

MUNSS Meeting Minutes

September 26th, 2022

6:00 – 8:00 pm

Zoom

Agenda Items

1. VOC's

- Sarah gave her VOC and team voted

2. Essentials (refer to presentation for more details)

- Professionalism: great resources to use (BScN Handbook and CNO Code of Conduct)
- Every site student should know what their code of conduct entails
- Please be professional when communicating with others
- Be aware of obligations regarding social media, keep in mind you are representing a nurse when posting things that may go against CNO expectations
- Please keep patient details confidential outside of the hospital setting, do not take photos of patient chart data, no posting about patients online, slander other nursing sites, etc.

3. Finances & Planning for the Year (refer to presentation for more details)

- No munss credit card, please keep receipts for anything you buy, and any purchases made by the student body, it should be e-transfer (no cash)
 - New mailing address for any cheques, prizes, etc. (make sure it says 'attention MUNSS')
 - MUNSS Week: May be done during Jan 30th, 2022 – Feb 3rd, 2022 (March is busy as Nursing formal, career Fair, and Relay for Life will happen)
 - Reps will be expected to plan role related events during MUNSS Week (not every person, but every role)
 - Year plans are due Monday, Oct 3 2022, at 11:59 pm. Hand it in in word format (so feedback can be provided)
 - Remember that you can plan events with other roles and Faculty societies
- *A year plan is just your role's plan for the year, any events planned, dates, the purpose of your event, timeline of your event. It's a living document so it can be changed as you go.

4. Planning Ahead (refer to presentation for more details)

- Not enough time for nutrition review sessions (need to reorganize)
- Advertising for one week is not helpful (1-2 weeks for promotions and submitting ideas early, so approval can be given quickly)
- Early promotion helped get more participants
- Encourage student involvement asap for events
- Plan events ~2 months in advance
- Room booking: 2-3 weeks before events to be processed, and event should approve before booking (submit event plan 4 week in advance so room can be booked in time).
- **Events portal form** is used so the school can approve event
- Make sure event description is clear and detailed about the activity (doesn't have to be long)

- Do not write multiple locations for event, pick specific building and room number (reference classroom directory)
- Do not write TBD for number of participants or date
- Emergency contact is someone from MUNSS (executive or faculty member, not personal contact)
- if involving non-McMaster guest, physical activity, or event involving alcohol, have the waiver form filled out so you'll be covered for any incidents (if confused about how to label event, reach out to pres or vp).
- Please try to get your event forms to Pres, and VPs on time

5. Committees (refer to presentation for more details)

- L1, L2, L3, Accelerated, RPN-BScN, and spirit wear reps are required to sign up for committees
- **Yearbook:** No experience needed, someone active on their phone would be good when things pick up, planning an online yearbook, message Jasmine, Chloe, or Alicia for more information.
- *Thinking of having a hashtag dedicated for students to post photos of nursing events
- **Graduation Committee:**
 - Prequalification's: still deciding
 - help plan pinning ceremony
- **Nursing Formal Committee**
 - Planned for March, planning and voting for theme, anyone can join (diverse roles for everyone), help with planning and volunteering at event
 - All sites and streams are welcome to the event and committee
- **Awards Committee:**
 - read over applications for awards, rank applications anonymously

6. Roundtable

- L1: working on year plan, planning events (anatomy review, movie and hot chocolate),
- L2: picked all events for year, figuring out details
- L3: Went over year plan, have L3 dinner coming up
- L4: continuing year plan, grad sweaters, social media post about Uworld discount, thinking out committee and fundraising
- Communications/Multimedia: For event planning, the form is in the exec team folder, under event planning checklist, fill it out ~7 days before, and take pictures at events
- Indigenous: Planning bake sale for truth and reconciliation day, working on year plan
- EDI: thinking of posting about module on MUNSS account for feedback before posting
- RPN/BScN: "We wanted to send out a poll to our classmates just to get an idea of what events they'd like to see and take part in. This way they are actively participating as we understand that most of us (RPN-BScN) students do feel left out".
- CNSA: thinking of doing cupcake sale at MUSC, contacting the cupcake shop in MUSC, doing a giveaway on IG in return for feedback
- Accelerated: social mixer on Thurs, oct 6th, going to Ontario nursing fair, and going to fall preview, hosting midterm and osce prep.
- Social: Planning year events, taking in feedback, and doing year plans
- Finance: getting names onto bank account, meeting with CIBC

- CBNA: mixer being hosted, details available on CBNA MAC IG.
- VP's: going over year plans with people, as well as roles and expectation
- Education: reopened exec. Applications
- Pres: we have a full storage room now + supplies available from previous events (list will be available in onedrive)