**NSAY Meeting Minutes**

Date and Time of Meeting: November 26th 2013 1730 hrs

Location: HNES B27

1. **Call to order**

This meeting was called to order at 1730, chaired by Waleed Khan.

1. **Roll Call**

Waleed Khan, Shawna French, Jesmila Marusalin, Ekta Chopra (left 1900), Nelab Qarizada, Nhi Luu, Ioana Gheorghiu, Gerome Dulalas, Sara Canizares (via Skype), Janson Chan (via Skype), Michelle Hansforth (left at 1840), Dilara Thekkedath, Nikki Chen (via Skype), Amina Choudhry, Ana Golubovici (via Skype) (left 1900).

1. **Regrets**

Monica Gola.

1. **Confirmation of Minutes from November 12st 2013**

Minutes confirmed.

1. **Confirmation of Agenda**
   1. Review Meeting Minutes [1min]
      1. Motion was passed to have Jan 31st 2014 to be deadline to pick up scrubs and stethoscopes. After this date they will become NSAY property. Reps please make class announcements to remind student about picking them up.
      2. Reminders need to be sent via emails, posted on NSAY board, and class announcement.
      3. Motion was passed to spend no more than 20$ to buy props for photo booth.
      4. Clothing details with designs, colours, and costs will be proposed soon.
   2. Changes to be made to Agenda: Keeping the office clean, team building
   3. **Motion:** ***I want to propose a motion to open up voting rights to all members present at the meeting.*** Proposed by: Jesmila, Seconded by: Gerome. Votes for: 5, votes against: 0, votes abstained: 1. **Motion Passes.**
2. **Announcements & Executive Report** 
   1. Introductions [5min]

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| Time: 1737 | Presenter: Waleed |
| **Discussion:**  - Executive introductions: who you are, what program you are in, why you are here, and projects you are involved in.  - Ioana: Advertising Coordinator, 2nd Year 2nd Entry student, provides input on many things, involved in the mentorship program, NSAY website.  -Jesmila: Treasurer, 2nd Year 2nd Entry student.  -Ekta: Mentor Chair and liaison to NSAY, 2nd Year 2nd Entry student.  -Dilara: 3rd Year Collaborative Representative, liaison.  -Gerome: Vice President, 4th Year Collaborative student, working on clothing designs/ sales.  -Amina: 1st Year 2nd Entry Representative, liaison.  -Michelle: 3rd Year Collaborative Representative, liaison  -Shawna: Secretary, 2nd Year 2nd Entry student, emails, meeting minutes, scrubs/stethoscopes.  -Nelab: 4th Year Collaborative Representative, liaison.  -Nhi: CNSA rep, 4th Year Collaborative student, planning a Christmas event.  -Sara: RNAO rep, 2nd Year 2nd Entry student, working on getting guest speakers during class time.  -Janson: 2nd Year 2nd Entry Representative, liaison, also on the board for NSO (special interest group of RNAO).  -Nikki: Social Coordinator, 2nd Year 2nd Entry student, grad party, winter social.  -Ana: Outreach Coordinator, 4th Year Collaborative student, one match with blood donor services, international nursing trip.  -Monica: Faculty Advisor.  -Waleed: President, 2nd Year 2nd Entry, swag orders. | |

* 1. Meeting Time for Next Semester

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| Time: 1743 | Presenter: Waleed |
| **Discussion:**  - Everyone is expected to attend and participate in activities unless extreme circumstances.  - There will be one more meeting before holidays.  - Think of times you might be able to meet (including times you are off campus, but still can meet or Skype in).  -Will create a poll for availability on Facebook group | |

* 1. Dec The Halls with Volleyballs [1min]

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| Time: 1745 | Presenter: Waleed |
| **Discussion:**  - Fundraising event through Stong College on Friday November 29 @ Tait gym from 5:30pm-10:00pm, 6-12 people per team.  - Prizes will be awarded to teams who dress up.  - There is a nursing team signed up with about 8 ppl so far, fun event.  - Class reps to advertise.  - **Motion**: ***I want to propose that NSAY donates $20 to this volleyball team to cover their registration***. Proposed by Waleed, Seconded by Sara. For 14, against: 0, abstain: 0. **Motion passes**. | |
| **Conclusions/ To Do:**   * Reps please promote to first year classes | |

* 1. Computer Update

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| Time: 1748 | Presenter: Waleed |
| **Discussion:**  - The computer was switched out today.  - All documents have been backed up onto the green and white USB in the back office.  - Login through your Passport York account.  - **Printer is for NSAY emergency use only.** Otherwise everything is to be put onto a USB key and taken to the YFS. NSAY is given $100 in printing credit as part of the services given to clubs. All you have to tell them is that it is for club printing, and that its under NSAY. | |

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

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| Time: 1750 | Presenter: Waleed |
| **Discussion:**  - Exposure of NSAY to the student population needs to increase through social events and class announcements.  - We want to get students involved and have them see NSAY members.  - Participation from all NSAY members is expected with every organized event. NSAY members should be the first people there participating. We should be starting the trend. We should also be here supporting one another. | |

* 1. Treasurer Report [2min]

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| Time: 1753 | Presenter: Jesmila |
| **Discussion:**  - There is currently about $3000 in the NSAY account, with an additional $500 from SCSG to be deposited.  - $291 SCLD seed funding for the Mentorship program is ready to be picked up. We can apply for more funding to a maximum of $500. | |

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

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| Time: 1755 | Presenter: Shawna |
| **Discussion:**  - Only 3 stethoscopes remain to be picked up. Continue updating the spreadsheet in the back when people pick them up.  - Quite a few scrubs remain. We need to make sure to remind students to pick them up. Make sure to cross their name off the sheets when they are picked up.  - As mentioned earlier, the deadline for these items to be picked up will be January 31, 2014.  - **UPDATE:** Rick the Mobb supplier has emailed saying that he will no longer be accepting any exchange or refund requests. | |

* 1. One Match [2 min]

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| Time: 1757 | Presenter: Ana/Gerome |
| **Discussion:**  - The event was held on November 13 and was a huge success. The target was to get 150 swabs, but got 190 (146 males 76%), so we are happy with the turnout.  - One Match will be continuing this week alongside the blood drive. Volunteers are still helping this week.  - The organization wants to continue this in January, although it is a lot of planning and lot of work, and we have also had difficulty getting volunteers. Ana will be in IP which will make it even more difficult for her to organize this.  -Budget: Sodiq from FHSC was contacted, and they requested $100 for food (FHSC contributed $50). They are supposed to provide us with receipts.  -**photobooth**: photographer did the event for free (time and equipment were donated), next time can we give a small contribution/ token of thanks?  - It would be nice to get some thank you cards made to give to people that donate their time/ help out NSAY.  - Photos from the photobooth have been uploaded to Facebook.  - People were happy to receive free popcorn and cotton candy.  - Gerome has receipts from props that were purchased. | |
| **Conclusions/ To Do:**   * Ana will post short blurb so that reps know what to pass on to their classes. * Send out an email to call out for more volunteers (with Carolina’s contact information). | |

* 1. Grad Party [5 min]

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| Time: 1803 | Presenter: Nikki |
| **Discussion:**  - The party was cancelled due to low ticket sales. Students joined the event page, however they did not buy tickets. They ended up arranging their own hangout for the same day after the cancellation was made.  - The deposit at the venue will still be guaranteed for us to use for another event. | |

* 1. Clothing Orders [10 min]

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| Time: 1804 | Presenter: Gerome |
| **Discussion:**  - Clothing Colours: the design is limited to specific colours of tshirts/sweaters (light colours).  - Designs: The font is still being discussed for 1 <3 nursing design. Due to all the colours involved in printing this tshirt, it will cost $10 to produce, so we cannot sell $10 shirts like we wanted.  - Blood splatter design can go on tshirt or sweaters.  - A compilation of tshirts is posted on the Executive Facebook group.  -Cost: $22 hoodies (looking to sell for $35), crew neck $19 (sell for $35), tshirts $6 for splatter on light colour garments (sell for $10).  - The set up fee bloodsplatter design = $70. Heart design complex and costs $250 for coloured I heart degign. We are looking at $320+HST.  - If we do a second round of orders we will not have to pay another set up fee.  -$29 was also paid for the blood splatter design.  - We need to make sure that we cover the costs.  - We can post these designs online for people to view before purchasing.  - Advertise by this Friday, class announcements start Monday Dec 2, orders will begin Monday.  - There will be an online tracking sheet.  - Cash receipts with carbon copy: one stays with NSAY one goes to student  - There are sample blank sweaters, crew necks, and tshirts in all sizes in the back office. Make sure students try them on. No size exchanges will be given. | |

* 1. RNAO Update [5 min]

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| Time: 1820 | Presenter: Sara |
| **Discussion:**  - RNAO is planning on inviting guest speaker to come into class. Since people are not coming to our events, so we are going to try to come to them.  - Discounted memberships are still available - only $11.60. | |

* + 1. NSO Event Promotion

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| Time: 1822 | Presenter: Janson |
| **Discussion:**  - Advertisement was posted for the Region 6 & 7 December celebration.  - The event is on Dec 5, $10 dinner, first few members to sign up will receive their money back. Also open to non-members for $30. Close to Chester station on Danforth.  - Most RNAO people are managers, so it is a good networking event. | |

* 1. YUSNMP [5 min]

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| Time: 1825 | Presenter: Ekta |
| **Discussion:**  - Mentorship will be holding a meeting on Dec 3 with Karen and Julie. Would like to use NSAY office on Dec 3 from 1030-12.  - The next workshop will be in January. She will start submitting forms and getting approvals in December. Would like to have more collaboration with CNSA, NSAY on this event.  - They are starting a points system for their executive members (NSAY members can help out and take on responsibilities).  - They are going to start meeting people face to face. Will go to clinical classes for 10 minutes at the end of class without the professor present. Want to have CNSA, NSAY, and RNAO present for these presentations, and it will also increase these groups’ visibility. | |
| **Conclusions/ To Do:**   * Will post duties and dates online. | |

* 1. CNSA [5min]

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| Time: 1830 | Presenter: Nhi |
| **Discussion:**  - Heather wants to do a Christmas event: games and food on Monday December 16th and do a pub night at the underground for all nursing students. Unfortunately it is not working out (for these dates the Underground is not open or not available).  - Last resort: bar down the street with 3 levels  - Suggestions: Orange Snail, could use Spacco (social event to be discussed later). Maybe we can all collaborate on one successful event?  -Nhi: spoke to Claire about the conference. The deadline for the CNSA national conference in Vancouver award has passed (of the 60 applicants, only 3 will be chosen). Winners will have 3 days to decide if they want to go. Discounted flights can be booked through Air Canada (need to have at least 6 people). | |
| **Conclusions/ To Do:**   * Deadline to apply is Dec 1 for the CNSA national conference in Vancouver. * Class reps to make class announcement. Nhi will post information to be announced. | |

* 1. National Nursing Student Week [5min]
     1. Pancakes

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| Time: 1835 | Presenter: Waleed |
| **Discussion:**  - On the Monday we had free giveaways and students got to see the office.  - We ran out of pancakes and free stuff (next time more stuff?).  - We need to improve on NSAY involvement, possibly set up tables for each affiliated group | |

* + 1. Scrub-a-thon

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| Time: 1836 | Presenter: Sara |
| **Discussion:**  - There was low turnout. There was some 2nd entry 2nd year participation, no collab student participation (one student didn’t even participate in her own event). It was a placement day for 1st year 2nd entry students, so they were unable to participate.  - No one knew about the posters, so this was mostly spread through word of mouth.  -Tim Horton’s winners: many were NSAY executive members. | |

* + 1. Lunch and Learn

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| Time: 1837 | Presenter: Nhi |
| **Discussion:**  - Many people came for the free food, and more people stayed that expected. The issues in nursing discussion generated a lot of conversation. | |

* + 1. Banner

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| Time: 1838 | Presenter: Ioana |
| **Discussion:**  - There was some involvement  - The 3rd floor of HNES might not have been the best location. Many students were circulating through the office, so maybe it should have been here? | |

* + 1. Sweater/ Funds Raised

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| Time: 1839 | Presenter: Waleed |
| **Discussion:**  - Earned about $34.10 through raffle sales.  - Winner was Shawna. | |

1. **New Business**
   1. Swag Orders [15min]

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| Time: 1841 | Presenter: Waleed |
| **Discussion:**  - Each design/logo will have a set up cost.  - We will be ordering executive tshirts.  - We will be ordering blue and white water bottles again, as they were popular with students.  - Mugs: we have been thinking that we should not order them because they seem to be low quality plastic. May reconsider a separate order through a different supplier similar to last year.  -Tshirts: 3 designs have been posted. Each design costs $40, and we need to order a minimum of 30 units. #1 Be nice I might be your nurse some day. #2 York nursing est 1998 (black and white). #3 York nursing est 1998 (white and red).  -input on tshirt designs: syringe design has a negative connotation. We should run that design by Claire. Last year the “est” design did not sell well among other designs that were offered. “est” design has athletic look, maybe choose only one of the two colours?  -seems like most people agree with the negative connotation.  - **Motion**: ***I want to propose that NSAY add an extra $400 towards NSAY swag***. Proposed by Waleed. Votes for: 9, votes against: 2, votes abstained: 2. **Motion passes.** | |
| **Conclusions/ To Do:**   * Poll will be put up on Facebook, vote for ONE shirt by 9pm tonight. Will keep the most popular design. | |

* 1. Christmas Event [5min]
     1. Dress Up as Santa and Deliver Candy

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| Time: 1855 | Presenter: Waleed |
| **Discussion:**  - We have a Santa costume in the back, dress up, dance, and hand out candy.  - Lets do this next week during the last week of classes.  - We will need to get professor permission first  - **Motion**: ***I want to propose that $120 maxium be spent towards purchasing candy to be given out in classes.*** Proposed by Waleed, Seconded Nhi. Votes for: 10, votes against: 1, votes abstained: 1. **Motion passes.** | |

* 1. Winter Social [5min]
     1. December 13th at Spacco

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| Time: 1900 | Presenter: Nikki |
| **Discussion:**  - The event will be open to all nursing students, collaborate with CNSA/Heather.  - Potential date: December 13, 3 out of 4 nursing groups are done exams.  - Subcommittee to plan with Nikki: Shawna, Nelab, Nhi, Heather, Ioana, Jesmila,  - Postpone the event until January? January committee members: Amina, Shawna, Jesmila, Dilara, Ana.  -New event date: December16. Will accommodate 2nd entry class as well, therefore there will not be a need to hold 2 events. | |

* 1. Keeping the Office Clean

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| Time: | Presenter: Ioana |
| **Discussion:**  - The office was cleaned about a month ago, but it is a mess again.  - Idea: clean it up before next meeting (Shawna)  -Sara will inquire about what to do with old RNAO membership forms | |

* 1. Team Building

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| Time: 1915 | Presenter: Gerome |
| **Discussion:**  - Lets have a team building get together. It is an opportunity to see each other outside of an NSAY role, so we can be friends instead of coworkers.  -**Dec 16 event, all execs and officers to be there**. | |

* 1. New Executive – Class concerns [6min]

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| Time: | Presenter: Open discussion |
| **Discussion:**  - collab: on campus Wed and Thu (events on other days were hard to make it to) | |

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

The next meeting will be held on December 10 @ 1200.

1. **Adjournment**

This meeting was adjourned at 1920. Proposed by Jesmila, Seconded by Shawna. Votes for: (all minus 1), votes against: 0, votes abstained: 1. **Motion passes.**