**MUNSS (McMaster University Nursing Student Society) Meeting Minutes**

**November 14th, 2022**

**6:00 – 8:00 pm**

**Zoom**

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| **Agenda Items**  |
| **Important Announcements: (Refer to PowerPoint)*** **In-person exec social happening November 21, 2022 @6-8pm.**
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| 1. **Housekeeping President**
* NNSW happening this week
* Please add in a munss logo on posters for events, it is already in Canva for you

**Event Portal Forms and Bookings:** * Event portal and room booking form: please add them into the role specific group chat you have with Sandra, Hillary, and Callista
* 3 new questions for event portal and room booking forms:
	+ Does your event include animals, alcohol, films, catering, graphic imaging, guest speakers, etc.?
	+ Are you planning an event screening a movie?
	+ Will the participants travel a distance greater than 20 km from campus OR outside of the province?

**Teamwork:** * Update team members, pres., and VP’s before and after events.
* Send pictures of events to communications and send a caption along with it as well.
* If you purchased anything, reach out to finance for reimbursements.

**Email Check-ins:** * Email check in results: If you did not answer or have email issues, please set up a zoom meeting with your assigned VP
* For Exec. Merch Please e-transfer $36 to infdesignss@gmail.com

**Exec. Social:** * Exec social: Pizza, salad, wings, and dessert in buffet styles, $20/person (more details will be sent out)

**Weekly Admission Session**: * Asking for student to join and give perspective from students
* Respond to questions from applicants and offer your perspective from a student experience lens
* Basic Stream: Wednesdays @ 9:00 AM – 10:00 AM
* Accelerated Stream: Wednesdays @ 11:00 AM – 12:00 PM \*\*\*Find link in our chat or exec. Team folder

**Other:** * Spring/summer term: What NURSING/HTHSCI courses would you want: (if you think of one, pass it along to us)
* Sandra is taking scheduled time off: Message only if an absolute emergency
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| 1. **MUNSS Week, VP Mac**
* Respond to questions from applicants and offer your perspective from a student experience lens
* Basic Stream
	+ Wednesdays @ 9:00 AM – 10:00 AM
* Accelerated Stream
	+ Wednesdays @ 11:00 AM – 12:00 PM
* If you want to support another event, reach out to the role for some info.
* If you want to run an event but are not required, reach out to members and pres./VP’s if interest is high
* Theme ideas: Travel/online passport (attend each event to collect stamps to win giveaway prizes), game board based, beach theme. Pokémon, Disney
* Conestoga: Work in groups of 3 or 4 to plan Conestoga events (1 group for 1 event), collaborating with other Conestoga reps

**Form Deadlines:** * During holidays, form turnover will double, please start discussing and hand forms in early
* If you are thinking of having an event, put it into the calendar ASAP and ensure they do not overlap other events
* New MUNSS week folder, fill out document that shows what each role is doing and showing how the budget is split up
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| 1. **Budget**
* MUNSS Week Events: $3900
	+ $300 for Communications and Multimedia
	+ $2400 for McMaster/Mohawk
	+ $1200 for Conestoga
* MUNSS Week Giveaways: $1800
	+ To be used by VPs, Communications, and Multimedia
* Conestoga Initiative: $500
	+ Not specifically for MUNSS Week
* Transportation: $1000
	+ Not specifically for MUNSS Week
	+ Some events may be more expensive (in-person) vs online events
	+ Welcome to offer pizza for incentives to come for events, but avoid incentives that include being entered to win something if they attend (as there are already giveaway prizes)
	+ Please use transportation budget as needed
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| **4. Rose, Thorn, Bud, President** **Rose –** pottery paint night, Boston pizza social, munss weeks, bake sale went well, passing midterms **Thron –** exams, school stress, confusion in nursing * **Maggie's top career advice:** you do not need to know exactly want to do during nursing school, there is so much out there, you may get the chance to work in many different areas that you may not even know exist, you can tailor things to fit your lifestyle and interests.

**Bud –** Socials, break, winter break, Christmas  |
| **5. Roundtable Discussion, president** **- Vice President:** Anatomy gifts finalized items and ordered them, coming in now. Calista finished outreached for volunteers. Books and donuts event coming up, working with Boston pizza  **- Executive Assistant:** **- Finance:** Check emails to confirm cheques being mailed out  **- Communication/Multimedia:** working on booster juice event before exams start, exec section of website updated., still finishing exec intros on IG, for yearbooks still reaching out to student body with the 6 people they have  **- EDI:** Will be having mo-vember highlights for mental health and will do male nurse gift and appreciation near end of month, Simran may not attend the munss weeks event du to work  **- Indigenous:** Absent **- Level 1 Reps:** This Thursday, Mac-Momac is having game night on campus. On Friday, comac game night. It would be great to see new faces, we will have pizza there. Kaitlyn from EDI (Equity, Diversity, and Inclusion) will be speaking at the event. Doing an anatomy Q&A session (time TBA) **- Level 2 Reps:** Planning for bubble tea event on Wednesday and getting supplies for it **- Level 3 Reps:** Late October has drinks events, lots of participation. Still getting a group for the art gallery lunch event, still look for people to come  **- Level 4 Reps:** Absent (UWorld discount is live, please sign up, graduate merch is also up)  **- Accelerated:** trying to see if they can plan another osce prep session, waiting to hear back from tutors, accelerated pictures on munss websites need to be updated (L2 for Ali, and L3 for Joaness, but both are L4)  **- Social:** Absent – Katie will be leaving her role November 31st, please PM Sandra if you are interested in the role  **- RNAO:** Tomorrow is pottery at mac and Wednesday is comac, will be doing ugly Christmas sweater competition soon  **-** **CNSA (Canadian Nursing Students Association):** had a successful bake sale, for future events: it is difficult to do e-transfer for people coming by quickly (try to keep it set up as auto-deposit), there are certain squares available to tap debit/credit on. If someone has experience with CIBC banking, please PM Salwa to help. It would be nice to have support for the bake sale going into events next time.  **- Spirit wear:** In year plan, listed merch sales around January. Did release survey for merch, results: * Crewnecks, Simple design (option 4) the medical symbol, beige colour, secondary designs (option 5) on mug and keychains

 **- Awards:** Nominate a nursing peer due this Friday, will reach out to winner this 19th/20th. Will reach out to awards committee late November, early December.  **- CBNA:** planning to have 2 events in November: Tea talk on 24th, new graduate live (still waiting to hear back from graduates), interested in a MUNSS week event will discuss with team.  |
|  **Extra:****Idea:** Wanted to see a blood donating event (high interest for nursing students)* If you can, please add upcoming event ideas to year plans
* Please use your MUNSS budget

**- Co-Mac** Site is getting discontinued after all enrolled students graduate as planned, now is the best time for many CoMac events |