



Meeting Minutes | Procès verbal

28 April/Avril 2019 | 4 - 4:15PM | RGN UNSA OFFICE

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
	VP Communications VP des communications	Michelle Lamont	Present

ACTION ITEMS | POINTS D'ACTION

Confidentiality

- Sarah is sending the class email lists for the Nursing Class of 2020, 2021 and 2022 to Michelle. In order to do so, Michelle must be briefed on confidentiality standards.
- Sarah reviews the definition of confidentiality.
- Sarah explains that all Excel sheets are password protected.
- Sarah gives Michelle tips on email safety to protect this confidential information.
- Michelle states that she understands that student's names and email addresses are to remain confidential.