



# Meeting Minutes | Procès verbal

27 September 2019 | 11:45 - 2:45 | 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	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
	CNSA Official Delegate   Déléguée Officielle de l'AÉIC	Asmaa Mabrouk	Present   Présente (Google Hangout)

## ANNOUNCEMENT | DÉCLARATION

UNSA recognizes that this meeting took place during *Act for the Climate, March for the planet*. Unfortunately due to scheduling, the UNSA Executive Team was unable to reschedule this meeting. UNSA is incredibly proud of how many Nursing students attended the march despite their busy class, lab and clinical schedules.

L'AÉPSI reconnaît que cette rencontre a eu lieu lors de l'événement *Crise climatique, manifestation historique*. Malheureusement, en raison de notre horaire, l'équipe exécutive de l'AÉPSI n'a pas pu remettre notre rencontre. Nous sommes extrêmement fiers de nos étudiants en sciences infirmières qui se sont présentés en grands nombres, en dépit de leurs horaires très chargés de cours, de labos et de stages.

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

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

#### Président | Présidente

- 101 Week Debrief
  - What went well :
    - VP Social describes a good team-working vibe.
    - All Exec Team agrees that VP Social and 101 Week Coordinator were great at making sure we took breaks and time for ourselves when we needed it.
  - What could go better :
    - VP Social says there was a lot of miscommunication with event times. In the future, we should make sure we aren't giving unconfirmed information to 101ers.
    - VP Internal notes that day events are really hard with nursing schedules. VP Social agrees.
    - CNSA OD notes that it's nice to have a 101 Week Coordinator as it takes off a bit of pressure from VP Social. VP Social agrees.
    - VP Social explains she was disappointed with Guide turnout. We will have to be stricter next year with Guide training, with meeting times and amount of days they're able to come.
    - Possibility of reaching out to SSA and ESS to see how they get such a big Guide turnout.
    - VP Communications describes the importance of using consistent communication tool as to not communicate 101ers.
    - VP Internal will add to her transition the importance of bringing the extra clothes to Kit Sales.

- 101 Week Coordinator : VP Social enjoyed having a 101 Week coordinator and found it very helpful but notes that it is very important that the Social and Coordinator get along and collaborate.
- Byelections
  - VP Finance has decided to stay on the UNSA team.
  - VP Equity and VP Algonquin Woodroffe positions are not open up to the public. They will be a YES, NO, ABSTAIN vote.
- Opt-out situation
  - We will soon be getting the opt-out list from UOSU.
  - CNSA OD wants students to have a way to opt back in because many students opted out of the Student Life Fee without knowing what it was.
  - Reference to Sam Schroeder’s Livie Factsheet on the #everyone Slack. Since not all the money that nursing students pay in the Student Life fee go to UNSA, it is unfair to other RSGs to charge our students a partial Student Life fee or “UNSA Membership”. It is also unfair to students who stayed opted in and paid the whole fee for some students to get a chance to “opt back in” at the discounted percentage. Making that exception for CNSA will mean also having to make the exception for Nursing Games, HSS Formal Tickets and more. UNSA voiced the importance of staying opted in with Facebook and Instagram posts as well as in a Newsletter, we feel it was advertised in a fair way. Students who opted out will have to finance their own CNSA Conference fees or Nursing Games fees, etc.
- General Assembly (GA)
  - President will send Executive Team a Doodle to get best dates for a GA. All Executive Team Members must be present.
  - Quorum for our GA would be 15 people.
  - GA would ideally take place sometime in November.
- New Club
  - Cynthia Rajkumar (3rd Year uOttawa English Stream student) is starting a nursing mental health group called “Beating Burnout”.
  - This is our first UNSA Club!
  - VP Finance is inquiring about club funding, President will talk to Sam.
- In-camera session

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

- Student life membership
  - See above.
- Possible Change budget for CNSA Regional Conference
  - CNSA OD Suggests covering conference cost for CNSA OD and both ADs. UNSA could cover half the cost for Team Members who have paid their fees.

- CNSA applications in Newsletter
  - UNSA Executive Members are free to apply to be a Team Member if they wish.
  - UNSA Executive Team will help the CNSA OD vote on ADs.
- Forming CNSA regional committee
- Scheduling CNSA lunch & learns
  - UNSA Executive Team will help Asmaa figure out dates and times that work for Lunch & Learns.
- 101 Swag Bags
  - VP Communications is also looking at making Swag Bags for National Nursing Student Week. VP Communications and CNSA OD will tally up the swag we have left over from 101 Week to see what we have left.

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

- Year Reps
  - Will be promoted in the October Newsletter.
  - UNSA Exec will be voting.
- Mentorship program
  - Will be promoted in the October Newsletter.
- NSG3105 - Addressing concerns with the School of Nursing and Faculty of Health Science
- Wine & Cheese
  - Hopefully sometime in early November. Tentatively Saturday November 2nd.
  - Encouraging Mentors and Mentees to assist Wine & Cheese to mingle.
  - Might invite the Nurses Off Duty they could come and chat and hand out business cards.

### **VP Equity | VP Équité**

- VP Equity wishing us a happy Yom Kapur.
- Indigenous cultural sensitivity training
  - 250\$/each. Not tangible for UNSA at this time.
  - Possibility of getting VP Equity to do it and then host an event.
  - VP Equity will reach out to the Wabano Centre.
  - VP Communications suggest possibility of making a Cultural Care Club.
- LGBTQ2+ sensitivity training
  - VP Equity will get more information from Rainbow Health.
- HIV Prevention and Information Session
  - Julie Vachon (4th Year French Stream Student) is doing her clinical placement at the Aids Committee of Ottawa and she has been in contact with VP Equity about hosting an event on campus in collaboration with UNSA.

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

- UNSA Pembroke Presentation
  - Posted on Brightspace.
- Class Rep elections coming up for Pembroke
  - VP Pembroke will talk to VP uOttawa to coordinate Pembroke Reps and communicate it with VP Communications in time for the October Newsletter.
- Collab baccalaureate meetings
  - VP Pembroke unable to make meetings due to her lecture class. Possibility of her getting a Pembroke student to proxy for the meetings.

### **VP Internal | VP d'affaires internes**

- Clothing order
  - Will be published October 1st in the Newsletter.
- Grad photos
  - Portraits Now gave us a few extra days to accommodate Nursing Schedules.
- Pinning ceremony
  - Bursary forms are due September 29th, extended till October 7th.

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

- uOSIC Meetings
  - VP Communications and VP uOttawa are no longer participating, VP External is taking it over. Year Reps will hopefully attend in the future. VP External will coordinate Year Rep involvement with VP uOttawa.
- Nursing Games
  - McMaster, Laurentian and Windsor all want to host. CORE Team is making a decision and will let us know soon.
  - Applications will be promoted in the October and November newsletter.
  - VP Finance explains that HSKA does HKGames Tryouts. If we get too much interest we could host fun tryouts to get to know people.
  - No Fundraising Team this year. The Nursing Games team is the Fundraising Team.

### **VP Communications | VP des communications**

- Director of Promotions
  - Position will be posted in the October Newsletter.
  - VP Communications might host an informal sit down with applicants to get to know them better before making a choice.
- Office hours
  - Please see latest email about office hour guidelines.
  - VP Pembroke and VP Woodroffe : If you are having trouble inputting your hours to the Google Calendar, please contact VP Communications ([info@unsa.aepsi.ca](mailto:info@unsa.aepsi.ca)), if you are having trouble finding a space to host your hours, please troubleshoot with our President ([president@unsa-aepsi.ca](mailto:president@unsa-aepsi.ca)).
  - CNSA OD : Please add location for your office hours. Please put French text before English text. Please spell check French text.

- VP Social : Please put French text before English text. Please add spoken languages in event description (FR | EN).
- Newsletters and separate emails
  - VP Communications will not send special emails out for you if you miss the Newsletter deadline. No emails will be sent out other than Newsletters or Class specific information (ex. Grad photo info sent to Class of 2020).
  - When VP Communications sends you an email for Newsletter promotional points, you have to think about what you need promoted till the end of the NEXT month (ex: Newsletter deadline was September 23rd, you need to think if you have any events from October 1st till the 31st that need to be in that letter).
- Email signature
  - VP Communications expresses her frustration having to chase after people to get this done.
  - VP Social and VP Philanthropy : VP Communications has not received your confirmation on this matter. Please see “Action Required : Email Signatures” sent August 27th ASAP if not already done.
- Nursing Student Week
  - VP Communications is going to be doing a social media campaign for Nursing Student Week (November 18th - 22nd). She’s planning on using left over 101 Week swag and will use this as an opportunity to get students to engage with us through social media.
    - VP Finance makes a suggestion to have a wall in RGN Student Lounge where they write a note on a sticky and post a picture of them on their instagram story and tag us to get a goody bag.

#### VP Finance | VP des finances

- 101 week spending update
  - We did really good with our 101 Week budget. Only went 56\$ over budget including the additional bus costs.
- Cheque request update
  - VP Finance isn’t liking the Google Forms for the Cheque Requests and Spending Requests. He will update his guidelines and send them to the Executive Team by email once completed.

#### VP Social | VP sociale

- Appreciation for the team and their help during 101 Week
- Upcoming October event ideas
  - Pumpkin Carving.
    - VP Communications notes not having heard of this event. VP Social must communicate with her if she wants the event shared in the October Newsletter.
  - Rocky Horror Picture Show Retreat : Possibly looking at doing to a showing at the Mayfair, tickets would be 16\$.
- Upcoming November event ideas
  - DUSTED with Engineering
  - Nursing hike in Gatineau Park + Granola Making
- Upcoming December event ideas
  - Christmas movie night

#### VP Philanthropic | VP d’affaires philanthropiques

- Drag show to support the Canadian Centre for Gender + Sexuality Diversity
  - Still waiting for locations.

## OPEN DISCUSSION | DISCUSSION LIBRE

### **VP Finance : Any office purchases that need to be made ?**

- Possibility of purchasing an iPad Mini (refurbished from Apple for approx. 400\$) for the office to set up our Square POS.
- VP Finance is trying to get an office laptop or desktop computer. He will be reaching out to Bruno (RGN Facility Manager) to see if uOttawa could provide us with one.

### **VP Finance : Formality of meetings**

- VP Finance suggests we categorize our meetings in three parts : Executive updates, Voting items followed by Open Discussion items.
- Executive Team agrees that it is important for all Executive Members to have an update at every meeting.
- VP Finance suggest we use Robert's Rules of Order for our meetings. He will find a resource and share it with the Executive Team via email.