**Nursing Students’ Association of York**

**AGENDA**

Date and time of Meeting: May 27, 2013. 1630 hrs

Location: HNES B27

1. **Call to order**
2. **Roll Call**
3. **Regrets**
4. **Confirmation of Minutes from May 14, 2013**
5. **Confirmation of Agenda**
6. **Announcements & Executive Report**
   1. Faculty adviser for NSAY is still not confirmed (Waleed)
   2. Treasurer (Jesmila)
   3. CNSA report (Sara on behalf of Nhi)
   4. Outreach Report (Ana)
   5. Clothing Committee (gerome)
   6. RNAO Update (sara)
7. **Old Business**
8. **New Business**
   1. YFS Application (Waleed)
   2. SCLD Meeting June 4th (Waleed)
      1. We need one or more representatives to get recognition
   3. York Fest (Waleed)
   4. SON meeting update (Gerome)
   5. Peer Mentor Budget (Ioana)
   6. Constitution Change (Ioana)
   7. NSAY Website (Ioana)
   8. Faculty Recognition & Valedictory (Waleed)
   9. Social (Catherine)
   10. Scrubs & Stethoscope Preparation (Waleed)
   11. Welcome day (Waleed)
9. **Date and Time of Next Meeting**
10. **Adjournment**

**Nursing Students’ Association of York**

**MINUTES**

Date and time of Meeting: May 27, 2013. 1630 hrs

Location: HNES B27

1. **Call to order**

This meeting was called to order at 1642, chaired by Waleed Khan.

1. **Roll Call**

Waleed Khan, Jesmila Marusalin, Shawna French, Ioana Gheorghiu, Nikki Chen, Ana Golubovici, Sara Carizares, Nelab Qarizada (left at 1758), Catherine Cenkowski, Gerome Dulalas (late via Skype - 1658)

1. **Regrets**

Nhi Luu

1. **Confirmation of Minutes from May 14, 2013**

Minutes confirmed. To be posted on NSAY website.

1. **Confirmation of Agenda**
2. **Announcements & Executive Report**
   1. Faculty adviser for NSAY is still not confirmed (Waleed)
      1. Anne Crosier was advisor last year.
      2. Spoke to Claire Mallette, and she will find an advisor for us. If there are any pressing issues can speak with her in the meantime.
   2. Treasurer (Jesmila)
      1. Rough budget sent out based on base funding (uploaded to Facebook).
      2. Will apply to Stong college funding ($2000).
      3. Will add estimates for Movember fundraising, clothing sales, CNSA mugs, bake sale, stethoscopes, and grad party online sales.
      4. Paypal activation does not need to be paid again.
      5. Office supplies estimate based on previous year.
      6. Rep budget based on previous discussion. The movement has not yet passed, so this is a rough estimate for now.
      7. Events under “Schedule 1” are the events from last year. Estimates for current year are based on these values. Mentorship budget based on project proposal posted by Ioana.
      8. Based on current projections and budget, we would be in a deficit of close to $1000, meaning we need to raise funds. However, once we add in revenues for stethoscope sales, this will be a smaller deficit.
      9. With respect to the grad party it is expected that some people will still buy tickets, so there will be more advertising to come.
   3. CNSA report (Sara)
      1. Mugs:
         1. The 41 damaged mugs were returned and refunded.
         2. A cashbox with change/float is needed.
         3. Professor requesting 11 mugs, however she was not present for the arranged meeting. Followed up via email to see if she is still interested. Two mugs remain for sale, and one is left for display.
         4. $10 is missing from total amount based on what has been sold.
      2. CNSA PowerPoint presentation has been improved, and plan on making more presentations in class to promote CNSA. There are plans for an E-Newsletter for nursing students, and to attend more conferences.
         1. Would anyone assist with designing newsletter and does NSAY want to add info/updates to this newsletter to advertise events?
      3. CPR recertification is being organized, and we are trying to gauge interest. There will be a poll on the Facebook group to gauge interest and days that will work for students. Nelab can make announcement to students in the collaborative program.
      4. Nhi would like to know is there any money in the budget to get “swag” to give away during the CNSA announcements.
         1. Ioana is inquiring with York and different departments to see if there are any free items that can be used.
         2. Inquire with YFS for these items.
      5. With the NSAY website being introduced, can CNSA have a link to their external website? Can the newsletter be added to website as well? We will defer this and make a motion at a later date.
   4. Outreach Report (Ana)
      1. Wants to start outreach earlier in the year, and not just the Fall.
      2. Outreach cannot generate fund for NSAY. Any funds raised will be given back to the community.
      3. Budget – last year only used $50 from NSAY. If possible, outreach is asking for more for the current year. For printing they get funding from YFS. There is a meeting planned with YFS for event funding. Ana will look into this and apply in advance.
      4. Last year group was formed specific to One Match, should inquire with them for planning this year.
      5. Feed the Homeless: It is a good idea but may or may not do it this year. Last year we collaborated with a club on the event. The money used to purchase food was generated through donations.
      6. Light Patrol: Activities to help marginalized youth, outreach activities, clothing donations, and food preparation.
      7. Mobile street operation: This is a mobile medical clinic for homeless youth that is run using medical staff. We will inquire to see if nursing students can volunteer to practice their skills. This could be a liability as we are not yet licensed.
      8. Cathy Crowe Walk the Talk: Event to teach people about Toronto homelessness. There is a fee of $10 per person at your own expense. Ana will upload this event flyer to the group.
      9. International outreach: Currently looking into places we can go, and we want input from student the body. One example is Honduras at a cost of $500 per person per month. They will allow students to come for less time, but it is still the same cost. Students must pay for flight and accommodations. The hardest thing is to get professor to join students for this trip. We can form a subcommittee with individuals that have done this type of trip before.
      10. These events will be posted to the website.
   5. Clothing Committee
      1. The committee has not met yet, so there is no update at this time.
   6. RNAO Update (Sara)
      1. Most RNAO events will happen in the fall/winter terms. Generally a subcommittee is generated by an email sent to all students in the fall. The problem is that this is too late especially for fall events. Can we outreach to our friends and students in our class. Students can help plan events and volunteer within RNAO.
         1. Catherine can make an announcement in class to generate students looking to volunteer and get service hours through YU Connect.
         2. Sara can draft an email to be sent through the NSAY email. If she forwards it to Cat, she can also make an announcement in class to the 2nd entry students.
3. **Old Business**
4. **New Business**
   1. YFS Application

|  |  |
| --- | --- |
| Time: 1719 | Presenter: Waleed |
| Discussion:  -This is a long application.  -We need descriptions of 2 events that will take place during the year.  -We need to submit each member’s information (name, student number, email, and phone number). Any confidential information will be discarded. The application requires 15 member’s names.  -The banking information is included on the application (sent by Jesmila). | |
| Conclusions:  -Ioana will write something about the mentorship program as one event.  -Stethoscope or clothing sales can be second event. Waleed will write this portion.  -Waleed will complete the application. | |

* 1. SCLD Meeting June 4th
     1. We need one or more representatives to get recognition

|  |  |
| --- | --- |
| Time: 1726 | Presenter: Waleed |
| Discussion:  -To be recognized with SCLD, an NSAY executive needs to go to their meeting.  -SCLD helps with organizations’ events and tabling events.  -Dates of meetings are on YU Connect and include June 4 @ 10am-12pm, June 12.  -They can accommodate up to 50 students per meeting.  -There is an application to fill out for SCLD, and we need to confirm the date that NSAY will attend. | |
| Conclusions:  -Ana can attend on June 4  -Waleed will confirm whether the President or VP need to attend, or if other members can go as well. | |

* 1. York Fest

|  |  |
| --- | --- |
| Time: 1732 | Presenter: Waleed |
| Discussion:  -During York Fest tables are set up. This is an opportunity for NSAY to represent ourselves and meet with students.  -We need to fill out an application saying that NSAY wants tables.  -We should consider doing 2-3 hour shifts to sit at the tables, and have someone organize a schedule. 1-2 people should be at the table at a time. | |
| Conclusions:  -Waleed will fill out this application. | |

* 1. SON meeting update

|  |  |
| --- | --- |
| Time: 1734 | Presenter: Gerome |
| Discussion:  -The SoN meeting was 2 weeks ago.  -They discussed changing the name of NRC (Nursing Resource Renter) to Nursing Simulation Center (NSC). There was much disagreement on the topic and the decision was postponed.  -The NSAY report was given including what our current plans are and how our first meeting went. | |

* 1. Peer Mentor Budget

|  |  |
| --- | --- |
| Time: 1736 | Presenter: Ioana |
| Discussion:  -The money outlined in the budget will be going towards workshops, especially for guest speakers.  -As mentioned, much of the money will be coming from Stong College. $2000 will come from Stong College and $500 is being asked from NSAY (see motion below).  -Against motion: $500 is a lot to allocate to a program. **Amendment to motion made to include “no more than $500” (see amendment below).**  -Clarification: Regarding the speakers: Who are these speakers, and can we utilize members of the York community that will speak for free.  -Clarification: Are there any other financial resources aside from Stong and SCLD. Also, is this money confirmed? 🡪Reply: No to both.  -Believe this money will be a good investment. | |
| Conclusions:  -Motion passed. This will be added to the budget. | |

**Motion: “I would like to move a motion that NSAY provide $500 for the Peer Mentorship Program”**

Moved by: Ioana

Seconded by: Sara

**Amendment: “I would like to amend that NSAY provide no more than $500 for the Peer Mentorship Program”**

Moved by: Waleed

Seconded by: Shawna

All in favour: \_\_7\_\_ Opposed: \_\_0\_\_ Abstained: \_\_0\_\_

**CARRIED**

* 1. Constitution Change

|  |  |
| --- | --- |
| Time: 1745 | Presenter: Ioana |
| Discussion:  -Would like to add a representative position for the Peer Mentorship Program.  -This would mean that Ioana has two positions on NSAY for this year.  -Let see how things go throughout the year to see what problems we run into constitution-wise before changing it since it is the pilot year of the program. This will be more applicable next year.  -Postponed to next meeting | |

* 1. NSAY Website

|  |  |
| --- | --- |
| Time: 1749 | Presenter: Ioana |
| Discussion:  -Current website is unattractive and hard to edit.  -Website will be used for mentorship information, and NSAY. It can extend to CNSA and RNAO to have more open communication.  -Research on websites: free websites have much less space to post information.  -Requesting to allocate money each year towards this website. This money it to maintain the domain (website address), for tech support, and to be able to edit the website.  -Could this be opened up for advertising to generate money – for example Mobb or stethoscope sales  -Can we piggyback with yorku.ca/  -In general, having an NSAY website will only have positive effects in the future. We need a central hub for information. | |
| Conclusions:  -Decision deferred to next meeting in order to find out more information. | |

**Motion: “I want to more a motion NSAY reserve 47.88 per year for a new website”**

Moved by: Ioana

Seconded by: Ana

**DEFERRED**

* 1. Faculty Recognition & Valedictory

|  |  |
| --- | --- |
| Time: 1759 | Presenter: Waleed |
| Discussion:  -First year for both of these at graduation.  -Can we set up a committee to take care of upcoming grads for these same events.  -Committee will be led by an NSAY executive, but we can have other nursing students on the committee. | |
| Conclusions:  -Waleed will chair the committee. | |

* 1. Social

|  |  |
| --- | --- |
| Time: 1801 | Presenter: Catherine |
| Discussion:  -Some students are asking to do something for nursing students.  -It would be nice to get all nursing programs involved.  -1st idea: 2nd entry students have break 1030-1130 Mondays– take advantage of warm weather and get outdoors. We can eat lunch together on the grass at the bus loop to enhance sense of community and possibly play Frisbee too.  -2nd idea: Canada’s Wonderland – decide on a date, and get a group rate – will get feedback from students and present it during the next meeting. We need to consider the issue of transportation. Also students might get separated at the park which will not foster group connectedness, and people will end up in small cliques – could do scavenger hunt (example: taking photos).  -3rd idea: hike/picnic day – There are trails north of York. Possible date: Sunday June 16 @ Younge/King rd area in Richmond hill.  -4th idea: Work with outreach/social coordinator to find event for nursing students to raise money for something health related (examples: 5K run, warrior dash).  -5th idea: York’s garden. They provide workshops. Find out when and any that will work for students.  -6th idea: Cathy Crow Walk – advertise to nursing students interested in community health/outreach.  -7th idea: Birthdays – make a class announcement to see who likes/does not like the idea.  -8th idea: Classroom announcement – talk about the importance of getting involved with CNSA and RNAO, find out what students interests are.  -9th idea: Body Break – They come in, bring music, get students active during break.  -Nursing week is coming up | |
| Conclusions:  -Catherine will gauge student interest.  -Ana will send information about the Warrior Dash.  -Based on interest we will narrow it down to a few ideas | |

* 1. Scrubs & Stethoscope Preparation

|  |  |
| --- | --- |
| Time: 1818 | Presenter: Waleed |
| Discussion:  -Scrubs and stethoscopes are sold at orientation day.  -Mobbs scrubs: last year scrub sales were through an external retailer. Can we use this to generate money this year?  -Made about $1200 from stethoscopes last year.  -Can we have clothing samples ready to start clothing sales during orientation as well?  -School of Nursing has signed deal with Mobb to use their brand of scrubs. There has been discussion about having York specific uniforms with a York logo on them. | |
| Conclusions:  -Jesmila, Shawna and Waleed will make up this committee.  -Waleed will inquire with Claire M about scrubs.  -Get more info and follow up.  -Jesmila will contact Dixie Uniforms: Rick Timmy (MOBB Mobile sales rep) cell- 416-587-4943, [r\_c\_timmy@rogers.com](mailto:r_c_timmy@rogers.com)  -Shawna to follow up on stethoscope sales inquiry in NSAY email. | |

* 1. Welcome day

|  |  |
| --- | --- |
| Time: 1823 | Presenter: Waleed |
| Discussion:  -Welcome days is September 4 and will last 3 hours long.  -Last year there was a lot of information – this year information will be online and less academic focus during Welcome Days. This will mostly be about students meeting each other.  -Tabling will still occur like last year.  -Welcome Days are funded through Stong college.  -Good idea to have upper year students speak about their experiences.  -NSAY and peer mentorship will be involved.  -Can we have banner ready for welcome days? | |
| Conclusions:  -Waleed will Speak with Missy Aboa from Stong college to get NSAY involved in Welcome days. | |

* 1. Events Schedule

|  |  |
| --- | --- |
| Time: 1826 | Presenter: Waleed |
| Discussion:  -Create yearly plan for when events will occur.  -Start a Google calendar for all members to input days for all events and meetings. | |
| Conclusions:  -Sara will set up a Gmail account to be able to access calendar | |

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

**Monday June 10, 2013 @ 16:30**

-Let’s start using Facebook group to discuss NSAY related things to save time during meetings

1. **Adjournment**

Moved by: Waleed

Seconded by: Shawna

All in favour: \_\_9\_\_ Opposed: \_\_0\_\_ Abstained: \_\_0\_\_

**CARRIED**

Meeting adjourned at 1834.