



# Meeting Minutes | Procès verbal

Friday October 25th 2019 | 5pm - 7pm | RGN1012A

## MEETING SECRETARY | SECRÉTAIRE DE RENCONTRE

Executive member appointed | Membre de l'exécutif choisi : Michelle Lamont

## ATTENDEES | PARTICIPANTS

	Title   Titre	Name   Nom	Attendance   Présence
UNSA Executive Team   Équipe exécutive de l'AÉPSI	President   Présidente	Sarah Thibert	Present   Présente
	VP Finance   VP des finances	Michael Dans	Present   Présente
	VP Communications   VP des communications	Michelle Lamont	Present   Présente
	VP Internal   VP d'affaires internes	Emily Reynolds	Present   Présente
	VP External   VP d'affaires externes	Renée Morin	Present   Présente
	VP Social   VP sociale	Nerija Sungaila	Absent   Absente
	VP uOttawa Affairs   VP d'affaires uOttawa	Zizo Aldaqqaq	Present   Présente (Google Hangout)
	VP Algonquin Affairs   VP d'affaires Algonquin	Carolyn Lee	Present   Présente
	VP Pembroke Affairs   VP d'affaires Pembroke	Peggy Li	Present   Présente
	VP Philanthropic   VP d'affaires philanthropiques	Rachel Purdy	Absent   Absente
	VP Equity   VP équité	Joel Dupuis	Present   Présente
CNSA Official Delegate   Déléguée Officielle de l'AÉIC	Asmaa Mabrouk	Absent   Absente	
Guests   Invités	Associate Director of Undergraduate Programs   Directeur adjoint aux études de premier cycle	Jean Daniel Jacob	Present   Présente

## ADOPTION OF AGENDA | ADOPTION DE L'ORDRE DU JOUR

- VP Finance motioned adoption of agenda, seconded by VP Communications.
- VP Equity: Land recognition.
- Meeting called to order by President.

## EXECUTIVE TEAM UPDATES | MISES À JOUR DE L'ÉQUIPE EXÉCUTIVE

### Jean Daniel Jacob, Associate Director of Undergraduate Programs

- What accreditation is : CASN is reviewing the curriculum done every 5 years. CASN meets with profs, educators, administration and students.
- UNSA will be meeting with CASN to provide feedback from our perspective.
- Meeting will take place November 11th 12 - 1pm @ RGN 2029
- Jessica Wingfield (CNSA Regional Conference Organizer) and Sonia Bouchard (2018-2019 CNSA OD) will also be asked to attend.
- Jean Daniel will send us an information sheet and the University Curriculum Report prior to meeting.
- VP Finance brings up inclusion of from in November Newsletter to collect feedback prior to CASN meeting. Jean Daniel is in agreement.
- There will be a meeting on the Friday of that week to consolidate what went on during the accreditation week and to be informed about what steps will be taken moving forward.
- Brainstorm in regards to collecting student feedback. President mentions asking around at the PRT to see how other Recognised Student Governments (RSGs) collect student feedback.
- President mentions efforts of trying to get an office on Main Campus and unfortunately Jean Daniel has no control over this but is ready to help us.

### Président | Présidente

- Robert's Rules
  - Adoption of Robert's Rules for all meetings. This will hopefully eliminate people talking over each other. If you have something to add to what somebody is saying lift up 1 finger if it is related to the current conversation, lift 2 fingers if it's unrelated to current conversation.
  - Links to Robert's Rules : In case you'd like to familiarise yourself with them.
    - [https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)
    - [http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf)
- President Round Table
  - PRT yesterday was cancelled, not many updates.
  - In camera session update.
- General Assembly
  - All UNSA Members must attend. We will have to meet quorum. Will also be mandatory for Year Reps and Director of Promotions.
  - Tentatively sometime in November. President will have Doodle sent out soon, will hopefully have plan in place to be included in the November Newsletter.

### VP Internal | VP d'affaires internes

- Clothing Order
  - We need somebody with over 6,000\$ to pay for clothing order. Will be reimbursed by cheque from UNSA.
- Cheques for Pinning Committee
  - Algonquin Pinning Committee cheque pinned up on the Cork board in the office. Executive team, Marwa will be in to pick cheque up during office hours next week.
- 4th year Pinning Awards
  - VP Internal is in 4th year and can therefore not run the award selection. We will need a 2nd or 3rd year UNSA member to run the awards.

### VP Communications | VP des communications

- November Newsletter
  - Last call for Newsletter content.

- VP Communications will include CASN Feedback From and General Assembly information.
- Condom dispensing
  - UNSA is now an official Condom Dispensary in the City of Ottawa. Our responsibility is to ensure that the condoms that we dispense are not expired. Condom dispensers are located outside our office (RGN1012A) in the student lounge.
- Update on Director of Promotions
  - Successful candidate has been selected and contacted. Unsuccessful candidates will be contacted when successful candidate confirms.

### **VP Finance | VP des finances**

- CNSA
  - Miscommunication in regards to tickets for uOttawa CNSA Team, will hopefully be sorted out soon.
- General finance update
  - Audit due to UOSU soon.
  - Money put in budget for 101 Week event at Pembroke Campus, unused since event wasn't able to be scheduled. VP Finance proposes taking that money and using it towards small events on the Pembroke campus.
  - VP Algonquin Pembroke Affairs mentions that they have so many events organized by the Algonquin Student Association.
  - VP Finance, suggests subsidising busses to shuttle Pembroke students to our HSS Formal. We could get a short bus and would want at least 20-40 Algonquin Pembroke students.

### **VP uOttawa Affairs | VP d'affaires uOttawa**

- Year Rep Update
  - Encouraging Year Reps to promote Wine & Cheese to their classes.
  - All Year Reps should be attending Wine & Cheese.
- Mentorship Update
  - Some Mentors have 2 Mentees as we had a large pool of Mentee applications in comparison to the Mentor applications.
- Wine + Cheese
  - Bilingual posters are printed out VP uOttawa will be posting them around RGN and Lees. VP Finance and VP Algonquin Woodroffe will message their Algonquin Woodroffe coordinators to get the posters posted on brightspace.
  - La Bottega will be catering Wine & Cheese, will not be extremely expensive.
  - 1 free glass of wine per attendee (19+).

### **VP Woodroffe Affairs | VP d'affaires Woodroffe**

- Diversity Meeting
  - In camera session.

### **VP External | VP d'affaires externes**

- Nursing Games
  - We will hopefully find out who is hosting soon.
  - 31 applications to date.
- uOSIC meeting update
  - Medical Students mentioned being interested in an interdisciplinary simulation at Lees Campus. VP External is meeting with Diane Alain (uOttawa SimLab Manager) next week to discuss idea.
  - Possibility of including other faculties in a fundraising trivia night. Ex : Nursing Games Grey's Anatomy Trivia Night in collaboration with Medicine Students.

### **VP Pembroke Affairs | VP d'affaires Pembroke**

- Fundraising for Peds International Placements
  - Pembroke Peds Clinical option to go abroad.

- Plan to help VP Pembroke Affairs with some fundraising. Idea of a Christmas Bake Sale during the first week of December.
- Class Reps
  - Pembroke class reps aren't very inclined to double as UNSA Year Reps due to distance and transportation issues.
  - Possibility of getting VP Pembroke Affairs a proxy from Pembroke as most of VP Pembroke Affairs' meetings are scheduled during her theory class hours.

### **VP Equity | VP équité**

- Reaching out to community organizations about equity related class presentations.

### **VP Social | VP sociale**

- VP Social not in attendance.
- Points shared via email prior to meeting.

### **VP Philanthropic | VP d'affaires philanthropiques**

- VP Philanthropy not in attendance.
- Points shared via email prior to meeting.

### **CNSA Official Delegate | Déléguée Officielle de l'AÉIC**

- CNSA OD not in attendance.
- Points shared prior to meeting.
- Must meet with President and VP Finance to sort out budgeting issues related to the uOttawa CNSA Team.
- National Bank Lunch & Learns
  - We need at least one Executive Member commit to attending each L&L and doing class announcements to encourage students to attend.
  - RGN:
    - November 15th 11:30-12:30 (based on uOttawa 4th year schedule) - Michelle, Renee -> 11:45 + Sarah at 11:30
    - November 19th 11:30-12:30 (Asmaa will be attending)
  - Algonquin campus:
    - November 6th 12-1pm (based on Algonquin Woodroffe 3rd year schedule)-> Michael
    - November 12 2pm-3pm (based on Algonquin 2nd year schedule) -> Carolyn

## **MEETING ADJOURNMENT**

- VP Finance motion to adjourn the meeting, seconded by VP Equity.