**NSAY Meeting Minutes**

Date and Time of Meeting: 29 September 2015 @ 1130 hrs

Location: HNES B27

**I.** **Call to Order**

This meeting was called to order at 1130 hours, chaired by Dona Thomas.

**II.** **Roll Call**

Dona Thomas, Amanda Fountain, Laura Moreton, Michelle Torres, Liana Miranda,

Mohsin Khan, Emily Woods

**III.** **Regrets**

Ashley Ahuja, Brandon Parker, Misbah M, Andriy P, Shannon Caspar, Suzy Kim, Aaron Antonio

**IV.** **Confirmation of Minutes from September 9, 2015**

N/A

**V.** **Announcements**

President’s announcements

* Everyone must attend the next meeting as we will be welcoming our new faculty advisor. Most likely will be a Saturday night or Sunday.
* YU day is tomorrow. Wear Red and White, take pictures of the team together. Represent.

VP’s announcements

* All executives including YUSNMP and CNSA must update the NSAY team if you are planning to outreach to outside organizations for swags, events, fundraising, etc. ahead of time and are reminded that this is a requirement of our constitution. Executives can provide guidance, contacts, funding, etc. and this avoids duplication of activity. We have been learning that executives have been contacting organizations after the fact which can cause problems when organizations are contacted multiple times for the same purpose by different execs or when plans have already been made and is counterproductive.
* All executives should be updating the team on what you have been working on or any relevant questions, ideas, or concerns at every meeting. Executives are reminded business for meetings should be posted in the business file up to 48 hours before the meeting, so that the secretary can add the business to the minutes in a timely manner**.** Executives can add business in the file any time before the meeting up to 48 hours prior. If you cannot attend the meeting, you can still post any business that needs to be discussed in the file so the team can begin discussions on the topic.

I. **Treasurer’s Report**

N/A

**VI.** **Old Business**

*1.*

|  |
| --- |
| Presenter: Michelle Torres and Dona Thomas |
| Description: Elections update |
| Discussion:  Currently we do not have access to the email listservs for the 1st year 2nd entry and 3rd year collab classes. Faculty contacted, stated listservs should be updated sometime this week, might not be until after Friday. NSAY will postpone opening nominations until we are able to email these classes, as not all students are in the facebook groups. |
| Action Plan:  Liana and Mohsin to begin letting the 3rd year collab and 1st year 2nd entry students know about the available positions via Facebook and that info on how to apply will be emailed sometime soon. The constitution should be added to these posts for students to become familiar with. Amanda will make posters with similar information.  Dona to conduct interviews with candidates. Other execs to sit in on these interviews so there are two people, preferably the class reps. This is to be conducted before they are placed on the ballot.  If listservs are not updated this week, perhaps can send an email asking the faculty teaching the clinical courses to post info about elections on Moodle. |

*2.*

|  |
| --- |
| Presenter: Michelle Torres and Dona Thomas |
| Description: YFS Club Renewal |
| Discussion: YFS club renewal and bank letter request were sent, awaiting approval. YFS informed approval will not occur before next week at the earliest. Funding for resources is available. We are able to have business cards printed through YFS, it was suggested that each exec receive his or her own business card. We are also able to get 1 free banner printed per year, execs must decide on a design. |
| Action Plan: Dona will look into the business cards. Suzy will look into the funding available. |



*3.*

|  |
| --- |
| Presenter: Laura Moreton |
| Description: YUSNMP Update |
| Discussion:  -Resources available- button maker, silk-screen printer (need to buy screens, however relatively inexpensive)  -Event planning-skills workshop |
| Action Plan: YUSNMP will inform NSAY team when plans and dates for workshop are finalized. Dona and Michelle will be attending the next YUSNMP meeting. |



*4.*

|  |
| --- |
| Presenter: Emily Woods |
| Description: Outreach Update |
| Discussion: Outreach Trip- the clinic has suggested students have a minimum B+ average to apply. Everyone interested must go through the same application process and NSAY will decide the final 12 attendees through non-biased decision. Execs can apply but will be judged just like every other applicant. The clinic has asked for a faculty member to be involved in planning the trip and selection of candidates.  $1500-2000 is approximate cost of the trip.  Dates: April 17-May 1 or April 24 -May 8. The former may be more beneficial for the second entry and IEN programs as they start IP in early May and can’t miss clinical or stamping. Based on last year’s sessional dates, the summer semester is likely to start Monday May 2 (2014 summer session started Monday May 4), we cannot exclude the 2nd entry and IEN programs from attending the trip. Winter exam period April 6-20. |
| Action Plan: Leave B+ average as a requirement to apply.  Dona to ask Nancy if she can assist with outreach planning.  Dona, Michelle, and Emily to attend meeting with SON to discuss trip dates and planning. |

*5.*

|  |
| --- |
| Presenter: Amanda Fountain |
| Description: Student recognition awards |
| Discussion: Will continue the awards during nursing students’ week. It was suggested that the class reps select students to win the awards ~once per semester. The opportunity to win NSAY student recognition awards will not be directly advertised, but winners will still be posted on the website. A small gift may be given to winners, need to brainstorm ideas. |
| Action Plan: Class reps to be watchful of students who: demonstrate acts of goodwill or generosity to other students, are actively involved in the community, or exhibit any other behaviour that sets a great example as a nursing student. Any exec who notices a student who fits this description may bring it forward to the team.  Amanda will modify this section of the website to accommodate these changes. |

*6.*

|  |
| --- |
| Presenter: Dona Thomas |
| Description: Clubs 101 |
| Discussion:  To request campus space or a table a form must be completed and submitted to TUSS in advance. Requests from CNSA and YUSNMP must be made in NSAY’s name. All execs who would like to book a table or campus space must first let Dona or Michelle know, as they are the recognized signing authorities for SC&LD and need to let SC&LD know if other execs will be booking equipment or campus space.  When creating events, alcohol/drinking cannot be mentioned in any advertising (social media or otherwise). Funding will not be granted if it will be used to provide students alcohol, students must pay for their own alcohol at events.  York University name and logo also cannot be used in advertising. |
| Action Plan: |

*7.*

|  |
| --- |
| Presenter: Dona Thomas |
| Description: CN tower climb |
| Discussion: Sunday November 8, registration time: 6 am – 10 am, however can do the climb itself any time. Average $100 per team member must be raised in order for participants to enter this event. When advertising the event to students, be careful to mention all participants must raise a minimum of $100 to join to prevent team average from falling. All monies go to United Way.  Our team will be open to nursing students and their family and friends only. |
| Action Plan: Dona will register our team and then we will make an event on Facebook. |

*8.*

|  |
| --- |
| Presenter: Dona Thomas |
| Description: Team sweaters |
| Discussion: It was suggested that NSAY purchase club-branded sweaters for all execs. This will help students to identify who the executives are. We must research the best price available and look into funding for this. It was suggested NSAY purchase pullover or zip up sweaters instead of t-shirts. Need 25 shirts for all NSAY, YUSNMP, and CNSA execs. |
| Action Plan: Amanda will take the lead in looking for quotes for shirts for our team. Any execs who have relevant contacts should also look into prices and update the team. |

**II.** **New Business**

*1.*

|  |
| --- |
| Presenter: Mohsin Khan |
| Description: FHSC Meeting Update |
| Discussion:  FHSC Meet and Greet will be on Tuesday October 20, begins at 5:30 PM in Stong Dining Hall. Food and refreshments will be provided.  FHSC asked for NSAY to recommend professors to join the meet and greet-Monica Gola, Brenda Orazetti and Grace Ross were recommended at the FHSC meeting. It was suggested the IEN undergraduate program director, Pat Bradley, also be contacted about taking part in the meet and greet. The faculty must be available from 6:30-7:15 PM.  FHSC has asked NSAY to join their Movember team along with the Kinesiology and Psyschology programs, expressed interest in having NSAY involved with FHSC events throughout the year and to attend meetings regularly. |
| Action Plan: Meet and Greet- Dona to contact Chaya about opportunities to collaborate. Execs to suggest professors for the 6:30-7:15 meet your faculty slot.  Movember- Emily Woods or Brandon Parker to contact Movember Canada.  FHSC meeting schedule to be posted in NSAY office (whiteboard) and all execs are encouraged to sign up to attend these meetings. |

*2.*

|  |
| --- |
| Presenter: Dona Thomas |
| Description: SON Subcommittees |
| Discussion: The sub-committees are:  1. Tenure and Promotion  2. Undergraduate Program Committee  3. Program Evaluation Subcommittee  4. Practicum Subcommittee  5. Research and Awards Subcommittee  6. Undergraduate Curriculum Subcommittee  Monica discussed a preference for these positions to be filled by students not already part of the NSAY team.  This would provide more students with leadership opportunities and enable SON to receive more student feedback. |
| Action Plan: Dona will email Monica for more info on the positions. |

*3.*

|  |
| --- |
| Presenter: Dona Thomas |
| Description: Winter Formal |
| Discussion: The Lassonde Engineering Society has expressed interest in collaborating with NSAY to plan a formal. It was suggested (by NSAY) the formal take place around the holidays to increase student interest. It was also suggested the formal occur after exams end (Tuesday Dec 22), however nursing exams are typically scheduled towards the beginning of exam session, we will need to coordinate dates with the Lassonde Engineering Society. Must be a cash bar to receive funding. |
| Action Plan: Dona will be contacting and setting up meetings with the Engineering student execs. |

**VIII.** **Adjournment**

The meeting was adjourned at 1330 hrs.