**NSAY MEETING MINUTES**

Date and time of Meeting: January 9th 2014 1515 hrs

Location: HNES B27

1. **Call to order**

This meeting was called to order at 1518, chaired by Waleed Khan.

1. **Roll Call**

Waleed, Shawna, Amina, Michelle, Dilara, Sara, Heather, Janson, Ana, Ekta, Nikki, Nhi, Ioana, Monica, Nelab.

1. **Regrets**

Jesmila, Gerome.

1. **Confirmation of Minutes from December 18th 2013**
2. **Confirmation of Agenda (Waleed)**
   1. Review Meeting Minutes [1min]
      1. List of office cleaning will be posted.
      2. Email and class announcement will need to be made about scrubs pickup deadline (31 January 2014)
      3. Motion (passed): Reimburse Waleed Khan $15.75 for the supplies purchased during NNSW event.
      4. Motion (passed): Reimburse Shawna French for one bottle of maple syrup she provided during NNSW.
      5. Clothing orders sheets will be ready for first week of classes.
      6. Student Awards will recognize one peer nominated student from each nursing class every month.
3. **Announcements**
   1. **Continuing with theme of Exposure with Addition of Participation.** (Waleed)[1min]
      1. Exposure of NSAY to student population needs to increase though social events and class announcement
      2. Participation from all NSAY members is expected with every organized event.
   2. **New Meeting Organization** (Waleed) [2min]
      1. 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.
   3. **Autism Awareness at York** (Janson) [2min]
      1. Autism Awareness at York is a club to promote awareness of autism, volunteering and raise funds to support people and families with autism in a meaningful way. We will work closely with both the York student body, the surrounding community and local organizations (Autism Ontario, Community Living) to aid this cause. I have started a similar club at Western University in 2012 which thrives today with over 90 members. To complete my application I need names, student numbers and e-mails. Please note that this is NOT a signup sheet and is to show the university that there is a student body interest in this club.
   4. **Treasurer Report** (Jesmila) [2min]
      1. There are no changes since the last report. For details, please refer to the org chart.

**Motion:** ***I would like to propose that everyone in attendance receives a vote for this meeting.*** Proposed by Ioana, Seconded by Nhi, votes for: all. **Motion Passes.**

1. **Old Business**
   1. **Clothing Orders** (Gerome) [2min]

Aside from a few necessary tweaks on the NSAY website online order form, I think we are ready to advertise and start taking orders starting this weekend. We will be taking cash and online orders. Please note that we should avoid using the work “PayPal”. Based on my past experience, it kind of detracts people from using the online order option because they thought they needed a PayPal account to be able to order online. Needless to say, credit cards will be mostly used for online orders. With regard to cash orders, we need to post new office hours. Shawna and I have talked about the order taking and monitoring system that will be used, and most of you probably have some idea about it. We will be using receipts, and a google document Excel file. The executive taking orders is obligated to have a computer with him/her, as well as the receipt pad, every time orders are taken. In terms of advertising, I urge everyone to make in class announcements as soon as you can. Class representatives, it is your job to make sure that all classes have been covered. Utilize Facebook and word of the mouth. If you are unsure of some inquiries, simply redirect them to me.

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| **Discussion:**  - No refunds? Sample sizes are located in the back of the office so there should be no need for refunds/ exchanges. Should we advertise “All Sales Final”?  - Advertise through social media  - Avoid calling it PayPal, just state online purchase (PayPal account not required)  - Students can place their orders in the office |

* 1. **NSAY Student Recognition Awards** (Ioana) [2min]
     1. The NSAY Student Recognition Award Nomination Form is up on YUConnect. We need advertisement for this award through class announcements and include it in the newsletter. Any suggestions to nomination form welcome. I will be looking through nominations on January 17 for this month’s awardees. Any NSAY execs that would like to join me so that we can form a small committee?

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| **Discussion:**  - One per month might be a lot, people might forget in subsequent months  - This is a trial phase, we will see how many nominations we get.  - One per program (3 awards per month).  - Subcommittee: Headed by Ioana, members: Sara, Michelle, Ekta |

* 1. **Office Cleaning Schedule**
     1. The Facebook survey has been posted. The final copy will be confirmed during this meeting. Waleed will print out copies to be posted in the office and update the Org Chart for future references. Ioana will make a short checklist of tasks that need to be completed which will also be posted in the office and on the Org Chart.

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| **Discussion:**  - All members are to sign up for a date, excluding 4th year collabs who are in their IP placements and never on campus.  - Cleaning up after yourself and others you invite into the office is still expected. |
| **Conclusions/ To Do:**   * Post the updated schedule in Org Chart |

1. **New Business**
   1. **Office Hours** (Shawna) [2min]
      1. Last semester NSAY started holding regular weekly office hours. NSAY members can sign up with an office buddy, and at least one of these two people is expected to attend the hours that they sign up for. Ideally we want to try to get hours spread out throughout the week so that all nursing students can visit us on a day that they are scheduled to be on campus. Sign up is set up on an editable Google Doc, just put your name in the time blocks you would like to hold hours: <https://docs.google.com/document/d/1lOlVCkDnAv_08HUnbnV_L7dFeJtTvKyFNGbWu9xjqp4/edit?usp=sharing> The deadline for signing up is Sunday January 12 at 1200 (noon).

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| **Discussion:**  - Initially it might be a good idea for newer members to be paired with a more experienced member.  - If you are ever unsure about something, contact the member responsible or someone who can help you. |

* 1. **Scrubs for IEN** (Jesmila) [2 min]
     1. I contacted Rick Timmy from Dixie Uniform over the break and he confirmed that he would be able to supply us with the Classic II stethoscopes ($85) and scrubs ($31.10), which are the same rate as fall sales. He was okay with coming in one day for sales as he did during fall orientation but then he fell, cracked several of his ribs and is currently unable to pick up anything. When we contacted the representative for IEN students, she stated that incoming IEN students do not need their scrubs until summer semester (May 2014). What does everyone think about postponing the scrub sales until late April/early May? It would give Rick time to recover, create less work for NSAY members and there would be more demand for scrubs at this time if we advertise it well in advance.

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| **Discussion:**  - Most IEN already have scrubs from their previous practice as nurses, so they are not strictly enforced to wear the navy blue scrubs.  - Could NSAY stockpile scrubs in the future? Discussion with Claire Mallette (Waleed). |

* 1. **IEN Elections** (Waleed) [2min]
     1. NSAY has not had IEN representation for the past few years. These students must be included into the organization as members of York University School of Nursing. Students will be informed on Monday January 13th about the upcoming elections through a class announcement. I plan on exploring the IEN class suggestion s prior to setting deadlines. Any suggestion?

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| **Discussion:**  - Start by introducing ourselves to the IEN class (Waleed, Monica, and Ekta).  - IEN concern is about the time commitment. Their first semester is somewhat of a “probationary period” in that they are expected to attain certain grades.  - 2nd year 2nd entry elections at the same time. |

* 1. **Collaborative Grad Party** (Gerome)
     1. I will contact some companies as well as talk to Nelab's friend. We will post on the FB group and introduce the boat party idea to them. I will talk to a few students during our mandatory orientation on Friday and Sunday. Aside from that, there is nothing really remarkable development has happened.
  2. **Collaborative Valedictorian, Peer nominated awards, and Faculty Recognition Award** (Waleed) [2min]
     1. Each year, NSAY provides the School of Nursing with 3-5 peer-nominated students for the position of class Valedictorian. The nominations are collected in the first stage via email. In the second stage, these nominees are contacted and consent is obtained to place their names on an e-vote ballot. Stage three comprises of the election. The top three nominees are asked to write a one page double spaced letter to SON explaining why they deserve this award. SON takes into account the votes, letter, and academic performance to select one Valedictorian.
     2. There are multiple peer nominated awards which are presented during the pinning ceremony the information for the awards needs to be disseminated to students.
     3. NSAY allows student to select one instructor who is awarded during the pinning ceremony and recognized for their outstanding contribution to the student population. The selection process for this award needs to be discussed.

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| **Discussion:**  - Subcommittee: Headed by Waleed, members: Amina, Janson, Dilara  - Faculty recognition: last year it was complicated and students found that the requirements were too demanding (ex: it required 10 student’s names and student numbers). Ultimately it was decided by a poll on their class’ Facebook group.  - Peer nominated awards: Niro leadership award (given out at the pinning ceremony). |

* 1. **Nursing Games 2014** (Shawna) [2min]
     1. The Nursing Undergraduate Society at U of T has reached out to us looking for chances to get GTA student nurses together for social, educational and professional collaborations. On this note, they are organizing Nursing Games 2014 for the weekend of March 21st, 2014. The cost for them to host this event is $30,000, so they are also looking for sponsorship/ donations. Discussion: 1. NSAY/ York U Team? 2. Will NSAY provide a donation? If so, how much?

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| **Discussion:**  - Academic and sporting events.  - Could SoN sponsor a team of York students?  - More information to follow once information is received. Funding donation discussion postponed until more information is received. |

* 1. **CRNE & NCLEX Workshop** (Waleed) [2min]
     1. Pat Bradley has volunteered to prepare and deliver information to all York University Nursing students regarding the CRNE and NCLEX. Students are continually asking questions and this would be a great opportunity for them to get their answers. She has suggested Thursday, February 13th (Right before reading week) to deliver this lecture. I need a volunteer to coordinate this event with her, perhaps the YUNSMP would like to take this project.

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| **Discussion:**   * This day was just a suggestion, Wednesdays might work better. * Can we do this twice (if her schedule allows)? * Ekta will visit her office 3rd floor 335 to try to arrange dates/ get a schedule of availability. Ekta will head this project, Waleed will assist. |

* 1. **Collaborative Students Needed for Research Project** (Waleed) [2min]
     1. Pat Bradly is doing a research project to determine the need for literacy assistance programs at York University. She requires student volunteers form the Collaborative classes to volunteer their time and participate in a survey/test. More information to follow.

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| **Discussion:**  - Only looking for collaborative students. Some students have already received an email if they did volunteer. Nelab will post an electronic poster to their Facebook page. |

* 1. (\*addition to meeting\*) **SickKids Global Health Day 2014** – Feb 18
     1. Event will focus on **Global Adolescent Health: “Adolescents and Global Healthcare Systems**”

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

Tentatively scheduled for Friday January 24 @ 1200.

1. **Adjournment**

This meeting was adjourned at 1617. Proposed by Sara, seconded by Nhi. All in favour. **Motion passes.**