**NSAY Meeting Minutes**

Date and Time of Meeting: June 12, 2018 @ 1310 hrs

Location: (HNES Building, NSAY office)

**I.**        **Call to Order**

          This meeting was called to order at 1730 hours, chaired by Camela Salde. Minutes were taken by Dhwani Soni

**II.**        **Roll Call**

Camela, Katy, Dhwani, Olivia, Sean, Sooah, Shamika, Carolyn, Jen, Cindy

**III.**        **Regrets**

Eileen, Halima, Dana, Alexandria, Jacklyn

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 **VI.**        **New Business**

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| Presenter:  Camela  |
| Description:  |
| Discussion: * Ideas for revitalizing the space
* cleaning/mopping the office areas, rearrange the chairs and tables
* Jen- maybe get new couches from kijiji or something
* Carolyn – maybe paint the walls
* Katy – new clock, mini library where students can come in and use it, graduates can drop off their old textbooks
* Shamika – get new uniform chairs, possibly plastic so can easily clean it
* Method of communication
* Whatsapp group for execs
* Facebook group – NSAY execs 2018-19
* New team transitioning into roles
* Connect the new execs to past ones to help with the transition, handing over stuff
* Outreach director and Events director
* Work with marketing director (Shamika) and events director (Eileen) to create/plan events
* Camela suggested to make a calendar of all the events planned for the year
* Suggestions from Katy, Shamika, and Camela - ADRA (organization that collect funds to help less developed countries), main charity event, organize something local including food drives etc. Career fair sometime in the fall before everyone leaves for IP, meet the profs event
* Eileen to start recruiting for events committee
* Admin director
* Add execs on google drive
* Organize office inventory
* Course Reps and Class reps roles need to be more clarified and organized
* Olivia suggested integrating the 2 roles
* Course reps – Stong and Calumet colleges, bi-weekly meetings, weekly reflection notes and reports
* Program doesn’t meet the needs of nursing students and seems too redundant
* Resources not being used efficiently
* Katy – come up with a unified solution in collaboration with Stong
* YOD - Collabs – trivia with Seneca and Georgian kids for break the ice
* Plan social for new NSAY execs!
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| Action Items: - Add execs to Whatsapp group and NSAY google drive - Execs to add their summer, fall and winter schedules on google drive and indicate availability - Post constitution to google drive, execs to suggest changes in terms of roles, elections, duties etc. - Collab reps to think of other activities for YOD  |
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| Presenter:  Katy  |
| Description:  |
| Discussion: * Create FAQ list for the school of nursing to make transitioning from colleges to York easier
* Ask peers for common questions asked about the program, Execs to pitch in ideas
* Questions about: Scrubs, types of stethoscopes, CPP (mandatory), timing on when to do everything you need
* Camela - Have it on the website before the invitation cards for YOD sent out in mid August
* NSAY Constitution to be updated with roles and responsibilities of execs
* Need quorum to make changes to the constitution
* Determine who has the right to vote
* Election for future NSAY positions (president, vice president) so student body is more involved/get to vote on candidates rather than having just a yes/no say
* YOD and Input
* September 4th, 12:30 pm- 5:00 pm
* Need volunteers from NSAY and student body
* Orientation Training Day – August 27th
* Ideas for panel discussions organization – 20 mins altogether so all clubs to give a brief intro
* Campus tour suggested by some students – not feasible on day of YOD because of the way its scheduled; can do it on services fair day
* Camela – have a campus tour week where students can sign up and NSAY execs can guide them through it
* 2nd entry – human bingo to break the ice and for intro
* Marketing director
* Update bulletin board
* Introducing the new execs etc…
* FLPT – July 29th 2018
* Execs need to attend
* Get a certificate
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| Action Items: * Make google docs for the FAQ where all execs can contribute
* Make google docs for activities, sign up for volunteers, RNAO, CNSA and YUSNP what supplies they need, how many chairs, tables etc…
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| Presenter:  Olivia  |
| Description:  |
| Discussion: -Events to highlight Nursing student appreciation week this school year- new theme everyday such as aboriginal nursing students day etc.. - outreach committee, CNSA and Events to work together on this  |
| Action Items: |

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| Presenter:  2nd entry  |
| Description:  |
| Discussion: * Services Fair: the focus last year was more of scrubs pick up. Issues with refunds and sizing for scrubs.
* This year have one day where people can try it on and order the same day.
* Create a package with all the supplies needed for the program such as stethoscope, pen lights, pocket clock, BP cuff etc…
* Need volunteers for payments, sizing etc…
* Carolyn and Sean suggested bringing in vendors to sell the nursing products rather than NSAY coordinating it with the vendors
* Focus of services fair day should be more on learning about RNAO, CNSA etc…
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| Action Items: |

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| Presenter:  YUSNP  |
| Description:  |
| Discussion: - Plan first meeting with exec members - main priority – recruiting mentors and mentees - Precious and Sarah – PM and PT - Training day is July 15th  |
| Action Items: |

**VII.**        **Adjournment**

The meeting was adjourned at 1450 hrs.