**NSAY Meeting Minutes**

October 17, 2016: 1740 hrs

**Location: HNES B27**

1. **Call to Order**

This meeting was called to order at 1740 hours, chaired by Danny Wang.

1. **Roll Call**

Danny Wang, Cindy Trieu, Misbah, Sophie Khaslavsky, Kelsey Fallis, Hilary Lau, Claudia Messina, Patricia, Sukurat, Yu-JinKim

1. **Regrets**

Chimi Kuyee, Paul Kim, Marlo Salum

1. **Confirmation of Minutes from (date of last meeting)**

Confirmed

1. **Announcements**
2. **Treasurer’s Report**

Henry Madubuobi,past president from 2012-2013 donated $250 to NSAY account. Thank you. Looking for 2 treasurers

1. **New Business**

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| Presenter: Danny Wang |
| Description: NSAY Organizational Structure |
| Discussion:   * New NSAY position names updated onto Google Drive under NSAY Positions Flowchart * Danny moved the motion on the name changes and all executives present seconded the motion |
| Action Items: No action required |

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| Presenter: Patricia |
| Description: NSC lab group |
| Discussion:   * NSC lab group is a proposed initiative for students helping students on strengthening essential nursing lab skills. * **NSC director** will manage the group * **Lab skills director** will come up with outline & scenarios for the program * Ideal for initiative to start on the **first week of November** |
| Action Items:   * **Patricia** Identify who are nominated as NSC director and lab skills director & obtain outline from the director * **Yu-jin** create poster for new initiative |

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| Presenter: Kelsey |
| Description: CNSA |
| Discussion:   * On the finalization stage on picking the final CNSA member * National Nursing Students’ Week: November 13-19. In the process of planning on events to be placed every day for that week. * **Chimi**: organize film viewing for Tuesday for week of November 13-19 |
| Action Items:   * **Executives** & **events committee**: brainstorm ideas for events to be held for the third week of November for next meeting |

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| Presenter: Sophie |
| Description: NPCO feedback forms & new ideas |
| Discussion:   * So far 16 people has filled out the NPCO feedback form * Concerns were addressed to Sophie, but students did not submit their concerns onto the google form * Focus groups: looking for more volunteers to be in the focus group * Proposed coffee and flyer (with future events listed) distribution prior to midterm |
| Action Items:   * **Executives**: continue to encourage classmates to fill in the form * **Cindy & Misbah**: send out email to seek those interested in joining the focus groups & promote the NPCO feedback form * **Sophie**: discuss the coffee and flyer suggestion for nice meeting |

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| Presenter: Danny |
| Description: Role of Internal Relations Executives |
| Discussion:   * Internal Relations Directors (2nd Entry, Collaborative, and IEN) are the upper year students. They will be responsible for hiring students to be a part of the School of Nursing-NSAY Representatives team. |
| Action Items:   * **Sophie** & **Marlo**: overlook the SON-NSAY representative team |

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| Presenter: Misbah (on behalf of Chimi) |
| Description: Events Coordinator Updates |
| Discussion:   * People who came out to the ROM enjoyed it; around 15-20 participants. * Faculty meet and greet is happening on October 24 in HNES B15 from 5-7 p.m. We have 41 students who RSVP to date. Dinner will be catered by Falafel Hut. * Roles of each executive for Faculty Meet and Greeted noted on Google Drive * **Events stamp card**: new idea to encourage engagement from students. Every time a student attends an event, they get a stamp. After 8 stamps, they can then enter for a draw to win a prize. * **TUUS** room booking: the signing officer can only be Misbah and Danny. If you need to book a room, there is a long application process, need to notify TUUS well in advance. |
| Action Items:   * **Danny**: confirm the payment procedure with Chimi with respect to YFS contribution for pre-post payment * **Yu**-**Jin**: create name tags for the professors * **Hilary**: create ads to inform of Events Stamp Card purpose to students ?? |

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| Presenter: Misbah |
| Description: Tabling for first year students |
| Discussion:   * Two students asked about tabling for nursing students to raise money for an organization for their class project. |
| Action Items:   * **Misbah**: gather information on tabling procedures and report back to the two students |

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| Presenter: Danny |
| Description: Outreach coordinators & treasurers position |
| Discussion   * There were will 2 outreach coordinator positions: **local** and **international** outreach coordinators will be joining us as directors. * Treasurer 1: will lead all the treasuring activities * Treasurer 2: will learn what it is to be a treasurer and will take over Treasurer 1’s position when they are in second year. |
| Action Items:   * **Execs**: decide on who will fulfill these positions |

**VIII.** **Adjournment**

The meeting was adjourned at 1810 hrs.