typically in March but is strange for it to be so late into the month.
		- VP Conestoga (Andrea) said that for it to be March 30th, it’s coming into exam time so it would be a strange time. Would have to confirm a date with that, then get the teams arranged after clarifying the date.
	+ The reps were coming up with fundraising ideas for Relay for Life, including bake sales, Krispy Kreme donuts (which they thought was kind of far considering someone would have to get them to school), customized gift packages, ideas on Pinterest.
	+ If it is on March 30th, it will give them a lot of time to prepare, as well as the support of the whole council and more time to dedicate for fundraising.
	+ Krista commutes from Mississauga every day so she may be able to bring the Krispy Kreme donuts, if that is going to happen.
	+ The VP’s advised that sometimes the timing doesn’t work out, if you think it is doable and reasonable to do the fundraising, do it within your abilities and resources!
* McMaster:
	+ Psychology review night in preparation for exam would tentatively fall on November 30th from 5pm and will be in collaboration with all three sites.
	+ Talked to Michelle and Dr. Kim but both will not be present there since it isn’t an “official” review session. There will not be any TA’s present either, it will just be all the reps there.
		- They are thinking about doing Kahoot style game to help review session since most people find it helpful and you can work collaboratively.
		- Thinking about 40 people in regard to room booking since they are not sure of a number yet, will be for all faculty and not nursing-specific.
		- They are also thinking of having the session as a bring what you want – students will donate money to attend event and proceeds will go toward Relay for Life.

RNAO - Megan

* She reached out to the Waterloo chapter and other chapters to find out all the benefits to being a chapter school. She will also try to reach out to Hamilton chapter as well to find out what the other rep is up to at the moment.

CNSA – Lili, Jasmine

* National Nursing Students’ Week!
	+ The delegates are working on finalizing the details of the whole week and events.
* The Mohawk/McMaster delegates wanted to do a Coffee House but are running into some trouble trying to find a place. The issue is being worked on at the moment with Executive Assistant (Jeesu)
* Also working on finalizing membership fees, having everything calculated, then submitted.
* They will be sending out applications for the national conference scholarship for those who are eligible to apply for it (those students who attended a chapter meeting).
	+ Those who are eligible: who attended either the September or October chapter meetings. The delegates collected everyone’s emails to keep track of eligibility.
* CNSA membership fees were discussed last year, when they were trying to figure out how much to charge.
	+ They give AD and OD package then give membership fee so if you are a member chapter of CNSA, within those you have a document about how many students are in the basic versus the accelerated stream. The delegates are not certain about cost associated with whether students are full/part time.
	+ It was completed last year by Allie who organized it.
	+ Final number of how much it costs for chapter school was done. They just need to write a cheque to send in and it was calculated to be $19,987 for all three sites.
		- This is within the budget for CNSA.

RPN-BScN – Brittany, Allyssa Ayman

* This is Alyssa’s first time to MUNSS – welcome!
* Brittany was thinking about doing a trivia night for RPN-BScN stream students. They aren’t sure if they wanted to go along with a pre-planned activity. Potentially, they are going to do a paint night, but if CNSA is already doing one, they are willing to promote together and collaborate.
* They are also organizing a student led study group for an in-class essay for next week. They put out a Google survey to gain interest and got 6 responses so far.
	+ The idea will be to generate 10 possible topics and each student teaches the rest of the students about each topic they are assigned.
* This coming Monday, November 12th, they will be giving flu shots at the Wellness Centre at McMaster from 9am-4pm.
	+ If you haven’t gotten flu shots done, drop in and get the shots!

Education - Priyanka

* No updates today.

Social – Brittany, Saghi, Melissa

* They are still working on promoting the trip to Ripley’s Aquarium on Sunday November 18th. They have about 15 sign-ups so far compared to 40 which they anticipated.
* It is going slower than last year’s event but the plan is to continue promoting on social media and share the event.
* MUNSS execs are welcome to go! Please sign up and encourage friends to go.
	+ They heard a lot of responses from last year that people really enjoyed Ripley’s so encourage people to go.
	+ Transportation is provided for all sites and the cost is $15 for both bus and aquarium, which is a really good deal.
* The reps are also doing a December exam destress event for all sites, with collaboration between Conestoga Level 2 on December 5th (pretty much all finished planning for), Mo-Mac is still organizing with their Level 2’s (will connect with Social after meeting).
* Social asked that if anybody has ever been to Ripley’s, if they could send photos to Social so they can use for promotion?

Andrea Miller – Faculty Conestoga

* She says that normally faculty don’t know about these events, and she would love to promote events in class!
* She will have faculty meetings and wants to give shout out about MUNSS activities. In regard to distributing information on these events and initiatives to faculty, she asked how can she do this?
	+ Suggestions made by the exec: Executive Assistant (Jeesu) can send the minutes from every meeting, the updates section in the minutes will be helpful and can be found on the MUNSS website, Communications (Lily) can send the calendar and newsletter.
* Knowing about these events would help faculty engage more with the student body and these shout outs are a good way to promote in class to students!

VP Mohawk - Alex

* She is getting in contact with people regarding events and emailing back and forth between them to get things organized.
* She is also in contact with MSA (Mohawk Students Association) to coordinate Health Sciences inter-school bonding.
* The welcome week planner applications went out and will be chosen soon. Please apply to those of you not graduating this year!

VP McMaster - Sharon

* For those of you who have sent yearly reports and quarterly, she has sent back feedback To those who have not sent them in yet, please send as soon as possible!
* Quarterly reports were due last week! If you have not gotten that in, please get it in to your respective VP’s.
	+ To those execs who have just started MUNSS, don’t bother sending them in.
* All the templates for the yearly and quarterly reports are posted on the Facebook page or sent to you via email.

SRA - Marina

* Have been working policy for MSU. The policy conference is this weekend and they provide free breakfast and lunch. The better up-side is that if you come out, you can read the student engagement and retention paper Marina has been working on!
	+ It is a fun topic because it’s been a struggle getting people involved.
	+ If you want to know Marina’s recommendations, come out and tread.
* The MSU had an Ontario undergraduate students’ alliance. The MSU is the student government and other student governments across Ontario came together to discuss policies.
	+ If you want to check out the SRA Facebook page, the livestream is uploaded there! If you have any questions about this discussion, come up to her and ask, she will be happy to answer any questions!

Executive Assistant – Jeesu

* She is up to date on all the booking requests and working with Katherine Hale from McMaster and Karen or Melissa from Conestoga to arrange the rooms for all the requests.
* The Coffee House request from CNSA is being looked at. Bridges at McMaster was full for the entire week and there were some difficulty accessing the log in to book into Clubspace. The alternative currently is to look into booking The Venue at Conestoga.
* Another reminder that if you are looking to book a room, please email or message Jeesu at least a week prior to and tell her what date, time, number of people and preferred style of room. If you want something for during the day, it’s important you message her as soon as possible because it is harder to find something in the day.

VP Conestoga - Andrea

* She is talking with Andrea Miller tomorrow to talk about non-violent crisis intervention for Level 3 and also to implement for following years and expand to other sites as well.
* Flu clinic will be coming as well (updates will come soon).
* In regard to the NCLEX sessions (in collaboration with Education), they have touched base with site coordinators (Johanna, Heather, Tracey, Cynthia) and got some input. As soon as she hears back, she will share.
* Thank you to those exec members who sent quarterly reports. Andrea has sent back feedback through email. Same idea with the year plans: if you haven’t submitted those yet, please get back soon by Wednesday.
* She has submitted all the EOHSS forms handed in to her.
* The Nurse-Engineering Halloween Social was last week on October 30th. She was not able to attend but the Engineering VP said that it went very well. Not many Nursing students showed up but a lot of engineers, but people who did show up enjoyed it and stayed the whole time! She is hoping to collaborate with Engineering again.

Level 4 Reps

* Sweater sales are coming.
* McMaster has sold 32 sweaters, Conestoga sold 29, Mohawk has sold 10.
	+ Last day for sale is November 19th and finalized by the 23rd. Orders come in December 3rd.
	+ They also have the venue for the formal booked as well.

Accelerated - Massod

* No updates yet.
* The reps are getting in contact with Maria, but she is on vacation right now. Will catch up next week sometime.

Awards - Senura

* Starting up the three-pronged ad campaigning on the 5th
* Joanna will send out an ad through the Avenue to Learn announcement board on the 15th, will then have awards info night on November 21st.
* He will also advertise the event via the email list so there is no way anybody can get missed!
* We need to recruit more awards committee members, currently there are 2 spots left.
	+ On the 14th, he will be reading the applications blinded. The committee will read them as well, then send back a list of the top applicants to Senura after 2 weeks.
	+ This is the extent of the awards committee involvement.
	+ We do not have to meet in person since everything is done through email.
	+ VP Conestoga (Andrea) said that for the MUNSS Awards, those on the committee, you are exempt from application. If you are part of the choosing, you are not exempt from applying to the other ones, just the MUNSS awards you cannot apply for. You can still apply for the BScN site awards.
	+ VP McMaster (Sharon) said that for the site awards, you need to be nominated by tutor, from either PBL or clinical.
		- Lynn brought up the idea that she wants students to nominate themselves with faculty approval. So the process would be that the student would ask the tutor if they are okay with putting the tutor’s name on the application, then the student with that approval.
	+ Andrea (Faculty Conestoga) said that the faculty do verify the approval as well since there were some student self-nominations that were false. The faculty followed up with the tutor to ensure they were in support of the application. So you can’t lie about the nomination!
* Senura asked again that more people join the committee.

Communications - Lily

* She sent out he newsletter for November! If there is any feedback, please let her know!
	+ Every loves it!
* She has also talked to Andy, who will be the Conestoga Multimedia Creative Assistant and he said that he couldn’t make it today. He wanted to know if we had ideas for him to do. He’s thinking about making videos/projects.
	+ Social said that he should come out to social events!
	+ SRA (Marina) suggested that they should do something to spread awareness about access to the Health Science Lounge and Hole in the Wall, just showing people that they have access because people don’t know where it is and how to access it.
		- VP Mohawk (Sharon) noted that Mohawk and Conestoga students can’t get in to Hole in the Wall and Health Sciences Lounge because of the badge. Accelerated students don’t have access either. She asked if MUNSS could work on getting them access?
	+ VP Conestoga (Andrea) asked if Andy would be interested in doing something for National Nursing Students’ Week. For example, he could make a display to show throughout the week, then re-use the video for MUNSS day. The VP’s would be able to use it for their events too. The idea would be to put together a video of pictures from social events so far and project it at National Nursing Students’ Week and MUNSS Day later on this year.
	+ President (Micah) talked about the end of the year video which we discussed early this semester. It’s important for all of MUNSS and nursing students to document memories. She said to take videos, since it will flow nicer in terms of video-making rather than pictures. Andy will have the same email and contact as Communications, so send those to him through email.
	+ Andy can definitely cover events at Conestoga sites!
	+ CNSA said that for National Nursing Students’ Week, they have booths set up but should they project the video on the wall? They don’t have many pictures or videos.
		- The suggestion made to them was to touch base with other students, if they have a video on their phones that is appropriate, then we could just put together the footage from those too. It doesn’t just have to be one person’s responsibility to make the video.
* In terms of the Health Sciences Lounge access, none of the Accelerated students have access to it. We will have to check this out.
* RPN-BScN asked who to send the videos to?
	+ You can send them to Communications (Lily) or communications @munss.ca
* Andrea (Faculty Conestoga) asked if we have a disclaimer/photo consent for MUNSS activities? As a group, is there something like that we do now? If someone comes to one of these events, do they know that they may be videographed?
	+ This could be mentioned in the policies and procedures?
	+ VP Conestoga said that the consent is assumed under EOHSS so we should maybe try opt-out? Instead of 500 people saying: “yes, you can take my picture”, we could have 4 people saying they don’t want pictures.
		- VP McMaster (Sharon) said that this would be difficult with accommodating people. We can’t ask people to come to us about accommodation. It is more politically sound to collect consent from 500 people. She said she already has a photo/video consent form ready.
	+ CNSA said that they could also have a disclaimer posted with event promotion so people can choose to be in pictures or not.
	+ A concern was voiced that there are a lot of people who come out to events, so how do we know what they look out? How do we know what those 4 people who want to opt out look like?
		- A lot of people come out to social events. You can use Google form for sign-ups and we can add a disclaimer such as: “by going to this event, you may be photographed for the promotion of MUNSS; if you feel uncomfortable, you can contact the organizers of the event”.
			* Most of our events have a sign-up process, so this is a feasible way to go about consent.
		- If this is not under our policies and procedures at the moment, we may choose to add this.
	+ VP Conestoga (Andrea) said going off of what Social said, if there are people who do not wish to have photos taken, they should be able to let us know if they aren’t comfortable with that.

**Question about Anatomy study night – for Level I Reps**

* The Mohawk reps wanted to do it as well as the tutors also wanted to do it, so should they collaborate together?
	+ Both Mohawk and McMaster want to do a study night so they can definitely collaborate and have more numbers for the event.
	+ Peer tutors have their separate thing so they aren’t able to collaborate with MUNSS.
* Last year, Dr. Culver made the questions and they combined McMaster and Mohawk together.
* They may have to change dates for this session.
* Make sure the EOHSS forms are filled out the pdf form, then send it to your VP. The VP will put in the password to log that in.
	+ VP Conestoga (Andrea) said that she can post the pdf file on Facebook. The form found online is exactly the same as the pdf, but that passcode the VPs have is needed to actually log the EOHSS in.
* The Level I reps were also wondering if anybody has done a movie night before? They were concerned about being flagged for copyright issues. Is there a copyright form that needs to be filled out?

President - Micah

* Another reminder that Town Hall is happening on Thursday, November 29th in MDCL 3021. Details on this are also posted on the MUNSS page.
	+ She recommends that everybody come out since this is a great opportunity to voice out concerns and hear answers regarding curriculum and concerns during the year.
	+ Town Hall will be hosted by Sandra, who is the Vice Dean of the School of Nursing. Other faculty members will be present as well.
	+ Invitation for all sites and streams to come out. This is a great way to advocate for yourselves.
	+ We have not had a Town Hall yet, this one is our first one! Let all of your friends know about it!
	+ Fill out questions ahead of time. The email address to whom you can send the questions is attached to the promotional post, send that to the email by November 20th, to let the presenter prepare a solid, helpful answer.
* In terms of National Nursing Students’ Week, this will be from November 19th-23rd (the 3rd week of November). It celebrates nursing students, and is great way for MUNSS to get involved and share who we are to the rest of the nursing students.
	+ At McMaster CNSA will have a booth at IAHS Moday and Tuesday (19th, 20th) from 4-6pm.
	+ Any other ideas to help out CNSA? The delegates worked on events involving mindfulness, coloring pages, chocolates, tea bags, bubble wrap. They heard back from ONA about swag and are currently waiting on this. RNAO (Waterloo) request to head office has been sent, waiting for that too. Raffles, David’s Tea, and ideas for sponsorships (collecting food or coupons) have been discussed as well.
	+ Tom drafted a donation letter so they could give them formally to businesses. Zehrs was good for donating, but some places don’t really get back to them after asking… Starbucks is also a good place.
	+ This is open for anybody to try and find places to go collect donations or sponsors. It is hard for the few delegates to go out and find sponsors on their own.
	+ If anybody is working at a restaurant, they are also great at sponsoring.
	+ During May at Mac and Welcome Week, there were a couple things that were put together (such as plain McMaster nursing sweaters and swag). If CNSA wants them, then we can put stuff in those for the National Nursing Students’ Week.
	+ Jess Hill-Porter and Andrea have the MUNSS locker at Conestoga and there are some things in there that could be used for NNSW.
	+ Andrea (Faculty Conestoga) said that big companies like Kraft also are willing to sponsor. DARE foods is in Kitchener so you can try them, too. Sometimes, when you go to the bigger corporations, they might give massive amounts of things to hand out to students.
	+ One of the things for CNSA was a coupon for free year of bread with Panera!
		- Paramount Fine Foods was also good, Ferrero factory, Nutella were additional ideas. Crabby Joes will put together a gift basket! Beyond the batter can give us gift cards!
		- For everyone who is getting the sponsors, contact CNSA directly!
		- The sponsorships doesn’t have to all be for CNSA NNSW, it can be saved for other events.
* CNSA is still trying to figure out a place to hold their Coffee House. Meanwhile, continue to promote NNSW and activities!
* With regard to Hole in the Wall, the School of Nursing provided $2,000 to update it. MUNSS should think about new furnishings and organization to make it a fun and welcoming place for students. Not many people know about this place either and we want to promote this, in collaboration with SRA.
	+ School of Nursing suggested we get a TV so students and watch on it instead of computer. There won’t be cable, so we would have to use HDMI cords.
		- Level 2’s suggested board games, bean bag chairs
		- Level I’s suggested power bars or cables for easy plugging access
		- CNSA suggested better storage system within Hole in the Wall, such as shelves
		- A lot of stuff in there are Welcome Week bulk items that can be stored away for the majority of the year. Micah has been in contact with people from Health Sciences lounge, and the president of the society. Once he is done cleaning the storage space in there, they are willing to share “the Cave” with MUNSS. The only thing is that it is not a locked room so we would have to store things that aren’t super valuable. We could also invest in a lock. Micah will be looking into that a little more.
		- VP McMaster suggested a Smartboard or whiteboard
		- RPN-BScN suggested an Amazon stick or Google Chromecast
		- Level 3’s suggested getting a Wii
	+ VP Conestoga (Andrea) said that we should figure out the Mohawk and Conestoga student access before we get the things. We don’t want to take the risk of spending all this money on things and not have it locked up.
		- We might have to contact security and see how it would work out.
		- It is a badge to access Hole in the Wall but there is also a key component that we might possible be able to change to a lock.
	+ VP Conestoga asked if there any space at Conestoga? Andrea (Faculty Conestoga) answered no, it has been explored before, but nothing like that exists at the moment. There is one for all of health sciences students, but they haven’t had anything specifically for Nursing.
	+ If we were to get a TV, the program manager said it would be mounted and secured to the wall. A lot of other rooms are engineered similarly so there is less risk of having the TV stolen.

RNAO – Megan

* Still no update on the possibility of McMaster becoming a chapter school for next year.
* With this change comes a big process since it would changes tuition fee ($17 more per student). Megan was trying to get in contact with Hamilton chapter to get more information about benefit about being chapter school.
* We would be voting on whether we would be passing the decision to be chapter school, moving to referendum (January and February) and getting students at all sites and streams to vote. MUNSS is the first pass.
	+ VP Conestoga (Andrea) said that there wasn’t a huge amount from last year’s minutes.
* The primary concern is whether all three sites would be under one membership or the fee be broken down between the three sites. Megan will consider this for when getting information.
	+ McMaster breaks down the cost of the membership but the other sites do not break down the cost for students. We are currently unsure what this means exactly, will have to clarify.
* Sharon has a PowerPoint with some information on being an RNAO chapter school!

Communications - Lily

* She is still missing a couple of pictures. Please talk to her if you have not had your picture taken!

**End the Meeting**

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| Motion | To end the meeting at 7:45 |
| Motioned By | Level 3 Reps |
| Seconded By | Level 2 Reps |
| Motion Conclusion  | Passed by general consensus |

Meeting Adjourned