

**MUNSS Meeting Minutes**

**1830-2030, Monday September 9th, 2019**

**Call of The Role**

**Present:** Andrea Rideout (President), Krista Tse (VP Mohawk), Priyanka Jani (VP McMaster), Joshé Belrose (Executive Assistant), Stella Vujic (Finance), Adrian Mendoza (Education McMaster), Kassi Tzoganakis (Level 1 Conestoga), Una Cashe (Level 1 Mohawk), Tahana Gajeevic (Level 1 McMaster), Sandra Ghobrial (Level 1 McMaster), Rebecca Lazar (Level 2 Conestoga), Asish Sharma (Level 2 Conestoga), Faith Gruber (Level 2 Mohawk), Camryn Lum (Level 2 Mohawk), Jhanvi Kharwar (Level 2 McMaster), Caitlin Pickard (Level 3 Mohawk), Kathy Truong (Level 3 Mohawk), Vishnuka Sivapoologasundaram (Level 3 McMaster), Therese Zamora (Level 3 McMaster), Alexandra Wilms (Level 4 Mohawk), Allyssa Wein (RPN to BScN Conestoga), Skylar Johnson (Accelerated McMaster), Brittany Bates (CNSA OD Conestoga), Laura Bridgland (CNSA OD Mohawk), Nadine Abd Elmalak (CNSA OD McMaster), Margaret Przybylowski (CNSA AD Conestoga), Dhiyana Nazaar (CNSA AD McMaster), Jonas Hong (RNAO Kitchener-Waterloo), Maricel Vigueras (RNAO Hamilton), Homarya Ahmed (Awards/Scholarships), Lara MacDougall (Spirit Wear), Alana Lipcsik (Social Conestoga), Shaylyn Benaissa (Social McMaster), Hiba Imran (Communications), Sarah Homsi (SRA), Carolyn McLeod (GUNI), Emily Wilker (GUNI)

**Faculty:** Tracey Jewiss, TracyLickers

**Absent:** Megan Simpson (VP Conestoga), Melissa Pigg (Education Mohawk), Breanna Harvey (Level 2 McMaster), Beatriz Pagtakhan (Level 4 Mohawk), Sara Van Den Akker (Accelerated – McMaster), Jessica Xiao (Multimedia Assistant McMaster/Mohawk), Andy Chea (Multimedia Assistant Conestoga), Emily Ayers (Welcome Week Coordinator)

**Guests:** Jody Ann Spencer

**Start of Meeting**

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| **Motion:** | Motion to begin meeting at 6:35 |
| **Motioned By** | VP McMaster |
| **Seconded By** | CNSA |
| **Motion Conclusion** | The General Consensus |

**Introduction/Transition – President**

* Andrea presented slides; introduced the core executive team
	+ Conestoga Education is still open
* Tracey Jewiss mentioned that OUF is happening Sept. 27-29; Andrea will send out an e-mail regarding volunteers
* VP Designations are as follows:
	+ Communications, Awards and Spirit Wear contact VP Mohawk
	+ Education, Social and Finance contact VP McMaster
	+ CNSA, RNAO and Executive Assistant contact VP Conestoga
* Reports are due as follows
	+ Year Plan is due Monday Sept 23rd by midnight
	+ 1st Quarterly Report is due Monday Nov 18th by midnight
	+ 2nd Quarterly Report is due Monday Feb 3rd by midnight
	+ Transition Report is due Monday March 30th by midnight
* Without approval from EOHSS you cannot run an event; please fill out EOHSS forms 10 days prior to event and send them to your designated VP
	+ All events, all sites (with the exception of an event on MUSC 2nd floor)
* Waivers are required for events involving bus transportation, film showings, participatory sports or alcohol

**VOC**

* Jonas has a VOC for RNAO Kitchener/Waterloo
	+ Jonas is an executive member with the Waterloo Chapter – he is very knowledgeable about RNAO and believes he can market making McMaster a Chapter school w/ politics
	+ Jonas was awarded the RNAO Kitchener-Waterloo position

**Budget Approval – Finance**

* The expected MUNSS fee for full-time students is $37.34 per student; an estimated total of $73,000
* If 100% of student fees are collected, the budget is as follows:
	+ The executive will receive $17,300 (used for review engagement, bank fees, donations, Graduation Pinning Ceremony donation, Nursing Games, class representatives, food for meetings, MUNSS Day, Conestoga Initiative, MUNSS Week, miscellaneous, student gifts and the MUNSS Executive final meeting)
	+ Education will receive $700 (used for NCLEX review, career panels and workshops)
	+ CNSA will receive $30,600 (used for CNSA Membership fees, the National Conference, NNSW and miscellaneous)
	+ RNAO will receive $2,200 (used for events and the AGM sponsorship)
	+ Communications will receive $600 (used for website updates and miscellaneous)
	+ Welcome Week will receive $15,000
	+ Awards will receive $2,100
	+ Social will receive $26,600 (used for various events and Nursing Formal)
* As more students opt-out, the budget decreases in 10% increments (i.e. each role will receive 10% less)
	+ Cheapest options while accomplishing your goals to minimize cost for Formals, Conferences, etc.
	+ Host your September events but do not spend your entire budget; let other students know that we are here for the social events, etc.
* McMaster’s opt out period opens September 12th, 2019 and closes September 30th, 2019
	+ Brainstorming ways to gear students towards not opting out of MUNSS (i.e. social media, etc.)
	+ Are those who opt. out aloud to attend events still?
		- Potential additional fee for non-MUNSS members
	+ Conestoga Site opt in period is closed whereas Mohawk is open until the 10th day of classes
	+ Margaret suggested to contact Marnie Stoyko to get the MUNSS description changed on the invoice; ensure that McMaster’s description is up-to-date
* Purchase order forms for those who purchase items using their executive budget; Stella wants to gear away from physical copies and go digital
* Adrian proposed the sponsorship position during our Core Meeting; as we are a non-profit organization we will need to look into this
* Student Choice Initiative (from the MSU); more details to come

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| **Motion:** | To approve the budget for the 2019-2020 |
| **Motioned By** | VP McMaster |
| **Seconded By** | CNSA |
| **Abstained** | Finance |
| **Motion Conclusion** | Motion passed to approve the budget for the 2019-2020 |

**Website Provide Discussion – Communications**

* We are currently paying $215 CAD before tax per year right now
* We are looking into the basic g-mail bundle, which is $8 CAD per user per month ($96 CAD before tax per year)
	+ Includes 30 e-mail aliases
	+ 30GB of storage
	+ 24hr. support
	+ Video conferencing, etc.
* A medium plan through g-mail would be $192 CAD a year; still cheaper than what we are paying now
* G-mail is very user friendly compared to webmail (what we are currently using)

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| **Motion:** | To switch from a Webmail to G-Mail Account |
| **Motioned By** | Level 4 |
| **Seconded By** | VP McMaster |
| **Abstained** | Communication |
| **Motion Conclusion** | Motion passed to switch from a Webmail to a G-Mail account |

**Updates**

* **Executive Assistant:** Gearing away from pizza and potentially bring in healthier good options
* **CNSA:** National Nursing Student Week is looking for sponsorships for their stress relief bags and raffle
* **Level 3 Reps:** Nursing Games would be based primarily on fundraising and School of Nursing donations
	+ Nursing Games would solidify the relationships we have with organizations such as RNAO, hospitals in the area, w/ the student body, etc.
		- If we host Nursing Games, it could potentially help out w/ opting in in future years
	+ Tracey Jewiss suggests reaching out to Windsor to get their budget
	+ Andrea says that the decision should likely be made by our meeting on October 21st, 2019
	+ Level 3s and Social Chairpersons could potentially team-up and take on Nursing Games together
	+ There is lots of interest outside of MUNSS (potential sub-committees) for Nursing Games

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| **Motion:** | Motion to adjourn meeting at 8:28 |
| **Motioned By** | RNAO |
| **Seconded By** | Level 4 |
| **Motion Conclusion** | Motion to end meeting at 8:28 |