

MUNSS Meeting Minutes

September 11th, 2023

6:30 – 8:30 pm

Zoom

Agenda Items

1. Introduction

September Birthdays Announced!

2. Housekeeping:

Communication Tools- Facebook messenger and designated group chats.

- The MUNSS Announcement group chat will be used for announcements only!
- The MUNSS Chat will be used for general questions or birthday wishes!
- The role specific group chats can be used if the matter concerns the specific role members.

Use of the One Drive Shared folders. It is important to use role specific folders for easy access.

MUNSS Email: Utilize the round cube. Check your email regularly (2-3 times a week)

Connect your MUNSS email to the personal McMaster email.

Meeting Schedules posted and calendar updates.

Attendance- No more than 2 absences!

3. Event Planning Checklist:

1. **Event Portal Form** must be filled in and submitted 4-5 weeks prior to the event occurrence. Additionally, if the event requires travelling outside of province and or it involves alcohol, ensure that this form is submitted 2-3 months prior.
 - *The Events Portal Form*-Ensure the contact information of 1 individual is recorded.
 - *Number of participants*- input only one number (range will not work).
 - Contract-might be needed for services/ arrangements outside of McMaster University
 - Budget- Inform the finance chair (Aleena) of the budget of your event. Submit the **Purchase Order Form or Cheque Requisition Form to Finance at least 2 weeks prior.**
2. For high-risk events check the folder under the MUNSS shared drive. **Event Planning>Waivers**
3. **MUNSS Event Calendar**- It's recommended that you input your event into the MUNSS Event Calendar so others can see it and schedule accordingly.
4. **Event photos**- Send photos of the events on Facebook Messenger in "MUNSS Executive Team 2023-2024 Chat". Try to include participants in pictures to increase attendance and spirit.

4. Finance:

Discussed the details of the **Purchase order form**. Insure not to edit the document found under the One Drive. Please make a Word Document copy of it and email to finance@munss.ca

Ensure to include an image of the purchase embedded into the Word document to ensure your reimbursement.

5. Graphics:

Canva login information: communications@munss.ca

Password: Mun\$\$3x3ct34m!

Please contact Multimedia 1 week in advance!

6. Mailing Address:

McMaster University Nursing Student' Society (MUNSS)

1280 Main Street West HSC 2J34

Hamilton, ON L8S 4L8

Email Bscnad@mcmaster.ca to arrange pick up times.

7. Year Plan Template

Start working on it early. Contribute regularly. Ensure all members contribute!

Due on Monday, October 2nd, 2023 @11:59PM.

Review previews year plans and the End-of-Year Survey Results.

8. NNSW + MUNSS Week

1. National Nursing Students' Week- November 20th-November 24th (Tentative!)

2. MUNSS Week- January 29 to February 2nd (Tentative!)

9. Roundtable

Executive Assistant- Meeting Minutes will be uploaded to our One Drive. Please reach out to Irla if you will not be attending one of our meetings.

Education- MUNSS Elections and nomination period for available positions.

Finance- Will be in touch with the accountant to arrange finance matters.

Sponsorship- Will be working with Aleena on some projects.

Multimedia- New form for the multimedia team and new post will be coming up.

EDI- Developing a new EDI calendar. Working on year plan. New EDI training from RNAO is available that contains level 1 content.

Level 2 Repts- L2 Q&A Event with faculty went very well and students found it informative.

Accelerated Repts- Planning a new hiking event. Picnic event is on hold.

RPN-BScN- Review sessions for bridging student on A&P and Statistics.

Presentation for the incoming bridging student's cohort. A new introductory post for RPN-BScN will be uploaded.

Social- Will be reaching out to sponsorship and fundraising. Early start on the Formal Event.

Arts and Culture- Follow @MUNSS.artsandculture. Planning for future events.

RNAO- Attended the Annual General Meeting. Many interest groups are interested in participating in events. Get in touch with Trinity if interested. Social media has been updated. McMaster has the highest RNAO students out of all universities in ON.

CNSA- New giveaways coming up! An introductory post will be coming up.

Spiritwear - May at Mac T-Shirt designed!

Awards and Scholarship- Meeting with award lead.

CBNA- Explained about the meaning of CBNA and importance of inclusivity.