**NSAY Meeting Minutes**

Date and time of Meeting: February 27th 2014 1500 hrs

Location: HNES B27

1. **Call to order**

This meeting was called to order at 1504 chaired by Waleed Khan.

1. **Roll Call**

Waleed Khan, Shawna French, Sara Canizares, Nikki Chen, Janson Chan (via skype) (left at 1517), Jesmila Marusalin, Nhi Luu, Ioana Gheorghiu.

1. **Regrets**

Ekta Chopra, Amina Choudhry, Dilara Thekkedath, Michelle Hansford, Gerome Dulalas, Ana Golubovici, Heather Hiscox, Nelab Qarizada, Monica Gola.

1. **Confirmation of Minutes from January 30th 2014**

Confirmed.

**5.**      **Review and Confirmation of Previous Meeting Minutes** [3min]

i.       IEN student representative is no longer interested in joining NSAY and we will be contacting the YUSNMP IEN representative to take on this role.

ii.      Last day to place clothing orders was February 14th. Shawna will complete the Google chart of sales and Gerome will send in the order after Friday 14th of February. Class Representatives are encouraged to make announcement to start collecting orders for the second order. One thing that was noted was that people really wanted the older design for the sweaters.

iii.     NSAY Student Recognition Awards will be given out after reading week by class representatives. Class announcement were encouraged by the representatives and information needs to be sent via newsletter.

iv.     Scrubs & Stethoscopes sales will be discussed further with Rick. We are looking to see if we can have one day where he can come to the building and offer the same rate as he did in the previous years.

v.      Nursing Games has 3 spots based on first come first serve which NSAY has paid for. We will get cash from the participants as they join the team to make up for that advance payment.

vi.     CRNE & NCLEX workshop will be at 3pm on FEB 28th by Pat Bradley. First half will be dedicated to CRNE and she second half will be discussing the NCLEX. Expectation is to receive 100 students and Ekta will be needing help that day. There may be NSAY funding required for this event.

vii.    Collaborative Graduation Party planning commit has been made of Gerome, Nikki, and Nelab. The committee will meet and report what they have decided by next NSAY Meeting.

viii.   Collaborative Class Slideshow and Presentation will be led by Sara. The slideshow will be presented during the pinning ceremony. NSAY will send out an email letting student know that they can send in pictures to be part of the presentation.

ix.     NSAY Election will begin during the weeks of 14-28 FEB. We need to advertise this heavily through emails, Facebook posts, but most of all we need to talk with students. This involves all executives going to talk to the new students to get them interested. The CEO is Alfredo who will be taking care of the election thought E-vote. CNSA position description needs to be changed along with other changes to constitution. These changes will be suggested in the Agenda and will be voted on next meeting which will be open to all members.

x.      Collaborative and 2nd Entry Valedictorian and Peer Nominated awards are now taking nominations. Collaborative students do not have any peer nominated awards.

xi.     NSAY Recognition Awards is an award given to a SON member of York by the students in the nursing program. This award recipient will be selected after the election rush.

xii.    Light Pat may be held on March 6th or March 20th. Ana will be collecting donations of clothes and food. The day of the event, we will be putting together lunch bags and delivering them in the evening. There is also an option of going on the mobile truck to distribute the food.

xiii.   RNAO updated us on a talk that happened in the 2nd entry class. The feedback was mixed but overall very entertaining and informative.

**6.**      **Announcements (Waleed)**

I. **Continuing with Theme of Exposure with Addition of** **Participation** [ 1 min]

i. Exposure of NSAY to student population needs to increase though social events and class announcement.

ii. Participation from all NSAY members is expected with every organized event.

II. **New Meeting Organization**

i. The meeting agenda will be posted 2 days prior to the meeting. All members responsible for the subheading must submit a description (maximum 250 words) one day prior to the meeting.

ii. These descriptions should be professional additions (not short forms, lol, ect) as they will be part of our posted agenda and minutes.

III. **Office Cleaning**

i. Please note that when cleaning the office, try and complete the tasks as early as you can during the week. The minimum tasks are organization of the back office, sweeping and mopping the floor, taking out the garbage, and wiping down the tables.

IV.  **Treasurer Report** (Jesmila) [2min]

1. Current NSAY balance: NSAY $2613.69; YSMP $165.57; CNSA $473.

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| **Discussion:**  - Some updates will follow and be posted to the organizational chart. |

**Confirmation of Agenda:**

-Move 8.4 (NSO Update) in front of 7.1 (IEN New Executive)

-Motion regarding voting priviledges:

**Motion:** *I want to move a motion that all members present at the meeting have voting privileges for the duration of the meeting.* Proposed by ioana, seconded by Jesmila.

Votes for: 4, votes against: 0, votes abstained: 0. **Motion passes.**

-Agenda confirmed with these changes.

**7.**      **Old  Business**

**I.** **IEN New Executive (Waleed) [2min]**

* The new IEN Representative has been added to the NSAY page. She is also looking to recruit first year members for next year.

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| **Discussion:**  - She is doing an excellent job. She has found 2 people interested in running for elections for next year. |

**II.**  **Clothing Orders (Gerome) [2min]**

Due to the smaller order, the pricing went up a little. Here is the new pricing:

2 Colour logo applied

\* T-Shirt $8.00 each

\* Hoodie$22.00 each

4 colour logo applied

\* T.Shirt - $11.00 each

\* Crewneck - $21.00 each

\* Hoodie - $ 23.00 each

Since the supplier works in bulk order, and the order is so much less than what we expected, he will have to charge us more for printing. This is the nature of the business. The more we give him, the cheaper they get, and the opposite applies when less order is placed. Regardless of the number of orders, he will have to pay his works the same amount. He will have to compensate to what he is losing. This price change occurred after the order is placed. We can’t talk about the future right now. Everything is relative to the current students and their enthusiasm to the product. My suggestion for next year is we can just use the SWAG order. Or make a poll on people’s interest on Facebook. As disappointing as it is, I think we just need to accept the fact that this year’s sales are not as good as the previous year. We did our best to plan and advertise it. It is a learning opportunity for everyone at the end of the day.

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| **Discussion:**  - If we had known the prices would increase we might have delayed orders.  - How do we compensate?  - We have to sell more to hit our breakeven point.  - Prioritize how to get these orders up – this could end up costing NSAY money.  - If profit losses are so small, is it worth the extra work? – we will have to check to see what the newer figures equal in terms of losses.  - Question for Gerome: When will the first round of orders be ready?  **To Do:**  - Calculate our profits from this round of sales, and compare to our costs.  - Clothing committee to discuss next steps. |

**III. NSAY Student Recognition Awards (Ioana) [2min]**

Awards for the months of January and February will be given this week. Will post recipient information to the NSAY website soon. Hopefully more students will be nominated for the last month of the award, March, since the nomination was mentioned when the recipients were announced in class. It would be great if class reps continue to make announcements about it and, if we do decide to send a newsletter, if it could be included in it.

**IV. Scrubs & Stethoscopes (Jesmila) [2min]**

Scrubs & stethoscopes sales are tentatively arranged for Monday March 17, 2014 from 11:30am - 4:30pm. We are awaiting a response from Rick Timmy to confirm this date and time. Scrubs: 323/312 crisscross set (this has the lighter blue neckline, elastic waist pant, female set), 308/308 drawstring set (solid navy blue, wide leg drawstring pants, this can be a unisex scrub set), and 310/307 unisex sex (solid navy again, elastic & drawstring pants), this set is a bigger fit usually larger framed females or for males. Cost: $27.50 + HST = $31.10. Stethoscopes: Classic II $85.00 + $5 NSAY = $90.00. **Please advertise CASH ONLY.**

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| **Discussion:**  - no NSAY profits/mark-ups on scrubs.. one day sales only, final sale  - names on everything |

**V.** **Nursing Games (Waleed) [2min]**

One out of the three spots that NSAY paid for is left. The other spots are taken. The other schools are having trouble finding people to fill this spots so we can take the last spot if a York student is interested.

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| **Discussion:**  - We need to fill that one space. Talk to your friends! |

**VI. CRNE & NCLEX Workshop (Ekta) [2min]**

Workshop is tomorrow, February 28th at 3 p.m. in room CLH J. Pat Bradley, offered to hold it for 2 hours, instead of one. So first one hour would be CRNE and the second hour would be about NCLEX. I will make follow-up posts, under Facebook advertisements tonight.

\*Side note: class announcements about this workshop and elections were made this week in all classes. Email about the workshop was also sent out to all classes, with the help of Shawna.

**VII.** **Collab Grad Party (Gerome)**

Grad party planning is going well. The quotes that we’ve received so far are around the same price range as last year’s. We will post the pricing once we finalize everything. We will be looking at venues this coming Saturday. We just need to compare prices. Final decision will be made by Monday or Tuesday.

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| **Discussion:**  - Suggestion: hold it somewhere close to York – everyone came to school here so we know they can get there.  - Main focus is to make sure that the venue works for everyone prior to booking anything.  -A budget needs to be established. |

**VIII.**            **Collaborative Class Slideshow Presentation (Sara) [2min]**

It is a work in progress. We are waiting for pictures to be sent in. Does anyone have a song they wish to use for it? - collabs?  I will add the link to the Facebook group when I’m done for feedback and approval.

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| **Discussion:**  - Other options? For example, Nhi’s video suggestion (Nhi will run it by faculty). |

**IX.**                  **NSAY Elections (Waleed) [2min]**

The deadline for students to apply for positions is on March 3rd. This is a very early deadline so ALL NSAY members must participate in advertising. All NSAY positions must be filled for the continuation of the organization. For this reason, I suggest that each member find a student who is interested in their position and guide them into the elections. The member holding the executive position is responsible for campaigning the position (not a person).

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| **Discussion:**  - NSAY should remain non-partisan. It is unfair to take someone under your wing whereas another person might not have that advantage and support.  - If positions not filled, Alfredo could advertise that they are not yet filled.  - The current deadline is March 3rd for applications.  - Continuation of the committee is important, but we cannot get involved in the elections. |

**X. Collaborative and 2nd Entry Valedictorian, Peer nominated awards, and Faulty (Waleed) [2min]**

Amina will be the lead to find a valedictorian for the Collaborative class and Dilara will be leading the project for the 2nd Entry class. Waleed will guide them through the process with minimal involvement. The deadline for nominations is 28th Feb after which there will be an online election.

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| **Discussion:**  - This deadline is TOMORROW. All that is needed is a name and email address of the person being nominated.  - This was posted to Facebook groups over reading week.  - Ask reps to repost to the Facebook pages again tonight and tomorrow morning.  - These can be self-nominations. |

**8.      New Business**

**I.**  **NSAY Faculty Recognition Award (Waleed) [2min]**

This is an award given to a SON member by NSAY on behalf of the graduating class. I would like to have one person take the lead on this from each graduating class, preferably the class representatives from the graduating class. Once the lead is chosen, a subcommittee should be formed to discuss amendments to the criteria established last year.

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| **Discussion:**  - We will start this at the end of March.  - It can be done via Facebook voting.  - Will we use the same nomination package as last year?  - Discussion postponed to next meeting. |

**II. Constitution Changes. (All members) [5min]**

**Note: All proposed constitution changes will come into effect May 1, 2014**

Under ARTICLE XI. FINANCIAL RESPONSIBILITY

Motion to Add “11.3 *NSAY will budget to provide $100.00 to the YU Student Nurse Mentorship Program per academic term*.” Proposed by Ioana, seconded by Nhi.

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| **Discussion:**  - Amendment to the motion: I propose to amend this motion to *“NSAY will budget to provide $200.00 per academic year to the YU Student Mentorship Program”*. Proposed by Shawna, seconded by Nhi.  Votes for: 7, votes against: 0, votes abstained: 0. **Motion Passes**. |

Under ARTICLE XIV. COMMITTEES

Motion to Add “11.5 YU Student Nurse Mentorship Program Committee”. Proposed by Ioana.

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| **Discussion:**  - Amendment to the motion: I propose to amend this motion to *“14.5 YU Student Nurse Mentorship Program Committee”*. Proposed by Ioana, seconded by Jesmila.  Votes for: 7, votes against: 0, votes abstained: 0. **Motion Passes.** |

Motion to add article “11.6 NSAY Student Award Recognition Committee” . Proposed by Ioana, seconded by Waleed.

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| **Discussion:**  - For this motion: this should be included so that this article is there for future NSAY teams, and to continue the committee and awards into next year.  - Since it is still in a trial period, it is too early to change our constitution to reflect this committee.  - We don’t know if this would continue next year  - This change could be added to the constitution by next year’s team if they choose to continue with these awards  Votes for: 1, votes against: 5, votes abstained: 1. **This motion does not pass**. |

Motion to add to article 3.3. “NSAY social media sites (i.e. Facebook)”. Proposed by Nhi.

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| **Discussion:**  - This item is already on there. Motion does not proceed to a vote. |

To article 3.4, I propose we change “[…] to their supplied email address. Attendance is non-mandatory and open to non-members” To read “[…] to their provided email address, in addition to the aforementioned forms of notification. General member attendance is not mandatory.”. Proposed by Nhi, seconded by Shawna

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| **Discussion:**  - Discussion of rationale behind working change. Overall this is a small detail.  Votes for: 0, votes against: 4, votes abstained: 3. **Motion does not pass.** |

For article 4.3. I propose we change “The agenda for the meeting will be set at the onset of the meeting” to “The agenda for the meeting, including a brief description for each item listed, should be finalized and sent out to all the possible attending members the night before the meeting at latest.”. Proposed by Nhi, seconded by Sara.

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| **Discussion:**  - This change in posting our agenda in advance worked well this year.  - The proposed change wouldn’t allow for changes to the agenda just before the meeting (for example order of items, and additions to the agenda)  - This is more of a specified duty for the president.  Votes for: 0, votes against: 5, votes abstained: 2. **Motion does not pass.** |

To amend article 6.1.8 to read “Canadian Nursing Students’ Association (CNSA) Official and Associate Delegates”. Proposed by Nhi, seconded by Sara.

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| **Discussion:**  - This would include the CNSA representative as an executive and voting member.  Votes for: 0, votes against: 4, votes abstained: 3. **Motion does not pass.** |

To remove article 6.2.7.

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| **Discussion:**  - Discussion of whether we should change the wording to Canadian Nursing Students’ Association (CNSA) Official and/or Associate Delegates? Consensus is to leave the wording as it is.  -Since the above motion did not pass, we should not remove this article.  Votes for: 0, votes against: 5, votes abstained: 2. **Motion does not pass.** |

7.8. Qualifications and Duties of the Canadian Nursing Students’ Association (CNSA) Official & Associate Delegates

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.1. The Delegates must liaison between CNSA and NSAY by providing reports and updates at the NSAY meetings. They are encouraged to work in collaboration with NSAY.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.2. Attendance at NSAY meetings is mandatory and at least one Delegate must participate.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.3. The CNSA Delegates are obliged to attend and represent the York University chapter at the CNSA Regional and National Conferences. Upon returning, it is mandatory to hold a debrief meeting to disseminate their acquired knowledge and resources to students.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.4. CNSA Delegates are responsible for recruiting nursing students to attend CNSA conferences to increase awareness of political issues, encourage student member involvement in professional nursing associations, allow students to increase confidence and leadership skills and promote professional communication and collaboration.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.5. The CNSA Delegates will chair the CNSA Committee within NSAY, and utilize NSAY resources (ie. office space upon request and email list serves) to communicate with nursing students at York University.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.6. The CNSA Delegates are responsible for raising awareness and informing students about the benefits of being CNSA membership, as all nursing students at York University are automatically members (this includes access to learning modules/databases and awards/scholarships).

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

7.8.6. Be removed.

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| **Discussion:**  -discussion and voting of this item is postponed to next meeting. |

**III.** S**uggestion for Creating an Award for Collaborative Student (Waleed) [2min]**

There was a student who was hospitalized with an illness last year from the graduating Collaborative class. Because of these complications, she will not be graduating from the school with her class. There is discussion amongst the class and her family to have an award in her name. Another idea is to award her a pin and flowers during the pinning ceremony. This information should not be discussed outside of this meeting since the family has not yet been consulted. Be prepared to talk about this on a later date and be advised that NSAY may be asked to fund the pin and flowers.

**IV: NSO update (Janson)**

The RNAO AGM is happening May 2nd-3rd Downtown at the Hilton (tickets will be available online). On Friday May 2nd NSO will host a nice lunch and invite speakers to talk to everyone. This year they want to showcase students and programs across Ontario. The board was impressed in what we have done with CNSA, YU Nurse Mentorship, nursing student week and our work against lateral violence. They want to showcase the nursing students at York University, and what it means to be a student here. Participants will be fed. Will clarify what is expected and time restraints soon.

May 3rd, NSO is having a professional development fair during the AGM to help students with topics such as resume building, interview skills, and manager’s panel. This will be held during the second day of AGM at the Hilton. We will be inviting private companies to talk about the NCLEX. The AGM is free to members and nonmembers of the RNAO. [**http://rnao.ca/events/annual-general-meeting-agm-0**](http://rnao.ca/events/annual-general-meeting-agm-0)

(Sara): last year York bought three tables for students. I have no idea who did this or who to contact, I’m working on it and will get back to everyone.

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| **Discussion:**  - AGM is open to members sand non members.  -York is being showcased. This is an opportunity for York students to get involved/speak on behalf of York and what it means to be a student here. (more information/specifics to follow)  - NSO is having professional development fair – resumes, table of nursing managers, professionals from the US to talk about NCLEX.  - registration for the AMG is on the above link, but is not yet open.  **To Do:**  - Janson will get more information and he will get in contact with Claire. This will be collaborative between SON and nursing students.  - We will need approval from SON to speak on behalf of the school and students.  - Waleed will inform Claire Malette about this. SON might have preferences on who will speak on behalf of the school.   * + Also ask about the tables. How did we get them? Who paid for it? |

**9.**      **Date and Time of Next Meeting**

We want this to be a Townhall meeting, open to all students. The next meeting will tentatively be on March 20th at 1500.

**10.**  **Adjournment**

Meeting adjourned at 1635. Proposed by Sara, seconded by Jesmila. All in favour. **Motion passes.**