

**MUNSS Meeting  
Minutes**

**September 25<sup>th</sup>, 2023**

**6:25 – 8:30 pm**

**Zoom**

<b>Agenda Items</b>
<p><b>1. VOCs</b></p> <p>Cindy Zhu- incoming VP McMaster</p> <p>Hebert Viana- incoming VP Mohawk</p> <p>Jasmine Lam- incoming L4 rep McMaster</p> <p>Jessica Du- incoming L4 rep McMaster</p> <p>Yurilee Padua- incoming Level 4 Rep Conestoga</p> <p>Gio Moon-incoming Communications</p> <p>Catharine- incoming RNAO KW</p> <p>Amanda Chen- incoming EDI</p>
<p><b>2. Housekeeping</b></p> <ul style="list-style-type: none"><li>- New members drop-in session September 27<sup>th</sup></li><li>- Ensure you have updated the contact list.</li><li>- Year plans are due on Monday October 2<sup>nd</sup>. Ensure to provide as many details as possible for your planned events.</li><li>- <i>Holiday Themed Events</i> will be evenly distributed between members.</li><li>- When scheduling events and considering collaboration with other faculties, be proactive and reach out to Callista for help with reaching out to other faculties.</li><li>- <i>Committees</i> (communication/ multimedia, graduation, social, arts &amp; culture, and awards)- will be discussed in the next meeting in more detail</li><li>- Awards committees will be selecting the MUNSS award receivers</li><li>- Graduation will be distributing spirit wear and involve in the pinning ceremony</li></ul>
<p><b>3. Event Planning</b></p> <ul style="list-style-type: none"><li>- Submit the Event Portal Form to President and Vice-President on Facebook Messenger in the role-specific group chat <b>4-5 weeks prior to the event if you need room booking and 2-3 weeks in advance if no room booking is required.</b></li><li>- <i>EDI Accessibility Event Form</i>- please fill out this form for every event you're</li></ul>

organizing to make your event more accessible.

- *Group Chats*- Conestoga Reps and Mature Student Group chats will be created

#### **4. Roundtable**

*Education*- collaborating with EDI for an event.

*Finance*: Only using e-transfer, avoid cash handling for any events.

*Sponsorship*: doing research on some organizations willing to get involved.

*Multimedia*: monthly giveaway, looking for photographer for a professional set.

*EDI*: New formal, more information coming up.

*L2 Reps*: Essay Writing session happened today, blood drive event for Halloween. Travel arrangements being discussed.

*L3 Reps*: Bubble Tea Event Approved

*Accelerated*: Fall Hike event coming up, OSCE Preparation for early December.

*RPN-BScN*: collaborating with Arts and Culture. Pathology review session for winter term.

*Arts and Culture*: send room booking requests.

*RNAO*: **Holding an RNAO membership event this Friday 10 am to 2 pm.**

*Spiritwear*: Working on designs by the end of October.

*CBNA*: Finalizing some events ideas, interested to collaborate on some events with MUNSS.