**MUNSS Meeting Minutes**

**October 24th, 2022**

**6:00 – 8:00 pm**

**Zoom**

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| **Agenda Items**  | **Action to Take**  |
| **1.VOC’s**- Kaitlyn: EDI (Equity, Diversity, and Inclusion) Conestoga VOC given, and team voted  |  |
| **2. Budget, Finance** **\*Budget for more info:** [**https://mcmasteru365-my.sharepoint.com/:x:/r/personal/liuc171\_mcmaster\_ca/Documents/MUNSS%202022-2023/Executive%20Team/Budget/MUNSS%20Proposed%20Budget%202022-2023%20(Salwa%27s).xlsx?d=w5f6b4c5bc89446c9b6e6cb904e65d2e9&csf=1&web=1&e=8RhpFc**](https://mcmasteru365-my.sharepoint.com/%3Ax%3A/r/personal/liuc171_mcmaster_ca/Documents/MUNSS%202022-2023/Executive%20Team/Budget/MUNSS%20Proposed%20Budget%202022-2023%20%28Salwa%27s%29.xlsx?d=w5f6b4c5bc89446c9b6e6cb904e65d2e9&csf=1&web=1&e=8RhpFc)**-** Changes can be made but let Salwa know ahead of time -> Summer incoming fees = $54,287.62- > Opening balance (Oct 1, 2022) = $121,760.05-> Total Society Fees = $80,000-> Executive budget =$33,010.00 - Level rep events will get the money from the munss week rep budget, not personal budget) * Anatomy gift bag budget increased to add more gifts into loot bag

-> Education = $1000-> CNSA = $33,000 - Regional conference cancelled-> RNAO = $300-> Communications = $1,350-> EDI = 600-> Indigenous = $600-> Welcome Week Revenue = $4000-> Awards = $500 per award, Total = $2,650-> Social = $154,130 (planning to reach out to a public accountant to review budget) **On board with budget: 33 votes in Favour**  | **Finance Announcements:**  \*When filling out event planning documents include an invoice (receipts), so we have confirmation the purchase has been made \*Let Salwa know once you have received cheques to ensure there are no postal service issues. |
| **3. Housekeeping, President****-** CBNA and Munss collaboration for pumpkin craving night (refer to calendar for upcoming events) - Shoutout to Aliecia for taking munss pictures, accelerated social mixture was a success, L3 midterm review helpful for students- **Facebook group chat:** new chat created to avoid important messages being lost. New chat for important announcements used by Sandra, Callista, and Hillary; If you need to make an announcement on the chat let one of them know in advance - Year plans have been submitted, L1 rep year plans will be distributed as examples - **Conestoga events:** When hosting an event at Conestoga, public transportation is sparse during weekends. Hosting events on weekdays will improve accessibility for students. Early promotion (at least 1 week in advance) is important to ensure students are aware of events. - Exec. Social on November 21st. Sandra will send out options about location. The meeting is in-person and **mandatory**, please let Sandra or Callista know if you cannot make it. - If you ordered an exec. sweater, you will receive it on November 21st.  |  |
| **4. Committees, communications/multimedia, L4 Reps, Social, Awards****Committees:** **\*PowerPoint link for more info:** [https://mcmasteru365-my.sharepoint.com/:p:/r/personal/liuc171\_mcmaster\_ca/Documents/MUNSS%202022-2023/Executive%20Team/Meeting%20PowerPoint%20Slides/Monday%20Oct%2024.pptx?d=w7afb4dd2518c462aaa3711b74f9eaa1f&csf=1&web=1&e=agWlCU](https://mcmasteru365-my.sharepoint.com/%3Ap%3A/r/personal/liuc171_mcmaster_ca/Documents/MUNSS%202022-2023/Executive%20Team/Meeting%20PowerPoint%20Slides/Monday%20Oct%2024.pptx?d=w7afb4dd2518c462aaa3711b74f9eaa1f&csf=1&web=1&e=agWlCU) * **Graduation:** First meeting in early December or January, then meetings every 2-3 weeks afterwards to have adequate help planning and organizing events.
* **Nursing Formal:** Booking a meeting to secure date and pricing. Once a date is set, monthly meetings in Nov/Dec, biweekly meetings in January, and Weekly meetings in February. Running meetings on zoom. Currently sorting out theme ideas.
* **Awards:** Mid-December (reaching out and formulating a platform for communication), Early Mid-January (release of awards), Early February (beginning to rank awards anonymously), Late February (preparing for award ceremony on March 1st)
	+ The committee ranking awards anonymously and chooses recipient of the award (50+ people nominating a peer, if someone is nominated more than once, they officially win the award. Runner ups will be entered into a giveaway)
* **Yearbook:** Separating yearbook into sections to highlight events (planning to use headshots and quotes, and what their plan is after graduation).
	+ Form groups and communication method by November, figure out theme and split up pages to members by December, have front/back cover by January, finish yearbook by start of May.
 | * Graduation:Convention center for pinning needs to be booked once the date and time of convocation has been decided.
* Awards: Planning to reach out to the winner of an informal appreciation award. The due date for this award is November 18, planning to reach out to the recipient at end of November.
* Yearbook: Ask people for suggestions for what platform to use (supports collaboration? payment necessary?), planning to recruit more volunteers from the student body.
* Planning to ask student body for front/back cover ideas (if anyone wants to design it, design ideas).
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| **5. Rose, Thorn, Bud****Rose:** Exec merch, midterms done, pumpkin event, organized/chill meeting **Thorn:** Tired, team dynamic, high workload **Bud:** Conestoga events, seeing exec. Photos, midterms being over, pumpkin event, winter events, A&P test 1 results  |  |
| **6. Roundtable****President:** Have been talking to someone from the student success center and decided accelerated/RPN-BScN can be involved in welcome week, in process of getting a nursing room in lounge in hlthsci building, working on getting swipe access to room. **Vice-pres.:** Fall preview coming up, handing out loot bags on day of anatomy exam, discussing with welcome week planners about items for loot bags, for L2/L3 we will be doing a Wishlist giveaway since they missed the anatomy loot bags. Process of booking space for Krispy Kreme donut giveaway. Look out for more information about flu shot clinics. **Communication:** Asking for ideas about platforms we can use for yearbook (message jasmine with ideas) and continue to upload event photos in exec folder. Updated link for post request form. Not sure when photos will be released to execs, hopefully soon. **Education:** No updates **Finance:** No updates**Indigenous:** Cheque for bake sell has been deposited **EDI:** Planning mo-vember, got first social media to post out, planning out land acknowledgeements with indigenous rep**Level 1:** Pumkin decorating event coming up (collab with CBNA), had to make new poster for event, planning to close form soon, also working on November game night events **Level 2:** Planning ornament decorating event (booked a room), collaborating with CSNA, and getting group chats made.**Level 3:** Had quarterly meetings, had midterm study session after reading week, also have resources on linktree for all students, drink-giveaway for L3 students this week**Level 4:** Sorting out graduate merch, graduate committee details, working on career fair situation (finalizing details), need to contact student success center, have a quarterly meeting coming up. **RPN-BScN:** Virtual game night coming up, reaching out to upper years, want the events to be inclusive to all levels **CSNA:** Finished planning national nursing student week, starting to communicate with the L2 and RNAO rep, focusing on bake sale, level 2 workshop, pottery paint night, and book donation w/ Krispy Kreme (Nov 14 – 19). **Awards:** Formal nursing awards coming out, Nominations for informal award close Nov 18**RNAO:** Event for engaging clients using substances this week, thinking of doing next one on nursing and equity, collaborating with CNSA about nursing student week.**Spirit wear:** Going ahead with 20% merch discount, reach out to Hannah about size concerns, general exec. merch form will be released the first week of November.**Social:** Nursing formal committee still has space, next event in Nov (bonfire event at altitude); just waiting for invoice and will be releasing forms soon **CBNA:** Pumpkin event coming up, be sure to sign up if you want to go. **Accelerated:** 1) $75.00 Donation from Dr. Maria Pratt to Munss- Individual or company: individual- Name: Dr. Maria Pratt- Contact: prattm@mcmaster.ca- Type: monetary donation- Quantity: $75.00- Donation allocation: to MUNSS- Vote to allow donation?- Yes, from Ali and Joaness2) Tilda Shalof available for MUNSS- In the search for a keynote speaker for the professionalism pledge for acceleratedstudents, Dr. Maria Pratt came upon Tilda Shalof who was unavailable to be a speaker.She has however agreed to participate in a MUNSS related educational event. Dr. MariaPratt has let us know that she has contacted Tilda to let her know to expectcontact from MUNSS soon.- Any events where she may be useful?- Contact information forwarded to Presidents and VPs3) Upcoming Events- Midterm Professional Practice Assessment Prep for Accelerated Nursing Students- Date: Wednesday, October 26 and Friday, November 4- Time: 12:00 - 5:00 PM each day- Location: CSBL 1G for October 26 and CSBL 1M for November 4- As of now: 25+ upper year accelerated volunteers and 61+ RSVP’d accelerated student | * Pres: If we get a nursing room in health sci building, we’d like volunteers to help repaint the room, make it nursing themed.
* Vice-Pres: If anyone has ideas about giveaways, let Hillary or Callista know. Please also reach out to the pres. or VP’s
* Spirit wear: If finances are an issue when ordering exec. Merch, please reach out to Sandra to work out a solution.
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| **Upcoming Events:** * Graduate open house @ student center Marketplace 11 am – 2 pm (accelerated reps).
* L1 pumpkin decorating + movie night 6-8:30pm.
* McMaster Fall Preview @10am – 4pm.
* Monday Night Live rescheduled to November 4th.

**Important Announcements:** * Exec. Intro Questions due on **October 30th @ 10pm**: <https://forms.office.com/Pages/ResponsePage.aspx?id=B2M3RCm0rUKMJSjNSW9Hcig-hsvFm8BJnnjnJhy07khUM0gyTVlBSFo5WU5TV1NXQzNKUzNXT0FDTS4u>
* Submit the Executive Merch Form by Saturday, October 29th, 2022 @ 11:59 PM! <https://forms.gle/5DdX1sYiZqntmYpM6>
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