**NSAY Meeting Minutes**

Date and time of Meeting: November 12th 2013 1730 hrs

Location: HNES B27

1. **Call to order**

This meeting was called to order at 1740, chaired by Waleed Khan.

1. **Roll Call**

Waleed Khan, Shawna French, Sara Canizares, Nhi Luu, Nelab Qarizada, Gerome Dulalas, Ekta Chopra, Nikki Chen (via Skype), Monica Gola, Ioana Gheorghiu, Ana Golubovici (via phone during One Match discussion).

1. **Regrets**

Jesmila Marusalin, Heather Hiscox.

1. **Confirmation of Minutes from October 15st 2013**

*Changes to be made*:

1. “Queens park on the road” for RNAO event.

2. Add deadlines to clothing design section (Possible designs by October 31, Executive input by November 3, Finalize designs by November 7).

1. **Confirmation of Agenda**
   1. Review [2min]
   2. Agenda explanation [2 min]

- New templates for the meeting: Times are added to stay on time.

- 75 min meeting total

**Motion**: *I propose that officers be extended the right to vote during this meeting*. Proposed by Gerome, Seconded by (?), Votes for: 4, votes against: (?), votes abstained (?) 🡪4 out of 5. **Motion Passes**.

1. **Announcements & Executive Report**
   1. Treasurer’s Report [2 min]

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| Time: | Presenter: Waleed |
| **Discussion:**  - Pizza party: Waleed will get back on this. It will need to happen before December 4th.  - We have money for OneMatch, Collab party and a cheque of $600 for another event. | |

* 1. SoN Meeting Update [2 min]

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| Time: | Presenter: Waleed |
| **Discussion:**  - Waleed told them about the event tomorrow: OneMatch.  - Updated SoN about the National Nursing Student Week.  - Suggestion to include IEN’s in the mentorship program: Support from Pat Bradley before new students are coming in. Monica touched on the difficulty of accommodation for the workshop but hopes that students get more involved. | |

1. **Old Business**
   1. Stethoscope & Scrubs Update [2 min]

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| Time: | Presenter: Waleed |
| **Discussion:**  - Still the issue of cardiology stethoscopes. We don’t know how much money we lost yet.  - Scrubs still need to be picked up.  - **Motion**: *I propose that the deadline for scrubs to be picked up be January 31st*. Proposed by: Ioana, Seconded (?). Votes for: 8, against: 0, abstain: 1. **Motion passes.** | |
| **Conclusions/ To Do:**   * Send a reminder to students to pick up scrubs. * Set a deadline to pick up the NSAY to prevent liability issue and keep office space more organized. * Add reminder section in the newsletter. * Monica will send a reminder to her class. | |

* 1. OneMatch [10 min]

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| Time: | Presenter: Ana |
| **Discussion:**  - The event is in collaboration with FHSC. Supplies will arrive at 9am, and training will occur throughout the day as volunteers arrive.  -will have 6 tables (4 tables from FHSC, 2 from SCLD) and chairs (5-6 from SCLD, more from the NSAY office).  -Funding was picked up from YFS in lump sum cheque. Budget of $200 for purchasing large pizzas for volunteers. Ana is buying Bristol board to make signs, sign in and out sheets are made for volunteers to track hours (about 10-11 non-executive volunteers).  -Event insurance is taken care of.  -The people getting swabbed will need to fill out forms.  -Need to show how money from YFS was spent (justify it).  -Gerome, Nelab, and Nhi will be there from NSAY.  **Motion**: *I proposed that NSAY spend no more than $20 for props for the photobooth*. Proposed by Gerome, Seconded by Nhi. Votes for: 7, against: 0, abstain: 1. **Motion passes**. | |
| **Conclusions/ To Do:**   * Check back office for One Match posters from previous years * Purchase props | |

* 1. Grad Party [10 min]

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| Time: | Presenter: Nikki |
| **Discussion:**  - Grad party November 16th.  - No ticket sales as of yet. Some people are showing interest to buy tickets later.  - If we have more than 15 people then we qualify for the deal.  - Niki: proposed that if we have small number of people show up, they can either pay or we can make it for them but since NSAY doesn’t want to pay for non-York members we will charge them for it.  - Ioana: since NSAY is paying a portion of the money and if we open it for everyone, the prices will have to change. | |
| **Conclusions/ To Do:**   * Niki will post potential scenarios on Facebook. | |

* 1. Clothing Orders [10 min]

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| Time: | Presenter: Gerome |
| **Discussion:**  - Gerome: Brought samples.  - Unisex and lady fit:  - Sweater: Unisex in crew neck and hoodie.  - Designs deadline wasn’t met due to complications.  - Vector file will cost $30 (this is cheaper than paying a designer for a design).  - We should be able to take orders for next Monday.  - We will have to do two things when we take an order. Excel sheet with all the basic information and receipts with carbon copy.  - Gerome will provide us with a final price once designs are finalized.  - We will do what Mobb did: attach a small receipt with the order with inventory to avoid errors.  - Everything will be billed all together.  - Nhi: suggested that we should have a training day for t-shirt sales.  - Monica: suggested that only a group of people should do the orders to reduce errors. And show everyone how to use the excel sheet and enter information in the training.  - No exchange or refunds policy needs to be clarified to all students. They can try on the samples.  - There are two designs: splatter and I heart.  - No samples of pre-printed clothing because it will cost us more money.  - Waleed: suggested that we get a detailed description of cost from the supplier for each design and clothing. Gerome will get back on this. | |
| **Conclusions/ To Do:**   * Get detailed description of costs [Gerome] * Purchase receipt book with carbon copies. * Need to decide color, can’t be black. | |

* 1. RNAO Update [5 min]

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| Time: | Presenter: Sara |
| **Discussion:**  - When accepting RNAO forms, if they pay with cash put on the corner that they paid.  - Discounted fee.  - Change available in the NSAY room.  - Only extra thing they have to pay for is if they want to be involved in certain interest groups.  - Ask them to enter their address for the place they are currently living instead of home address. | |

* 1. YUSNMP [5 min]

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| Time: | Presenter: Ekta |
| **Discussion:**  - Workshop was held on Friday November 8 (4 people showed up).  - Friday was a hard day to attend and Health Aid team could not commit.  - There were lessons learned about booking rooms and organizing speakers.  - We want to encourage faculty to get involved.  - Need to have involvement with representatives of each class.  - They are thinking of incorporate a point system for rewarding contributing members.  - NSAY and faculty should be informed and encouraged to attend.  - Monica: Suggested needs assessment, know exactly what we want from faculty. | |

* 1. CNSA [5min]

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| Time: 1830 | Presenter: Nhi |
| **Discussion:**  - During the regional conference last year, CNSA decided to spend money on producing a video to promote CNSA. <http://www.youtube.com/watch?v=1ciVjlUIR5U&feature=youtu.be>  - A motion was passed to spend over $1000 in order to help students with the expense of attending the national conference. Students can apply to this. The applications are considered based on academic good standing.  - Students have the opportunity to write position statement on relevant issues that they would like CNSA to take a stand on. Last year something on LGBT education was passed.  -York CNSA has $3000 in the budget for students to attend the national conference.  - ONA publications came in. CIBC run for the cure ribbons came in that can be used next year | |

* 1. Elections [2 min]

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| Time: | Presenter: Waleed |
| **Discussion:**  - We have a representatives running for collab and 2nd entry 1st year.  - Next meeting we will have new executives.  - No Year 2, 2nd Entry reps ran for the position. We can hold bielections in January when new IENs come in. If many applications we will hold elections, if few they can just be appointed. | |

1. **New Business**
   1. Nursing Week [15 min]
      1. Monday – Pancakes

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| Time: | Presenter: Waleed |
| **Discussion:**  - Use griddle to make pancakes. Cost effective.  - Advertise as a social and come by the NSAY office for free swag and snacks. | |

* + 1. Tuesday – Scrub-a-thon

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| Time: | Presenter: Sara |
| **Discussion:**  - Traditionally done by RNAO to encourage students to sign up, but this year they have offered indefinite discounted memberships.  - RNAO has agreed to give Tim Hortons cards as incentives.  - One RNAO member would like a table for 2 hours to do a membership drive where they can enter into a draw to win these cards if they are wearing their scrubs.  - Try to get a table in Vari Hall, if all else fails can use the NSAY office.  - Body break can be done on Tuesday from Health Education Team. | |
| **Conclusions/ To Do:**   * SCLD tabling application. | |

* + 1. Wednesday – Lunch and Learn

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| Time: | Presenter: Nhi |
| **Discussion:**  - A room has not been booked yet. It needs to have AV equipment for Prezi presentation.  - Monica: suggestion – rather than booking from 1130-3, if the room is booked from 1130-230 it would be more likely to get a room booked.  - The first hour will be about promoting CNSA conferences, mingle and people can get food. The guests will arrive around 130 (Health Promotion Team and TPH for healthy eating to nurses).  - Worst case scenario if a room cannot be booked: transform the NSAY room, and we would only need a projector (can book through SCLD). | |
| **Conclusions/ To Do:**   * SCLD ITC application to book a projector. | |

Suggestion: Have students submit nominations for awards at all NNSW events, and winners can be announced through the email? –postpone until next semester

* + 1. Week-long Event

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| Time: | Presenter: |
| **Discussion:**  - NNSW Banner – have students write thank you messages to nursing students.  - Can this be posted on the 3rd floor HNES (Monica will inquire)?  - Will need to have rules for posting, and NSAY will monitor the messages throughout the week. | |

* 1. NSAY Office Use (Open) [10 min]

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| Time: | Presenter: |
| **Discussion:**  - Concern: uncomfortable with the NSAY office being used for student projects.  - What about if it is used during executives own office hours?  - It is NSAY’s office space, therefore we have the right to use the space. As executives we get this advantage but we need to be responsible for our space (example: clean up after ourselves).  - Office space and use by exec members – it is a resource available to execs as a right of being voted in. For use at our discretion (for group projects, for studying, for all of the extra work we put in).  -NSAY member should be present when non-NSAY members here. | |
| **Conclusions/ To Do:**   * Add Use of Office Space in our constitution to clarify these issues. | |

***One last word:*** Note the Warm Fuzzies addition to the wall – share words of appreciation with your fellow NSAY executives.

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

Tuesday November 26 @ 1730.

1. **Adjournment**

Meeting adjourned at 1935, motion proposed by Waleed, seconded by Sara, approved by ALL.