



Meeting Minutes | Procès verbal

MONDAY JUNE 24TH 2019 | 4 - 5:15PM | CRX520

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

ADOPTION OF AGENDA | ADOPTION DE L'ORDRE DU JOUR

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

VP Social | VP sociale

- 101 Week Bracelet cutting
 - Possibility of giving bracelet cutting authorities to VP Social and 101 Week coordinator, instead of VP Social and President. Both parties with bracelet cutting authorities have to go to all events.
- Scrub pants
 - Informing guides in the slack that they need to buy scrub pants.
- Slack
 - Add all exec team to 101 Week Guide Slack.

Président | Présidente

- Retreat - must complete today
 - VP Communications will give Credit Card info for booking.
- Director of Promotions information
 - VP Finance proposes position title of “VP Marketing”
 - Was hoping to vote this meeting, but will vote next meeting, hopefully more exec members are present to vote.
- Community Engagement Update
 - Delays dealing with Community Engagement, our placement will hopefully be up and running soon.
- PRT Updates
 - We still have to go ahead for our office move.
- Jacket Updates for VP Alg and Equity
 - Difficulties dealing with Safety House and the 2 extra exec jackets.
 - If we decide to go to Safety House for fall clothing order, they will give us 2 new jackets if new people are elected in the fall. President has discussed with VP Internal, still unsure how they'll proceed.
- Collab Meeting Recap
 - Nursing Handbook Addition : 4th year lab eval
 - New 4th year Lab Eval : Very different from all other lab evals, it is more along the lines of clinical objectives.
 - Update on Sonia Bouchard (CNSA OD 2018-2019)'s report :
 - Bring issues up to the administration as they happen so that they can help us with them.
 - If we present these statistics to a conference of any third party, we need to give them a copy and a warning first.

VP Communications | VP des communications

- Textbook nursing group
 - The idea would be to create the flood of textbook trading posts in UNSA's Facebook groups
 - General feedback : Exec like the idea
- Update on email lists
 - VP Communications still doesn't have access to email list for incoming Class of 2023
- Website additions?
 - If you have things relevant to your position to add to the website, send it to VP Communications.
- Update on rerouting old website to the new one
 - Still not done, trying to figure out our GoDaddy accounts and domains. Will hopefully be done soon.
- Clarification on comms guidelines :
 - Emails : Minimum 1 weeks notice.
 - Social media : Advance notice & dates for reposts
 - Specific requests : Do you want a poster? What social media do you want me to use?
 - What must be included in email you send me : Blurb, any link or picture you want me to share, date, time & location of event, deadlines.
- Google links!
 - Please make sure the link to the Google Form is the responder's link and not the editor's link.
 - Please make sure that the Google Form is available for people outside of the unsa-aepsi.ca domain.
- Bucket hats
 - Exec members are interested.
 - VP Communications will send out an email to exec with approximate costs and options before order is placed.

VP Finance | VP des finances

- Budget
 - Nobody sent feedback to VP Finance's email on budget, he's assuming it's good to go.
 - All budget changes that are more than 500\$ will now have to be voted on.
- Square
 - All exec members will be employees on our Square account so we can take payments.
- Clothing order
 - VP Finance is helping the French Pinning Committee with their backpack sale.
 - Rugby shirt Deadline : August 10

VP uOttawa Affairs | VP d'affaires uOttawa

- NCLEX Stats

VP Pembroke Affairs | VP d'affaires Pembroke

- Powerpoint presentation
 - VP Pembroke will draft up an exec bio for each of us and get it approved by members.
- Pembroke 101 Week Day
 - Coordinators are on vacation - no response
 - VP Pembroke will likely have to present PowerPoint presentation alone since it is during the uOttawa 101 Week

CNSA Official Delegate | Déléguée Officielle de l'AÉIC

- CNSA Conference update
 - Past issues with Nursing Administration for liability issues.
 - TBT has donated space to host the conference. Everything is back on.
 - VP CNSA OD has a meeting soon with Jessica Wingfield (conference organizer) to determine UNSA's role in the conference.

VP Philanthropic | VP d'affaires philanthropiques

- Still waiting on a response from The Grand for Shine Day.
- Now that we have a date, she will communicate with the radio station street team.

VP Internal | VP d'affaires internes

- No updates.

VP External | VP d'affaires externes

- No updates.

VP Equity | VP Équité

- No updates.

VP Woodroffe Affairs | VP d'affaires Woodroffe

- No updates.