



Meeting Minutes | Procès verbal

26 August 2019 | 2:30 - 4:30 | CRX522

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 (Google Hangout)
	VP External VP d'affaires externes	Renée Morin	Absent Absente
	VP Social VP sociale	Nerija Sungaila	Present Présente
	VP uOttawa Affairs VP d'affaires uOttawa	Zizo Aldaqqaq	Present Présente
	VP Algonquin Affairs VP d'affaires Algonquin	Carolyn Lee	Absent Absente
	VP Pembroke Affairs VP d'affaires Pembroke	Peggy Li	Absent Absente
	VP Philanthropic VP d'affaires philanthropiques	Rachel Purdy	Present Présente
	VP Equity VP équité	Joel Dupuis	Present Présente
	CNSA Official Delegate Déléguée Officielle de l'AÉIC	Asmaa Mabrouk	Present Présente

ADOPTION OF AGENDA | ADOPTION DE L'ORDRE DU JOUR

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

VP Social | VP sociale

- Appreciation to Exec Team for their help over the course of the summer and for being so responsive to emails.
- 101 Week Walk Through - PowerPoint presentation.
 - To be read over by all Exec Members who did not attend the meeting.
- Training reminder
 - If you were not a guide last year, you must do the online training in addition to the in-person training.
- Kit stuffing
 - All materials are at RGN office.
 - Confirmed kit stuffing time : Wednesday August 28th 9-12.
 - VP Communications, VP Finance and President will transport materials from RGN to Main Campus early Wednesday morning.

Président | Présidente

- Opt-out solution for Nursing
 - Students opting out from other faculties will affect how much money UNSA gets. UOSU is totalling all the money they get and giving it to the student associations based on how many students they have.
 - Membership option is too complicated.
 - Prices for events will be different based on whether or not student opted out or not. Ex : HSS Formal tickets would cost 40\$ for students who opted in, 80\$ for students who opted out.
 - President suggests 2 different purchase deadlines for those who have opted in and those who have opted out. Kind of like an "Early Bird" price idea. VP Communications thinks this would be too complicated for event promotion. It's settled that there will be 2 separate items listed on the website. Ex : 40\$ HSS Formal Ticket for students who opted in; 80\$ HSS Formal Ticket for students who opted out. When making the purchase, they will provide us with their name, email and student number, we will ensure they purchased the right ticket.
 - Unsettled what will happen for students bringing non-nursing +1s to events.
 - UNSA will have the list of students who opted in/out. VP Communications and the President will have this list, as they have signed UOSU's confidentiality agreement.
- New Office - Office hours
 - We can now start using the RGN office in the student lounge. Confirmed with Jason from UOSU.
 - Since we only have 1 key, we'll buy a lockbox and President will get lockbox keys copied.
 - Office hours will be starting September 9th, after 101 Week.
- 1st year resources - anatomy test banks
 - Some profs give out their old midterms (Ex. Dr. Carnegie), we can ask their permission to post on our website as a resource bank or students.
- Retreat
 - All food costs will be covered, we are currently under budget.
- Question for VP Social - Guide Meeting
 - To confirm with Nerija.
- Future Meetings
 - Points structure : President will ask for points in advance, points will be sent to Executive Team 3 days prior to the meeting.
 - Should we promote our meetings to students? We'll post the meeting time on the website event calendar. All students are welcome to join UNSA meetings.

- Recommendations
 - President asks for recommendations on how she has been carrying out her role thus far.
 - Executive Team has nothing to bring to her attention and thank her for doing a great job.

VP Communications | VP des communications

- Baccalauréat committee
 - VP uOttawa, VP Algonquin Pembroke and VP Algonquin Woodroffe will hopefully be the ones attending these meetings. The meeting's objective is to ensure that the BScN program is consistent along all the streams.
 - VP uOttawa is present and confirms that he is okay with this. VP Communications will confirm with VP Algonquin Pembroke and VP Algonquin Woodroffe and update the Baccalauréat Committee when we have confirmed.
- September Newsletter
 - VP Communications asks if anybody has any add-ins for the Newsletter.
 - President has the idea to add a statement on how the Opt-Out will affect students and how UNSA is planning to deal with students who have opted out in regards to event fees. We agree that it is important to release this information now, to ensure that students do not feel blind sided later.
- Newsletters: content, submission deadlines, french
 - VP Communications goes over the submission deadlines as outlined in the UNSA Exec Google Calendar.
 - If Exec member has a Newsletter submission and they are not bilingual, they are to get VP Equity's help to have a bilingual message.
- Google calendar: events, office hours, unsa exec
 - Office hours Calendar : Exec will be asked to input their office hours in the calendar the Friday before the start of each week. This calendar is automatically synced with our website. When creating office hours, add in the description "EN" if you only speak english or "EN|FR" if you are bilingual.
 - Events Calendar : This calendar is automatically synced with our website. All events added to the calendar must be bilingual.
- Email signatures: new email URL, social media links, new office room #
 - Not enough attendance at the meeting to do changes on the spot. VP Communications will send out email asking Exec Team to make changes.
- Email to 101ers: 101 Week Sign-In
 - President has already contacted Sam and Jason from UOSU.
 - Questions regarding whether we really need to collect 101ers health card number. UNSA doesn't want to take down that personal information unless it is necessary. In the past, it was mandated by SFUO, will confirm with UOSU what their policy is.

VP uOttawa Affairs | VP d'affaires uOttawa

- Finalized handbook update
 - Handbooks should be ready. We will put them in kits.
- Add nursing mentorship on the website under resources tab
 - Must communicate with VP Communications.
- Event dates and how to coordinate to not get overlap
 - Shared event calendar linked to website solves this point.

VP Internal | VP Interne

- Rugby Shirts
 - Order is placed, VP Finance has given VP uOttawa a cheque reimbursement.

VP Equity | Équité

- Calendar of important dates
 - Religious dates for 5 most popular religions in Canada.
 - These will mostly be promoted through Facebook and Instagram stories by VP Communications.
- List of student resources
 - VP Communications suggests that she can add this list to the website as well.

OPEN DISCUSSION | DISCUSSION LIBRE

VP Finance - Step Down

- VP Finance (Michael Dans) will be stepping down from his position following 101 Week due to personal reasons. VP Finance and President will brainstorm on where to go from here. UNSA will probably be adding the VP Finance position vacancy to the bi-election.