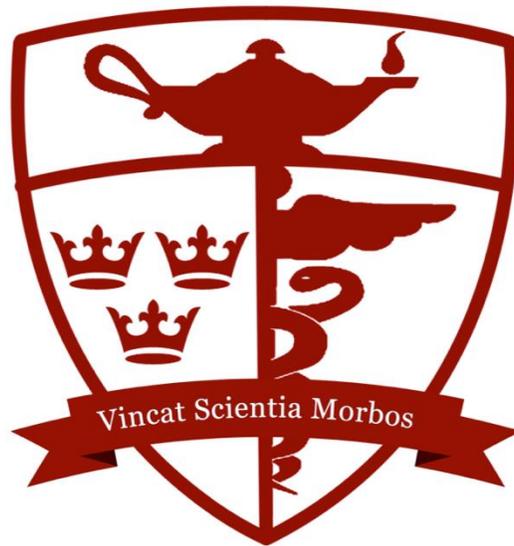


Nursing



Science Society

*- Assembly -*

*Wednesday, February 8<sup>th</sup>, 2017*

*7:00 pm – McLaughlin Hall, JUC*



# Nursing Science Society

## Agenda

1. **Motion #1** – Approval of the Minutes of the meeting of January 25<sup>th</sup>, 2017
2. **Motion #2** – Approval of the Agenda of the meeting of February 8<sup>th</sup>, 2017
3. Speaker's Business
4. Guest Speakers
  - a. Liv Owsiany – KNSC Director
  - b. Bryn Rahusaar Routledge – Head Cape 2016
  - c. Alexi Honsberger – Head Cape 2017
5. President's Report: President Alexandra Palmeri
6. Vice President's Report
  - a. Vice President, Operations: Geoffrey Tai
  - b. Vice President, University Affairs: Cortnie Lortie
7. Statements by Members
8. Question Period
9. Business Arising from the Minutes
10. New Business – Motion #3-4
11. Old Business – Motion #5-9
12. Discussion Period – NSS Campaign: #WeTheNurse
13. Closed Session
  - a. Nursing-Medicine Academic Project

14. Speakers Closing

15. Adjourn



# Nursing Science Society

## Motion Sheet

**Motion #1** – *That NSS Assembly Approve the Assembly Minutes of January 11<sup>th</sup>, 2017.*

**Moved By:** Geoffrey Tai

**Seconded By:** Alexandra Palmeri

**Motion #2** – *That NSS Assembly Approve the Agenda of January 25<sup>th</sup>, 2017.*

**Moved By:** Cortnie Lortie

**Seconded By:** Alexandra Palmeri

**Motion #3** – *That NSS Assembly appoint one member to the role of NSS Assembly Speaker for Winter 2017 of the NSS year.*

**Moved By:** Alexandra Palmeri

**Seconded By:** Cortnie Lortie

**Motion #4** – *That NSS Assembly appoint one member to the role of NSS Assembly Deputy Speaker for Winter 2017 of the NSS year.*

**Moved By:** Alexandra Palmeri

**Seconded By:** Cortnie Lortie

**Motion #5** – *That NSS Assembly approve the changes to the NSS reporting structure as written in Appendix A.*

**Moved By:** Alexandra Palmeri

**Seconded By:** Geoffrey Tai

**Motion#6** – *That NSS Assembly approve the Academics & Professional Development Goal Plan for the 2017 school year as written in Appendix B.*

**Moved By:** Matthew Secord

**Seconded By:** Alexandra Palmeri

**Motion#7** – *That NSS Assembly approve the Health and Wellness Goal Plan for the 2017 school year as written in Appendix D.*

**Moved By:** Rowan Standford Ladon

**Seconded By:** Cortnie Lortie

**Motion#8** – *That NSS Assembly approve the Social Issues Goal Plan for the 2017 school year as written in Appendix C.*

**Moved By:** Eric Roach

**Seconded By:** Cortnie Lortie

**Motion#9** – *That NSS Assembly approve the Events Goal Plan for the 2017 school year as written in Appendix E.*

**Moved By:** Christine Figeys

**Seconded By:** Geoffrey Tai

## **The President of the Nursing Science Society**

### **Report to Assembly**

**Alexandra Palmeri**

[president@nss.queensu.ca](mailto:president@nss.queensu.ca)

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Hello Dearest NSS Assembly,

It's week 5: May your coffee be strong and your scrub game ON POINT! I'd like to start off by saying a huge thank you to my exec team, Cortnie & Geoff, for approaching their transition in their new roles with incredible dedication, tact, and passion. I couldn't imagine my final year on NSS Exec being spent with anyone else. As well, thank you to our entire team who has been working tirelessly to ensure that this year is better than any that came before! You are all incredibly smart, passionate and hard-working.

Moving forward, please enjoy the following updates:

#### **Nursing Clinical Sweaters**

I've thoroughly enjoyed working with OTD these past weeks – they are timely, professional, and overall just a joy to collaborate with. We are awaiting final sizing charts and prices and should be able to begin collecting orders in the week prior to Reading Week.

#### **The AMS World**

It was a busy week for the AMS. Congratulations to all who ran in elections this month and to the elections team. We cannot wait to begin working with Team JBP (incoming AMS Exec) and Victoria Chappell (incoming Undergraduate Trustee). Highlights from AMS Assembly on February 2nd are as follows:

- \* Final reading of CEA Dissolution – many students came to share their thoughts and opinions
- \* Distribution of CEA work into other commissioner portfolios and the VPUA
- \* Creation of the Peer Support Award under the SIC
- \* Updates on the work of the Judicial Affairs Office

**ALSO: THE AMS IS HIRING!!!** Please visit their website to search jobs and apply today!!

#### **Taxi-Safety Compensations**

As I am sure you're aware, there was much concern a couple weeks ago with the escape of a federal prisoner in the Kingston area. As such, I got in contact with Cortnie & Geoff to discuss what we could do to ensure the safety of our students travelling to and from clinical at late, dark hours. We shared info to all class pages with safety strategies and resources and were even able to offer taxi compensation for any students coming from far disturbances or who were otherwise unable to feel comfortable travelling to clinical. We have worked to compensate these students financially and were happy to be able to prioritize the safety of our students during this difficult time.

#### **Budget**

This week you'll be receiving financial presentations from KNSC and Orientation Week. Please come prepared to ask questions and ensure we hold one another accountable. We look forward to distributing the NSS-overall budget over reading week and hosting feedback meetings for students-at-large and assembly prior to seeking approval at our first assembly back. Things are looking good, friends! One step closer to that ideal, sustainable model we've been pushing for these past couple years. We also hope to discuss the lowering of the AST student fee for this coming fall!

#### Study Buddies

It has been a big process, but I have thoroughly enjoyed working with MJ, Cortnie & Alexandra for our big tutor recruitment process. We have hired our core team, but I will leave that to MJ to have the enjoyment of announcing! :)

#### CNSA Consultation

This past week, I met with Kait & Holly to discuss our national advocacy strategies for the semester. We have lots coming, but again I will leave that to them to have the honour of announcing to you all. The duo had an excellent time in Winnipeg and learned so much – big things coming!!

#### Interns

We have the best interns!! All three interns worked on committees this past week. Julia was apart of the ABTA selection committee, Alexandra helped hire out tutors, and Alex helped hire our AST NOC! They all have exciting projects on the go, so please give their reports a good read. I'm very proud of the work each of them have been putting out.

#### Senate

Taylor and I had the pleasure of meeting this week. We have been talking a lot about program evaluation, restructuring of the NSS Constitution and development of policy manuals, and expanding/refining the role of the student senator for the NSS. We look forward to staying in touch with you all with regards to further updates.

#### Nursing Wellness Survey

Rowan and I look forward to meeting with Dr. Katie Goldie this week to begin planning our needs assessment survey for the semester – our first one EVER!!!

#### We The Nurse

Looking forward to launching this project for empowerment following Reading Week!! Stay tuned. :)

#### Fall Term Break

The AMS results for the fall term break plebiscite question are in and AMS Assembly has tasked the executive to advocate in favour of Option 1 to move orientation week a week earlier to allow for a full fall term break. We as nursing students, among other faculties, were unable to know our program-specific voter breakdown and as such will be re-releasing the poll to collect this date on Monday February 6th! Please help us promote this. Info will come out via email that morning, we ask class presidents to post about it on Tuesday and we will send out one final

email on Wednesday in order to have the data collected by Thursday. We appreciate your support on this important issue.

NSS Nursing Student Lounge

We are thrilled with the positive feedback and use of the lounge so far. Please let us know what supplies are needed as the semester goes on and do enjoy the space. :)

That's all for now! Happy to take any questions.

Vincat Scientia Morbos,  
Alexandra M. Palmeri  
NSS President

## **The Vice President, Operations**

### **Report to Assembly**

**Geoffrey Tai**

[vpops@nss.queensu.ca](mailto:vpops@nss.queensu.ca)



Hello everyone,

#### **NSS Office Hours**

Please remember to sign up for office hours! If you don't need your office hours for the week, please let me know so that I can free up the time for someone else. If you know in advance that you may need the NSS Office for something, please let me know at the earliest opportunity so that the time can be reserved. Also, please remember to scramble the lock once you're done using the office!!!

#### **NSS Proposed Budget 2017**

We are currently putting up the final touches for the NSS Budget 2017. I will be contacting all members of the NSS soon to discuss whether they think their present allocated funds are sustainable for the year. Our proposed timeline is as followed:

February 17th (or earlier): Release of Proposed Budget to NSS members for feedback

February 27th: Release of Proposed Budget to all nursing students for feedback

March 3rd: Presentation of Proposed Budget in NSS Student Lounge

March 8th: First Vote for NSS Proposed Budget

March 22nd: Second Vote for NSS Proposed Budget

#### **NSS Website**

I have talked with the company maintaining our website about all the initiatives we wanted to add to the website. Currently, I'm focusing on the NSS Budget but I will start chipping away at the list of things we wanted to add for the website. If you have any other cool ideas, please let me know and I'll try to make it happen.

Special Skills Survey Please fill it out!! <https://goo.gl/forms/A6iC3MuD6SkBIJIs2>

#### **Interesting fact of the week:**

\* African elephants have the longest gestational period of all mammals (22 months)

Vincat Scientia Morbos,

Geoffrey Tai

Vice President, Operations

Queen's Nursing Science Society

Cell: (647) 980 - 1036

Email: [vpops@nss.queensu.ca](mailto:vpops@nss.queensu.ca)

Kingston, ON

## **The Vice President, University Affairs**

### **Report to Assembly**

**Cortnie Lortie**

[vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca)

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Hello Everyone!

I hope you all had a wonderful few weeks and are getting excited for reading week in just two short weeks!

### **AMS Meeting**

Last week I had the opportunity to attend my second AMS meeting with Alex. It was, again, really interesting and there were a few large topics that we addressed once more:

- Changes to the Commission of Environmental Affairs
- Options for the Fall Reading Week
  - Everyone check your email and do the nursing specific survey about which option you would prefer!

### **March Break Open House**

The MBOH will be held on Saturday, March 11<sup>th</sup> this year. I am very excited to be planning this event and have a lot of ideas in mind in terms of how we can make it better.

Alex and I met with Laura Walker from the SON to discuss some of these ideas last Wednesday! She was very excited about our input and I am looking forward to continue planning this event.

With Laura we discussed the NSS station! She loved this idea so moving forward we are hoping to have Alex (President), Christine (Social), MJ (Academics) and Alexi (Head Cape) to run this station!

An email will be sent out next week seeking volunteers so everyone keep an eye out for that and encourage all of your friends to volunteer!

**Vincat Scientia Morbos,**

Cortnie Lortie

## **The Presidential Intern**

### **Report to Assembly**

**Julia Kruizinga**

[j.kruizinga@queensu.ca](mailto:j.kruizinga@queensu.ca)

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Hello everyone,

I hope everyone's week has been going wonderfully. Reading week is slowly creeping up, so that's super exciting. There is not much new from my side, but I do have a few things to update you on.

#### NSS Bios

- \* Officially done
- \* Thank you to everyone and I hope you enjoyed learning a bit more about each other

#### Tricolour Selection Committee

- \* An absolute honour to represent the Nursing Faculty
- \* If you would like to hear more about the process or the experience, I would be happy to chat about it

#### Presidents Caucus

- \* Exciting opportunity to meet with all the faculty presidents and the AMS executives
- \* Discussed AMS meeting agenda

#### Resource Book

- \* Met with Rowan
- \* Shared ideas and thoughts

All the best,  
Julia Kruizinga

## **The Vice President, Operations Intern**

### **Report to Assembly**

**Alexandra Sobczak**

[a.sobczak@queensu.ca](mailto:a.sobczak@queensu.ca)

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Hi everyone! Hope everyone is doing well! Midterms are upon us so these next couple weeks will be a bit hectic!

#### **New Intern Emails**

The interns have recently received new emails. Mine will no longer be a.sobczak@queensu.ca. Instead it will be intern.vpops@queensu.ca.

#### **Budget Forms**

I have been looking over budget forms and funding request forms with Geoffrey and will continue to do so as the semester progresses.

#### **NSS Website**

Very exciting! We have received a response from one of the employees at Red Train about all the updates that we can do (including the e-store!) I also will take some time to go through the tutorials and just play around with the different features.

#### **NSS Merch!**

I just need to confirm with everyone about what exactly I need to order, whether it be for the e-store or other events. So far what I have are:

#### **\* #WE THE NURSE Jacket Bars**

- Create a Google Docs first and then order. I would like to have assistance setting up the signup page. Order would be made from QTradition

#### **\* Syringe Pens**

\* Black Ink, \$0.69 each

\* Supplier: Office Playground

\* Would like to order 800, but supplier only has 558 in stock (we can order similar pens from the same website to get more)

\* If we order the 558, it would cost us \$385.02 before taxes, S&H, etc.

\* Bucket Hats (more information at meeting)

\* NSS Lanyards (look for suppliers, possibly <http://www.dynamicgift.ca/printed-polyester>)

\* Clothing: ¼ zips, clinical sweaters, etc. (any ideas would be great!)

#### **Study Buddies Hiring**

This past week I had the amazing opportunity to assist with the Study Buddies hiring with MJ and our lovely President. It was a great success, and I am very eager to be able to work with those students as a peer in need.

I look forward to seeing everyone at the meeting!

**The Vice President, University Affairs Intern**  
**Report to Assembly**  
**Alex Troiani**  
[alex.troiani@queensu.ca](mailto:alex.troiani@queensu.ca)

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Greetings NSS Members,

AST NOC Hiring

I had a great time working with Alexi, Cortnie and Maya doing AST NOC hiring.

March Break Open House

We will soon be sending out emails to recruit volunteers for the March Break open house.

Wristbands

A cool idea we had for the March Break open house would have been to get the NSS wristbands in 4 different colours so we could separate groups as well as promote the NSS at the same time. Unfortunately, it is not very cost effective to do 4 separate orders of wristbands. We will have to find an alternative to separate the groups, however, we could just get the wristbands in the same colour to save funds and promote the NSS.  
500 wristbands – 255\$ + shipping from wristband factory

**Nursing Science Society**

**#WeTheNurse**

With thanks,

Alex Troiani

Vice President, University Affairs Intern

Nursing Science Society Queen's University

## **Student Senator**

### **Report to Assembly**

**Taylor Ramsay**

[senator@nss.queensu.ca](mailto:senator@nss.queensu.ca)

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February 4th, 2016

Senate Meeting- January 31st, 2017

Revised Sexual Violence Prevention and Response Policy:

This week at senate there was a lot of discussion surrounding the new draft of the Sexual Violence Prevention and Response Working Group, in order to align with provincial legislation and regulations. There was some debate over the wording in the draft, and there will continue to be review of the policy. You can access the new policy here:

<http://www.queensu.ca/studentaffairs/health-and-wellness/sexual-violence-prevention-and-response-working-group>

Practicum Supervision Report by the Senate Committee on Academic Procedures:

The report brought forth by the University Student Appeals Board suggested that the University adopt a general statement of principles, with each faculty being required to develop a specific policy for the unique nature of its practicums and professional standards. At this time, SCAP was concerned that drafting a general statement of principles regarding student rights and responsibilities while engaged in experiential learning activities would be less useful than what is already present in existing faculty, and will not be pursuing the issue further.

Altitude Healthcare Panel- February 15th, 2017

On February 15th I will be attending the Altitude Healthcare Mentorship Program's Healthcare Panel where I will be participating in a question panel with students in the various healthcare programs at Queen's. Students that are interested in going into healthcare will be able to ask questions regarding each specific program. If anyone is interested in participating in the panel, please send me an e-mail.

Constitution and Policy Manual

I have finished the overhaul of the constitution, and am still working on the Policy manual. Prior to submitting a proposal for the implementation of these documents, I want to gain feedback from the Council and ensure that all documents are true to the current NSS constitution. The documents do not involve any changes to governing provisions, but will provide a much more organized and user friendly document. If you have any concerns or comments about these documents or please e-mail me at [senator@nss.queensu.ca](mailto:senator@nss.queensu.ca), or visit me during my office hours on Wednesdays from 3:30-4:30 pm. I hope to meet with each council member to look over their portfolio and discuss goals for their positions moving forward that can be implemented into the new constitution. I will be e-mailing all of you to set up meetings throughout the semester to do so.

**Academics and Professional Development Commissioner**  
**Report to Assembly**  
**Matthew Secord**  
[academics@queensu.ca](mailto:academics@queensu.ca)

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Hi!

Study Buddy TA's have been hired! Orientation for them will begin this week, and they should be starting their sessions next week. We have a TA for psychology, anatomy and health assessment.

I'm requesting a closed portion of the meeting to go over some ideas that the medical school council has discussed with me.

**Health and Wellness Commissioner**  
**Report to Assembly**  
**Rowan Stanford Ladon**  
[13rsl5@queensu.ca](mailto:13rsl5@queensu.ca)

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Updates:

Heart Month at the ARC:

Wonderful news! Queen's First Aid is delighted to have Queen's Nursing students share the space in the ARC. They have hosting their CPR-A-Thon on March 1st, 2nd, and 3rd and we are welcome to join on any of those dates.

A Discussion with the Interfaith Chaplain:

On Tuesday January 31st I had a discussion with Kate, the Interfaith Chaplain on campus, and she was excited about our ongoing resource book project. She mentioned that if we are interested, she can arrange a mindfulness workshop in the fall for us and would love to supply pens with the Interfaith's chaplains contact info on them that we can include in resource/orientation week bags (I have one of the pens, they are really good! ) J . I will need to follow up in summer.

Yoga:

I'm in contact with two studios Studio 330 and Samatva Yoga, and am looking into the best prices possible. Studio 330 said that they currently charge \$150 + HST for their studio use. I am waiting from Samatva to confirm a price so we can work with the cheapest prices possible.

Resource Book:

Julia and I met on Friday February 3rd and we have a solid idea of what we will include in the Nursing Health and Wellness Resource Manual!

Here are our sample categories and information we will include underneath them (in no specific order):

Spirituality:

- Interfaith chaplain
- Synagogue/ Mosque/ Church directory
- Faith-based clubs on campus

Athletics:

- Intramurals
- ARC fitness plans
- Queen's Dance Club
- Queen's Yoga Cluc

- Sports teams
- Open studio times

#### NSS:

- Who we are
- What we do
- Student lounge and textbook library
- Meet the members and contact info
- Link to NSS website and Facebook page

#### Academics:

- Queen's Accessibility Services
- Study Buddies
- Student Academics Success Services

#### Health:

- Student Wellness Services
- Counselling services on campus
- Queen's First Aid
- COR
- SHRC
- KGH (nearest hospital)
- Four Directions Aboriginal Centre

#### Social Media:

Links to informative resources online such as:

- Rideshare
- Free and For Sale
- Housing
- Class pages (class of 2018, 2019 etc.)
- Overheard
- Textbook Exchange
- Nursing

#### How to get Around:

-A visual guide how to get to important nursing related places around campus (maybe we can make videos for this? J )

#### Jobs on Campus:

- Walkhome
- Cogro
- Queen's Taps
- Work study
- Sim Lab
- Drug Smart
- Grocery Checkout
- Library

## How to Recertify First Aid

### Services:

- Legal services
- AMS health and dental insurance

### Conferences:

- Queen's Health and Human Rights Conference
- MSF
- KNSC
- Global Health Summit

The possibilities are endless so if you have any suggestions or requests for a particular service or resource you think should be included please let Julia and myself know J

## How to be An Adult?

Julia and I thought it would be a cute and fun idea to include a bit of information on skills that students might need if they are living on their own for the first time. The skills can be as simple as “ How to make a pot of coffee?” “ How to unclog a toilet?” “how to do dishes?” “ What’s a fast simple recipe for cooking dinner?” etc.

Things that we sometimes don't know how to do until we move out (I'm still learning about doing the dishes properly!)

We thought it would be nice if each member of NSS could contribute one or two blurbs on a skill that they didn't learn until they moved out, but they find important.

Quote of the Week: I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel- Mary Angelou

## **Social Issues Commissioner**

### **Report to Assembly**

**Erin Roach**

[oyerkr1@queensu.ca](mailto:oyerkr1@queensu.ca)

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Updates:

- \* Bystander intervention training is confirmed for this Friday (February 10th from 4:30-6). Are we able to use a room in the SON or should I book one?
- \* I am still waiting to hear back about the trainings. However, I am planning on having them on a Saturday or Friday as this is when
- \* I want to get out the graphic for the food drive next week and am currently working on one. If you are super talented in this area, I would love your help.
- \* Katie Goldie is willing to speak at the event and has given me some names of other professionals that may be willing to address the nurses. It may be pushed back until March to ensure that more people attend.
- \* We are collaborating with the School of Rehab to collect hygiene products. If you haven't already done so, please share the graphic with the Facebook group for you class.

GOOD LUCK ON MIDTERMS EVERYONE 😊

**Events Commissioner**  
**Report to Assembly**  
**Christine Figeys**  
[events@nss.queensu.ca](mailto:events@nss.queensu.ca)

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Hello Team,

Here is a quick update about what I have been working on the past two weeks.

\* "Grey's Anatomy Pizza PJ Party Premiere" was a great and relaxing evening. The projector was a wonderful addition, and the quality was great! I hope to do another event like this in the future, and would encourage the use of the projectors in other events as well.

\* Underground Event March 18th: Engineering event coordinator and I had a meeting this week to discuss collaboration with the underground event and other future events. They would love to do an event with us at the Underground this day – will split the tickets for line skip. Will start to create a ticket design.

\* Nursing Formal: Beginning to sell tickets via Tilt on Facebook. Please tell your friends and encourage them to come J

On-going:

\* Will meet up with the new engineering coordinator once they have been selected to discuss events in the second term.

\* Contacted a few of the years' event coordinators touching base on how their winter semester is going. Still pending a few years' contact information to set up a formal meeting.

Meeting with Eng. Coordinator:

\* Engineering is hoping to do a movie with us at some point in week 9.

\* Discussion of Terry Fox run (Sept 17th) with engineering

\* Participating in "thunderballs" a dodgeball tournament (date is still pending – they will contact me about this).

\* Collaboration of "Movember" events with the engineers in the fall.

\* Open Mic Night at Cogro in the Fall.

Community Events:

\* Teddy Bear Hospital: Monday, February 20th/2017 from 10:00 am-2:30pm at the museum of health care. (Volunteers will write prescriptions, bandage up bears) Seeing if this is something that some of our nursing students could go to if staying for reading week.

\* March 11th 9:00am-4:30 pm Queen's University Blood team hosting "Queen's Healthcare, Education, Awareness and Research on Transplant" – Free admission.

\* Coldest Night of the Year Walk: Saturday, Feb, 25th; 4:00pm-8:00pm.

Fall Semester:

- \* Grizzly fundraising pool tournament/or trivia night for second semester
- \* Terry Fox run (Sept 17th) With engineers
- \* Open mic Night at Cogro in the Fall with engineers.
- \* “Thunderballs” with engineers
- \* Another line skip event for Halloween?

Have a great rest of your week ☺

\* Christine R. Figeys

## CNSA Official and Associate Delegates

### Report to Assembly

Kaitlyn Meloche & Holly Dye

cnsa@nss.queensu.ca



### Winter Semester

<b>Main Ideas</b>	<b>Finances</b>	<b>More involved with the CNSA</b>
<p><b>Primary</b></p>	<ul style="list-style-type: none"> <li>- work with Cheryl to update the expenses we have and make them more realistic (ex. shoe price)</li> <li>classes changed so need to adjust</li> <li>add things that are optional (like nursing jackets, clinical sweaters -\$50, blood pressure cuffs)</li> <li>add textbook costs as well (because they are expensive, also put where you can buy used ones à older students, used books at Tri Colour and used at Book Store)</li> <li>where does \$425 go (ask Cheryl for a cost breakdown; hidden fees)</li> <li>→ NCLEX FEE                             <ul style="list-style-type: none"> <li>• Grad fees (Gown rental \$30), Diploma frame \$100-\$250</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- go to the CNSA conference and network</li> <li>- listen to ideas and bring them back to Queen's</li> <li>- update the board in the lounge with news from the CNSA (budget consideration)</li> <li>- NSS board (group board and contact); people can add photos</li> <li>- Email relevant regional updates to the student body (year) à Google forum for NSS updates (name, year, school email) (see parameters for sending an email à monthly email; include assembly days) à doing a newsletter in the email</li> <li>- do something to make someone sign up (financial consideration)</li> <li>- CNSA tab on the website</li> <li>- keep people updated for the conference à snap stories and instagram (password: Morphine and user QueensNSS) and Facebook (send to Cortnie)</li> <li>- after conference à do conference newsletter</li> </ul>

	<ul style="list-style-type: none"> <li>- when making the expenses list possibly add where people got cheaper things (ex. Geoffrey mentioned a shoe store). Perhaps create a resource list with links?</li> <li>- update the tuition for 3<sup>rd</sup>/4<sup>th</sup> year AST (tuition is cut short, they have a lot of expense that are not included à talk to the AST students and find out where it is cut short)</li> <li>-make a document to send incoming students regarding when and where to get items, and cost, and resources</li> <li>à send after last acceptance date (could be full NSS handbook)</li> <li>-travel fees for NCLEX</li> </ul>	
	<ul style="list-style-type: none"> <li>- payment for consolidation (talk to PT, OT, Med students as they get paid) (this will be ongoing) à final practicum</li> </ul>	<ul style="list-style-type: none"> <li>- bring back and idea and have an event for it (we will think of that thing at the conference)</li> </ul>

**Finances:**

No real financial costs this semester aside from conference costs and two corkboards for the lounge.

Corkboards are ~\$15 each at Canadian Tire

Fall Semester

<b>Main Ideas</b>	<b>National Nursing Week</b>
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<b>Primary</b>	<ul style="list-style-type: none"> <li>- start brainstorming for it but can't really do it until the end of winter semester and start of the fall semester</li> <li>- date will most likely be in November (around 13<sup>th</sup>-19<sup>th</sup> à what it was this week)</li> <li>- talk to Kelsey and Sarah about getting the donations</li> <li>- could use the interns for this</li> </ul>
<b>Secondary</b>	<p>Found a CNSA Interest group</p> <ul style="list-style-type: none"> <li>-encourage students to attend regional conference</li> <li>-connect students with CNSA committees</li> </ul> <p>“Don't be Tachy” tank top fundraiser to subsidize conference attendance → talk to Alexandra's contact at OTD</p>

**Head Cape, Nursing Orientation Week**

**Report to Assembly**

**Alexi Honsberger**

[nursingorientation@ams.queensu.ca](mailto:nursingorientation@ams.queensu.ca)

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Verbal Report.

**Year 1 Class President**

**Report to Assembly**

**Caitríona Buckley**

[caitríona.buckley@queensu.ca](mailto:caitríona.buckley@queensu.ca)

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**Verbal Report.**

Roses are red  
My heart is fat  
Be my Valentine  
Or cash me outside howbow dah



## **Year 2 Class President**

### **Report to Assembly**

**Dara Sheere**

**14dgs@queensu.ca**

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Hi Everyone! I hope 2017 has been amazing so far for all of you! The Nursing 2019 class council met on February 2nd to get the ball rolling on some ideas to look forward to this semester – here's what we discussed:

#### **Events:**

- \* Collab with engineering class of 2019 for an event in Week 12
- o Pizza on the Pier
- \* Class brunch or dinner
- o As a de-stressor on the Friday after OSCEs
- o Still figuring out where

#### **Fundraising:**

- \* St. Patrick's Day kits
- o Shirts, bead necklaces, stickers/tattoos, etc.
- \* Martha's Table Volunteer
- o Trying to figure out a week with a lighter workload so that it's convenient for more people – all are welcome to come!

**Year 3 Class President**

**Report to Assembly**

**Brianna Sitwell**

[13bs66@queensu.ca](mailto:13bs66@queensu.ca)

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Nothing new to report.

Thank you!!!

Brianna Sitwell

**Year 4 Class President**

**Report to Assembly**

**Kelsey Elchuk**

[12kle1@queensu.ca](mailto:12kle1@queensu.ca)

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Hey!

I don't really have any updates for my report this week, everyone is in consolidation and the time is just flying by!! If I think of anything by Wednesday I'll give a verbal report!

Kelsey

## **AST Year 3 Class President**

### **Report to Assembly**

**Sara Stephenson**

[11ses10@queensu.ca](mailto:11ses10@queensu.ca)

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Hi Everyone!

#### **Bake Sale**

\* Last Tuesday our bake sale in the ARC yielded \$284.00, which surpassed our expectations. We will be doing this again! The (baking) talent among our class makes this an enjoyable voluntary fundraiser.

#### **Hot Yoga**

\* On Tuesday we went to Samatva downtown for an hour and fifteen minutes of sweaty wellness

#### **Professional Event "Beyond the Bedside"**

\* We have confirmed the date March 21 2017 with our speakers: a Sexual Assault Team nurse, a Nurse Practitioner, a nurse Researcher, a Cosmetics nurse, and a Correctional nurse! The Facebook event will be up at the end of February!

\* Questions boxes for each speaker in advance (?) We want to facilitate good discussion and a welcoming, non-intimidating environment for people to ask their questions?

#### **Bottle Drive**

\* We will be doing a bottle drive at the LCBO downtown the Saturday after St. Patrick's day

**AST Year 4 Class President**

**Report to Assembly**

**Ashley Poffenroth**

[9ap61@queensu.ca](mailto:9ap61@queensu.ca)

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# Nursing Science Society

## Appendices

### Appendix A:

#### Speaker Application

#### STUDENT INFORMATION

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Name: **Caroline Frankfurter**

Queen's Email: **14cf28@queensu.ca**

Program and Year of Study: **2<sup>nd</sup> Year Nursing**

Do you have any conflicts with attending bi-weekly meetings on Wednesday Nights? **I do not have any conflicts with attending bi-weekly meetings on Wednesday Nights.**

Previous experience in student government:

- **Orientation Week Leader/ CAPE (2016-2017)**
- **Social Justice Issues Representative (2015-2016)**
- **Kingston Nursing Student Conference Intern (2015-2016)**
- **Position of Prime Minister at Philip Pocock Catholic Secondary School**

#### APPLICATION QUESTIONS

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1. Please explain your reason for applying to be the Nursing Science Society Assembly Speaker.

I am applying to be the Nursing Science Society Assembly Speaker as I want to combine my background experience in public speaking with my love for NSS and further contribute to the Nursing Student population at Queen's University.

As the Assembly Speaker, you hold the duty of engaging the student crowd in all University Affairs (both nursing and non-nursing related) at NSS meetings. While it is unfortunate that not many students are interested in the viral issues surrounding them on campus while completing their undergraduate degree, it is

in my position to passionately commit myself to this task of seeking the attention of all nurses and non-nurses in an engaging, stimulating and captivating manner to motivate these students to further contribute to both their faculty and Queen's University as a whole. Critical discussions and novel information is constantly being shared at meetings, and it is in the role of NSS to be held accountable of distributing this information to the greater student population. In holding this position of Assembly speaker, I want to confidently address the key points in an organized and proficient manner, and with my background in engaging in a multitude of public speaking competitions (in four different languages) for the past six years, this feat will be accomplished seamlessly.

**2. Please list characteristics that make you a strong candidate for holding the position.**

Past experiences that credit me a strong candidate for holding this position are:

- Past involvement and exposure to student government both at Queen's University and Philip Pocock Catholic Secondary School
- Drama Head at Camp Muskoka
- Provincial Oral Spoken Italian Competition, First Place, May 2013-2015
- Le Concours d'Art Oratoire Extended French Speech Competition for Dufferin Peel Catholic District School Board, First Place, May 2011-2015
- Drama Club Actress
- Active Start Learning Coach at Oakville Soccer Club
- Learning Facilitator for students with Learning Disabilities (with Spotlight Learning)

These experiences and many more have equipped me with the characteristics required to succeed in this candidacy. I have learned how to engage with my audience, plan discussions appropriately either before hand or on the spot, and think positively upon any upcoming situation. I am confident, motivated, and most importantly committed to any task I take on. As an Assembly Speaker, the most important factor is to be engaged with the topic your discussing as this will distribute the eagerness to your audience and further engage them as well.

Please submit your completed application to [president@nss.queensu.ca](mailto:president@nss.queensu.ca) AND [vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca) by January 27 at 11:59 PM.

**Appendix B:**

## Society Structure

### Policy Addition or Amendment Submission Form

Policy Document (s):	Constitution
Section(s):	Identified Below

Mover		Secunder	
Name:	Alexandra Palmeri	Name:	Geoffrey Tai
Position:	President	Position:	VP Operations
Email:	<a href="mailto:president@nss.queensu.ca">president@nss.queensu.ca</a>	Email:	<a href="mailto:vpops@nss.queensu.ca">vpops@nss.queensu.ca</a>

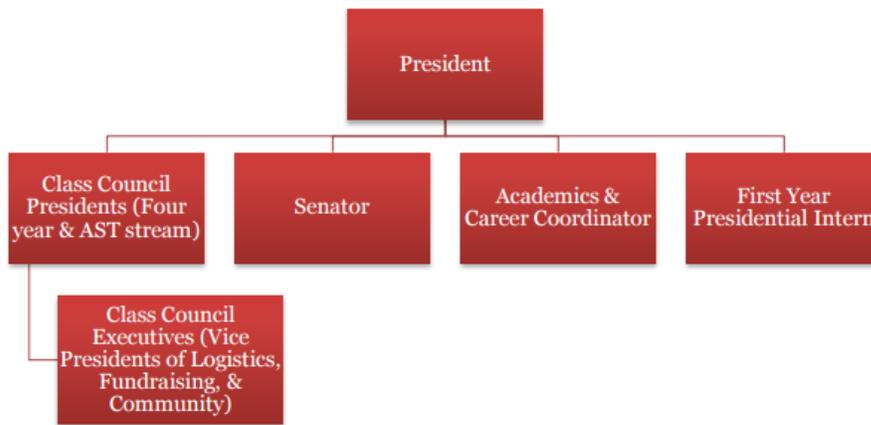
Executive Summary (1-page maximum – font size 11 pt)
<i>Briefly summarize the rationale for the proposed policy change. Please identify the problem the change attempts to solve, and how the change will solve it.</i>
<p>Fitting to the new changes in our society’s structure, we propose the following updates as being the most relevant and up-to-date. We discussed all options with the current executive council and determined this to be the most logical structure based on our positions and collective mandates.</p>

Insert Policy Original with edits here. Additions shall be written in light blue font, while removals shall be single struck and in red font.

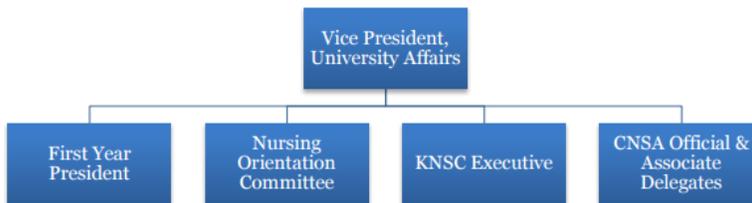
## Current Structures:

### ARTICLE V: EXECUTIVE STRUCTURE

#### Section 1: The Presidential Umbrella



#### Section 2: The Vice President, University Affairs Umbrella

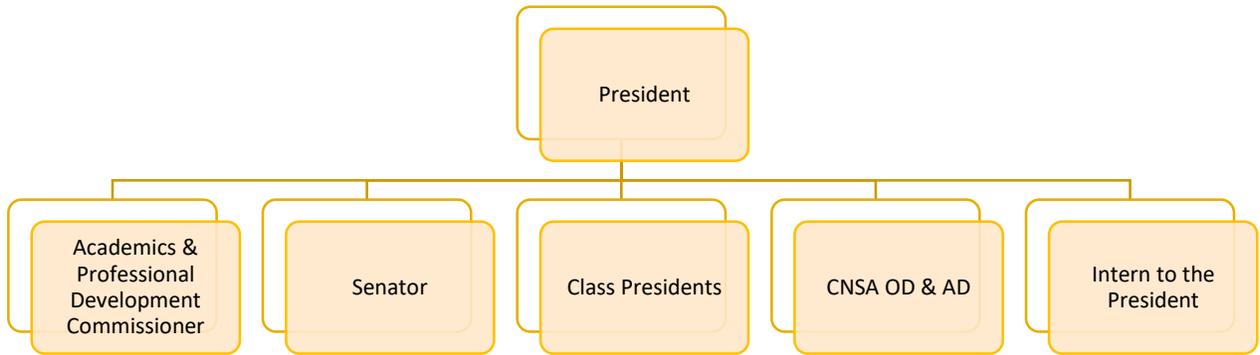


#### Section 3: The Vice President, Operations Umbrella

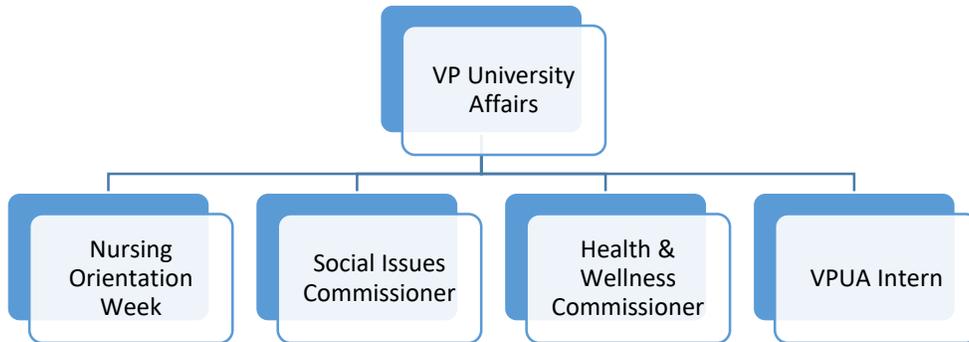


Proposed Structures:

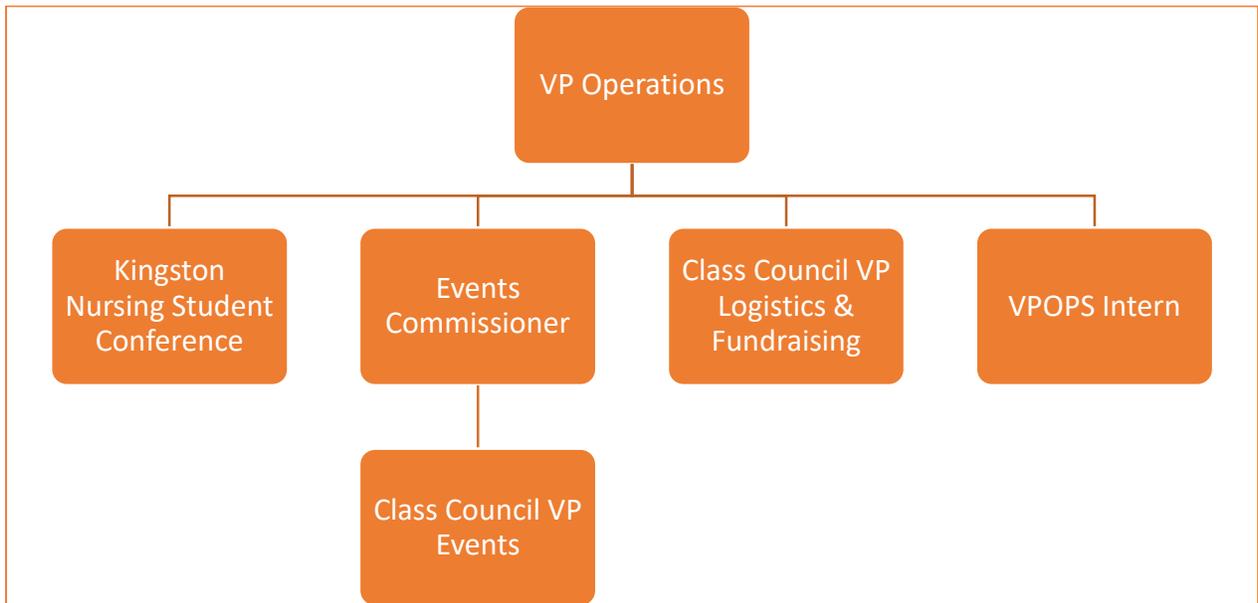
**The Presidential Umbrella**



**The Vice President, University Affairs Umbrella**



## The Vice President, Operations Umbrella





# Nursing Science Society

## Appendix C:

### Academics & Professional Development Commissioner Goal Plan

#### Study Buddy Program

This is an opportunity for upper year nursing students to gain abilities in tutoring and leadership. A program designed to help students succeed in their studies, with a focus towards the first year class. It is a free service provided to students enrolled in the first year classes to aid in academic success.

TA's will fill out an application online and send it to [academics@queensu.ca](mailto:academics@queensu.ca). Those involved with the Study Buddy program will go through the application and select individuals for an interview. The positions for TA's include:

- Microbiology (weekly tutorials)
- Psychology (weekly tutorials)
- Anatomy (exam review sessions)
- Health Assessment (exam review session)

It would be ideal to have one TA per subject for the weekly tutorials, and two TA's for the review sessions as these will be longer in time. The weekly TA's are expected to create a lesson plan each week based off of the covered material and send that to the academic and professional development commissioner (APDC) for approval. The TA will then conduct a weekly tutorial one hour in length, and send an email regarding how they thought the tutorial went to the APDC. As for the review sessions, there will be one for the midterm and one for the final. The midterm will be one and a half (1 1/2) hours long, and the final will be two (2) hours long. This will be conducted with 2 hired TA's. Each tutorial session will have a location determined by the APDC, and snacks and refreshments will be provided.

Compensation for the TA's will include a wage of \$20/hr as well as a personal letter of reference written by the NSS (those involved with the Study Buddy program). The TA's hired for Microbiology and Psychology will be paid \$20 for each lesson they conduct, while those that TA Anatomy and Health Assessment will be paid for 1 1/2 + 2 hours time = \$70 upon completion of the requirements.

Health Assessment will also include multiple "Health Assessment practice courses throughout the semester. This will allow the 202 students to practice their health assessment skills outside of class time. NSS will book spaces to provided this

opportunity to these students. The APDC will gather volunteer students to create patient volunteers for various health assessment, and the NSS will imitate grading instructors. After each session, there will be a debrief on how the 202 student did, with every member giving feedback to the student. This will help prepare the 202 students for future examinations.

### **Career Fair**

This is something that is coming later in the semester. My plan for this is to start creating committed by March, and contacting potential booths by March. Though this is something that happens in the new school year, this is something that I would like to start ASAP.

### **Workshops**

These have already been set in place from the previous APDC. What I need to do is advertise and hype of these workshops and hope for better outcomes.



# Nursing Science Society

## Appendix D:

### Health & Wellness Commissioner Goal Plan

#### Winter

##### Hot Yoga with Moksha Studio

Date: Saturday February 11<sup>th</sup> ; Tentative

- Waiting confirmation from the yoga studio on price per student and time. Estimated cost, less than \$5 per student.
- It will be an evening where all nursing students can come together during the business of midterms and enjoy the calm and peaceful environment of the studio while connecting with others and working on light stretches. Class will be suitable for all levels, no experience necessary!

\*Another yoga session will be held closer to finals if there is an interest ☺

##### Blood Pressure Clinic for Heart Month at the ARC! ☺

Date: Week of February 13<sup>th</sup> or 27<sup>th</sup>; collaborating with Queen's First Aid

- This opportunity is super exciting, especially for students who are looking to practice taking blood pressures in a stress-free environment while also connecting with members of the Queen's community. Since February is heart month this will be the perfect opportunity for members of the nursing community to also promote heart health and give students an insight as to what nurses do. With Queen's First Aid on board, the lobby of the ARC will be full of heart health resources .

Times: 8:30-2:00; shifts, students can sign up for hour-long shifts

- **Supplies:** Blood Pressure cuffs, hand sanitizer, wipes to clean stethoscopes and cuffs, Q-cards to write down BP readings, NSS or Queen's School of Nursing Banner for the table

\*Students bring their own stethoscopes

## Four Directions Aboriginal Centre

Date: Tuesday March 7<sup>th</sup>; Time: Evening

- Cedar teaching with Mary-Ann Spencer, the elder-in-residence at the Four Directions Aboriginal Centre; opportunity to make cedar tea and cedar scrub
- Length: 2 hour workshop
- Cost: \$40 for the workshop
- Fits 20 students comfortably in the centre
- Contact Info: Vanessa McCourt, Cultural and Social Programming: [mccourt@queensu.ca](mailto:mccourt@queensu.ca)

## **Fall**

### Orientation Week:

- One of my visions is to create a booklet of frequently asked questions related to health and wellness resources!
- It will be an informative go-to guide that students of all years can benefit from and will attempt to answer questions related to all aspects of student life from physical and mental health, spirituality, academics, athletics etc.
- Sample questions include: Where do I go if I want to register an accommodation? Where can I find a Synagogue/ Church/ Mosque in Kingston? Is there a family medicine clinic close to campus? How do I join an intramural sport? Where can I buy scrubs at an affordable cost? Etc.
- This project will involve collaboration with all interested members of the NSS to create a huge resource booklet! ☺
- Estimated Month of Completion: June; right around when most incoming students will have received their acceptance letters to Queen's Nursing

### Needle In the Haystack: Wolfe Island Corn Maze

- As a fun way to kick off the fall term, we will take the ferry as a group to Wolfe Island and enjoy the beautiful fall colours and of course the famous corn maze! A photographer will also be available to take fun photos to remember the day. After an afternoon of exploring the maze, the evening will conclude with a dinner. This event will be an excellent way for students to get to know each other, especially if a student couldn't make it to orientation week, and will also be a nice relaxing break from the first couple of weeks of academics which can often be overwhelming.
- NSS family photo could be taken at this event ☺
- MJ has suggested having the dinner at The Whip;
- Considerations: Advertise early!

## **Other Ongoing Projects**

Annual Health and Wellness Survey: Alex and I plan on meeting with Katie Goldie of the Faculty of Nursing within the next couples of weeks, as she has shown an interest in helping with the health and wellness survey that will be available by March. After obtaining these results, myself and other members of the NSS will be aware of which areas of health students are most concerned about, and can ultimately plan accordingly.

### Meeting with the Interfaith Chaplain:

- On January 24<sup>th</sup> I am meeting with the Interfaith Chaplain at 11:00 to discuss her services and possible ways we can connect nursing students to interfaith resources.
- Queen's University Chaplains provide confidential counseling, ceremonial services, interfaith community development and spiritual support to students, faculty and staff on campus. As part of the Division of Student Affairs the Office of the Interfaith Chaplain strives to facilitate a welcoming, peaceful and safe space. The Chaplains are available to discuss spiritual, religious, personal, and financial problems, concerns or crises.

Contact: chaplain@queensu.ca

Quote of the Week: Have courage and be kind



# Nursing Science Society

## **Appendix E: Social Issues Commissioner Goal Plan**

### Goal Plan (Winter 2017):

#### **Event #1: Equity Based Training for NSS**

The NSS wants to commit to attending three equity based training sessions this semester. Currently, we are thinking about Positive Space Training, Cultural Safety Training and Bystander Intervention Training. However, a complete list of available training is attached in appendix A.

*Timeline:* I want to book all trainings by end of January. Dates of training will depend on availability of council and the facilitators.

*Expected Cost:* 0\$ for the training. However, we may want to budget in snacks.

#### *Steps to Success:*

- Confirmation of selected training sessions at NSS meeting.
- Determine the best time to request the training during NSS meeting.
- Contact the respective offices that run these training sessions.
- Confirm dates of the training with NSS.

#### **Event #2: Speakers series on Stigma in Healthcare**

This will be a professional event that focuses on reducing stigma in healthcare. Ideally, I would like to have professional speakers to discuss strategies to manage mental health conditions within the healthcare system and student speakers to discuss positive and negative experiences within the system. If there is any space left after registration for nurses, we will open it up to rehab/med/phe-kin and other faculties.

*Timeline:* I want to host this sometime in February. Maybe in week 7 and incorporate it with the food drive (encourage people to bring items).

*Expected Cost:* \$50 for thank you gifts and cards (may be less depending on number of speakers) and \$100 for food for the event., \$10 for certificates

#### *Steps to Success:*

- Contact the mental health professor as a speaker or for speak recommendations
- Contact MHAC for student speakers
- Determine a date for the event
- Book room on campus to hold the event
- Create a graphic and advertise the event
- Have sign up online (google forms or google docs)
- Create certificates for participants

### **Event #3: Food Drive Competition between Classes**

This will be a faculty wide food drive and competition between the six different years of nursing. Depending on the needs of the AMS food bank, different items will be assigned different points. I think it would also be neat if we could create a staff team, and encourage professors and other nursing staff members to bring in food for donation.

*Timeline:* I will advertise before reading week and the food drive will take place week seven and week eight (these are the two weeks after reading week) with the option of extending it another week if we need to motivate more people to bring things in.

*Expected Cost:* The only cost will be the pizza party for the winner which will depend on the size of the class that wins.

*Steps to Success:*

- Contact the AMS food bank to determine what they need most (assign points)
- Create a graphic and advertise the event prior to reading week
- Determine a method of collection: Class councils or boxes in NSS office
- Collect all items and determine a winner
- Donate all the collected goods and money to the AMS food bank

### **Event #4: Anxiety workshops for OSCEs**

I want to host an anxiety reduction workshop for first years around the same time as their 202 OSCE. May be in conjunction with MJ's health assessment practice. Have a professional specializing in mindfulness come in and an upper year panel of anxiety tips in relation to OSCEs.

*Timeline:* Before the 202 OSCE and in conjunction with MJ's event.

*Expected Cost:* Around 50 dollars for materials related to anxiety reduction (colouring pages, stress ball materials, etc....).

*Steps to Success:*

- Determine a date with MJ
- Plan stress relief activities and buy the appropriate supplies
- Contact upper years about sitting on the panel
- Contact a professional to lead a mindfulness workshop

## **Additional Information:**

### **Equity Based Training for the NSS**

**Anti-Oppression Workshop:** This is an over-arching training that focuses on using anti-oppressive language and engaging in anti-oppressive behaviour. If you were an orientation week leader, this is what you would have attended.

**Positive Space Training:** This is a certificate based program that aims to create a welcoming space that is free of all oppressive behaviours including harassment and discrimination based on gender expression, gender identity, and sexual orientation.

**Anti-Stigma Training:** This is a training program run by Student Wellness Services that teaches students how to recognize and respond to mental health problems. It aims to increase awareness and reduce stigma that is associated with mental illness.

**Cultural Safety Training:** This is a training session lead by Four Directions to remove the power indifference from interactions with Aboriginal people and encouraging individuals to self-reflect and work towards building empathetic and collaborative relationships

**Bystander Intervention Training:** This is a training session that aims to provide students with the tools that they need to recognize and respond to sexual violence.

**Anti-Discrimination Training:** This is offered through CARED and focuses on discrimination and racism. It is a new program this year and there is not much information on it.

**SafeTalk:** This is a certificate based program and does cost some money. It is a half-day alertness training that prepares anyone, regardless of prior experience or training, to become a suicide-alert helper. The focus is on becoming comfortable with asking someone if they are thinking of suicide and helping them link up with appropriate resources



# Nursing Science Society

## Appendix F:

### Events Commissioner Goal Plan

Hello Team,

I am very excited to announce some final plans so far for the winter semester.

#### Grey's Anatomy Pizza-PJ-Party Premiere

- This will be hosted on Thursday January 26<sup>th</sup>/2017 from 6:00pm-9:00 pm at the NSS Student Lounge, School of Nursing.
- From 6:00pm – 7:00 pm, we will be providing time to eat pizza (Vegetarian and Meat Options \*\* any specialty pizzas to accommodate for any dietary restrictions), to socialize, and play games. Beverages will be included as well.
- From 7:00pm-8:00pm, we will be showing the Mid-Season Finale.
- 8:00pm-9:00 pm will be the live viewing (using a cable/satellite account to view on CTV live TV) of Grey's Anatomy.
- Facebook event page has been created, and an Instagram advertisement of the event as well. There will be reminders of this event throughout the week, with fun puns to market event.
- Projector will be bought for viewing of Grey's Anatomy – the projector will be beneficial for future events as well; pending on prices.
- If this event is successful, I am hoping to be able to do a similar event like this again.

#### Underground Event March 18<sup>th</sup>:

- March 18<sup>th</sup>, NSS has been booked to receive line skip tickets. This is the weekend of St. Patrick's Day.
- I have contacted the event coordinator for engineering to ask about a possible collaboration for this event. Pending response.
- I have contacted the Underground to inquire about re-signing any other forms/agreements due to the change in event coordinator.
- Underground tickets will be picked up at least a week before the event, and will contact the underground to submit ticket sales.

#### Nursing Formal - DIAMONDS ARE FOREVER

- 5:00pm: Hosts Arrive to Set Up. There will be a registration table in the lobby. Queen's Constables (6), and supervisor (1) will arrive as well.
- 5:30pm: Guests arrive, settle in, there will be a cash bar. Photography will begin here. (Professional photographer for pictures with friends, as well as they will set up a Photobooth back drop with props. Guests will bring their tickets and ID's for verification, check in jackets at coat check for 2\$. (Upstairs can only be used for coat room as the bottom is owned by the city). Guests will find their table per previous sign-up sheet.
- 6:30pm: Dinner will be served.
  1. (Rolls & Butter, Garden Salad with Feta and Oregano dressing, Maple Rosemary Glazed Chicken, Grilled Broccoli, Zucchini, Carrots and Bell Peppers, Roast Potatoes)

**OR**

  2. (Rolls & Butter, Garden Salad with Feta and Oregano dressing, Grilled Portobellini with Ratatouille and Quinoa, Grilled Broccoli, Zucchini, Carrots and Bell Peppers, Roast Potatoes)

→ Coffee and Dessert Square Station.

→ Main meals are gluten free/dairy free.
- 8:00pm, DJ (Chico & the Machine – Bob and Daniel) will arrive to set up sound system and lights. Thank you speeches, and words of encouragement will be done at time (Harbour is providing microphone and stand). Photography will be continued.
- 9:00pm-2:00pm: Dance will be held for the rest of the night. Cash bar will be running, continued photography until 10:30, Poutine will be served at 11:00pm (Harbour is confirming that they can do a vegetarian gravy – would only serve a vegetarian gravy option, they are most likely able to do this for us).

- **Important Dates:**

Monday, February 6th/2017 – Thursday, March 23<sup>rd</sup>/2017:

- Period of Ticket Sales. (300 tickets) – additional individuals who want to come will be put on a wait list, and with discussion with the Harbour for possible accommodations. The first 100 tickets will be sold for \$55.
- There will google document attachment on the Facebook page for seating arrangement groups (Options for both tables of 8/ Tables of 10).
- Individuals must confirm on the google document either Option 1 or Option 2 for their meal request. Any dietary restrictions or concerns must be emailed to events prior to March 24<sup>th</sup>.
- Payment will be done via Tilt. If required a different method of payment, must contact events.
- Nursing Students can bring one additional individual not affiliated with nursing (NOT included in the ticket). Will be required to write the name of the +1 they are bringing in the google documents as well, and the table.

Friday, March, 24<sup>th</sup>/2017:

- Required to give the Harbour an estimated number and meal selection (Gap Period will be for printing out individualized tickets)

Monday, March 27<sup>th</sup>/2017 – Friday, March, 31<sup>st</sup>:

- Ticket Pick Up

Thursday, March 30<sup>th</sup>/2017:

- Required to Give Guaranteed Numbers and meal Selection.

Friday, March, 31<sup>st</sup>/2017:

- Team From 5:00 – 5:30 for decoration of the venue, welcoming the student constables and their supervisor, confirming details with the Harbour
- Rotations for Coat Check Supervision for fundraising.
- 1:30am-2:00am: Assist with clean-up, departures, (making sure students have a safe way of getting home) Payments.

- **TARGET GOAL: WANT 300 STUDENTS!**

First 100 Students:  $\$55 \times 100 = 5,500$

$200 \times 60 = \$12,000$

$= 17,500$

$\$48 \text{ ticket (Meal, Rental, Poutine)} \times 300 \text{ Students} = \$14,400$

$\$17,500 - \$14,400 = \text{Budget}$

- BUDGET: **\$3,100** (venue cost covered by meal)

Chico and the Machine: **\$450** (Paid After Event By Cash)

- Music, Sound System, Lights

Ajax Visual Photography: **\$649.75** (Paid By March, 17<sup>th</sup>/2017)

- Photo booth backdrop, Props, Professional editing of pictures, adding our Nursing Logo to the pictures, creation of an online album of these edited pictures, 5 hours of photography services.

Student Constables: **\$950** (Require Deposit)

- 5:00pm-2:00am 6 Constables and 1 Supervisor

-

Extra Spending Money from ticket Difference:

**\$1,050.25**

- Thank You Gifts
- Tickets (Individualized Ticket Invitation and Coat Check Tickets)
- Décor



# Nursing Science Society

## Assembly Meeting Minutes

**Date:** June 26, 2017

**Time:** 7:00 PM

**Minutes Taker (Position):** Alexandra Sobczak (Intern for Vice President Operations)

**Purpose of Meeting:** Biweekly NSS Assembly Meeting of February 8<sup>th</sup>, 2017

### In Attendance:

- Alexandra Palmeri (President)
  - Cortnie Lortie (Vice President, University Affairs)
  - Geoffrey Tai (Vice President, Operations)
  - Taylor Ramsey (Senator)
  - Kaitlyn Meloche (CNSA Official Delegate)
  - Holly Dye (CNSA Associate Delegate)
  - Christine Figeys (Events Commissioner)
  - Matthew Secord (Academic & Professional Development Commissioner)
  - Erin Roach (Social Issues Commissioner)
  - Rowan Sandford Ladon (Health and Wellness Commissioner)
  - Alexi Honsberger (Head Cape)
  - Olivia Owsiany (Kingston Nursing Student Conference Director)
  - Julia Kruizinga (Intern to President)
  - Kelsey Elchuk (Year 4 Class President)
  - Brianna Sitwell (Year 3 Class President)
  - Year 2 Class President
  - Catriona Buckley (Year 1 Class President)
  - Ashley Poffenroth (AST 4 Class President)
  - Sara Stephenson (AST 3 Class President)
  - Alex Troiani (Intern to Vice President, University Affairs)
  - Alexandra Sobczak (Intern to Vice President, Operations)
  - Other:  
Bryn Rauhussar-Routledge (Head Cape '16)  
Caroline Frankfurter (Speaker)
- Absences
- \* Kelsey Elchuk has been excused due to illness

## Meeting Minutes

- 7:04 PM President calls meeting to order with the introduction of the agenda
- 7:06 PM Presentation of Motion #1 as presented in agenda. Unanimously voted for.
- 7:07 PM Presentation of Motion #2 as presented in agenda. Unanimously voted for.
- 7:07 PM Speaker's Business: will be voting on Speaker and Deputy Speaker.
- 7:07 PM Kingston Nursing Student Conference Director Report. The KNSC went really well. 16 different companies used as sponsors, including for raffle prizes. 160 individuals came to the conference, just delegates not including speakers (last year was 130 with speakers). Tickets were \$45 this year, and there were two large fundraisers: pictures with Odin, and Raffle ticket sales (60). Room rental cost approximately \$900.00. After calculations, there was a profit of approximately \$400. There was a diverse group of students from many schools such as Nipissing, Laurentian, Ottawa and Humber.
- 7:10 PM Former Head Cape Report (O'Week 16): Annual proximal spending for Orientation Week was \$20, 230. This year, we ended up spending more than we thought, due to increase in prices for concert tickets and new supplies- new tarps, paint, electric cords, etc. There were some issues with suppliers, so there were a few rush orders that increased our cost and made us go over budget. 8 Nursing Orientation Committee (NOC) members decided to decrease Cape fees from \$70 to \$60, so there was some loss there. Lost \$1400, from decreasing cape fees and taking out traditional fundraisers; there was also an issue with fundraising through using bottle drives. We also lost a committee member. Fee for incoming students was \$155; this includes the tams that are \$11.90, concert tickets, busses, food alone was \$4269, handbook printing, coveralls and paint. Large number of students applied for bursaries this year, which took a bit out, but we were happy to help. In regards to the bank account, there was a surplus. Due to the nature of Orientation Week, it was important to keep the surplus for damage costs and the like, so we are leaving the surplus to 2017. We could not collectively decide on a cause, so we believed to keep it for the next Orientation Week.
- 7:18 PM President inquiring if the surplus is an accumulation of past years.
- 7:18 PM Former Head Cape states that every year, incoming student fees zero out spending. Couple of years ago, the account was in debt. We raised a lot and decided that would be used as surplus.
- 7:19 PM Head Cape 2017 Report. It is estimated, based on the expected and from past years, that \$20, 500 will be raised from registration fees, and that \$20, 300 will be spent on

the activities, meals, busses, and concert. Currently fundraising from chocolate bars, 50/50 raffles and bottle drives. We had a successful first bottle drive and are continuing chocolate bar sales. We have collected money from the first box and from the 50/50.

- 7:22 PM President's Report. Welcomes everyone to Week 5 and encourages members to reach out if they need help with anything or support. Waiting for the cost breakdown and sizing charts for the Clinical Sweaters. In regards to the AMS election and the new incoming Executive Council and Trustee, please let President know if you would like to be in contact. Also, please encourage classes to fill out survey for fall term break, need nursing-specific result for the faculty from. The fall break will be implemented not for next year, but the year after. The AMS is hiring for positions now, including the Engineering Society at the Tea Room. We will move the topic of the #We The Nurse Campaign to next week.
- 7:25 PM Vice President Operations Report. Looking over the proposed budget and looking at setting up a timeline to release the budget to all nursing students (Feb 17<sup>th</sup>/Feb 27<sup>th</sup>), as well as presenting the proposed budget to all the nursing students (Friday March 3<sup>rd</sup>). Also, please fill out the Special Skills Survey so we know everyone's skills.
- 7:27 PM Vice President University Affairs Report. Met with Laura Walker to discuss the March Break Open House, and will be sending out an email next week to gather volunteers. Also just held AST NOC hiring with Alexi and Alex, and it went very well- the team is decided upon.
- 7:28 PM Presidential Intern Report. All NSS bios are up on the Instagram and Facebook page. Also hoping to start a bulletin board in the School of Nursing lounge so the students also have that information there as well.
- 7:29 PM VP Operations Intern Report. Study Buddies hiring went very well, and we are looking forward to getting the NSS shop started as well as ordering the #WE THE NURSE jacket bars.
- 7:30 PM VP University Affairs Intern Report. AST NOC hiring went well.
- 7:31 PM Senator's Report. The Senate on January 31<sup>st</sup> revised the Sexual Prevention and Response Policy. Any questions please send to Taylor. There also came about the issue of student appeals, looking into practicum supervision and the changes that can be made. The concern on practicum supervision is due to worries that there were not specific enough policies on evaluation; SCAP decided that they will not be pressing the issue because they do not see it to be that large of a concern. The Constitution is still being worked on. In regards to position portfolios: if there are necessary changes that need to be made, let Senator know.

- 7:33 PM Suggestion from President for everyone to meet with Taylor to discuss your positions and what pertains to it and the position's goals, and checking that everything is up to date, as part of the larger process of rebuilding the current Constitution. was not specific enough policies on evaluation, SCAP decided that they will not be pressing the issue because they do not see it to be that large of a concern. The Constitution is still being worked on. In regards to position portfolios: if there are necessary changes that need to be made, let Senator know.
- 7:34 PM Health and Wellness Commissioner Report. For the NSS Blood Pressure Clinic, QFA is delighted to have the Nursing students join them for their CPR on March 2/3. We just need to decide on a day to begin. Also, will be meeting with Katie Coulton to discuss our wellness survey that we will launch to students. Met with Presidential Intern to discuss our Wellness Manual to go over resources. Any ideas- please send to Health and Wellness Commissioner and/or Presidential Intern. Fun idea of thinking of adding in a section on 'How To Be An Adult' with skills such as how to make a pot of coffee, etc.
- 7:37 PM Social Issues Commissioner Report. In regards to the drive for feminine hygiene, other faculties who previously partook in such a drive were contacted to provide some ideas for ideas. Please share the graphic of the event. Also, the Bystander Intervention Training is at 4:30pm on Friday in the Student Lounge.
- 7:38 PM Academics and Professional Development Commissioner. Study Buddies is currently a go; will be meeting with the teams very shortly and are looking to start the sessions for next week. Psychology session will run weekly, Health Assessment will be run for the midterm and final, and Anatomy will be run for the Midterm and Final. Help would greatly be appreciated in spreading the word of the program,
- 7:41 PM Events Commissioner Report. Tickets sales for the formal have begun. Also possibly looking at getting into contact with the Engineering Coordinator for an event during second semester. Also looking to contact hospital to see if there can be any volunteer opportunities for the students to work with children at the hospital. The President suggests that there will be a budget meeting on Friday and there should be a strong emphasis on trying to keep down ticket prices and make it affordable as possible.
- 7:46 PM CNSA Report. At the Regional Meeting, there were great ideas from other schools to get more involvement in CNSA- one school does tank top/t-shirt sales for fundraising and subsidize students going to the conference; great opportunity and to learn from. Another idea to individually subsidize students would be for students to submit an essay on why they want to attend and what they think they would learn. Welcome package for clinical for

incoming students- key for upper years, and would prevent from feeling clueless and offer reassurance throughout clinical, offering advice from upper years talking about challenges and what they learned from them and how to deal with them. Other ideas include making newsletters, creating a CNSA committee, faculty wine & cheese. We took notes at each of the workshops, and will send you the notes regarding that. At the moment, all of what CNSA is doing is NCLEX updates. The integration of the NCLEX has not been ideal as Francophone pass rates have plummeted, the content is not all Canadian, and we have lost content on indigenous health and Canadian content. Furthermore, no one put in a bid for the next regional meeting, we would like to put in a formal bid, need to ask Cheryl. This would allow having students from all over ON and QC for workshops; uniquely situated in Kingston. Still need to chat with Cheryl and are meeting with her on Friday. If Cheryl says yes, the conference will be held in the fall to prevent the overlap of the CNSA regional conference and KNSC. Also need to speak with Cheryl about finances- the hidden fees need to be discussed, as they are not disclosed: grad fees, NCLEX fees. Also looking to add a corkboard/bulletin board in the SON regarding CNSA and their updates.

- 7:56 PM Inquiry from Senator regarding how much of the planning would fall on Queen's Nursing should the event be held at Queen's.
- 7:56 PM CNSA delegates respond by saying that they would look into large-enough spaces, and can cap the audience, probably would allow 200-300 attendees. CNSA looks more at national, but ONA has a good relationship with the CNSA and they may be able to supply us with financial support. Other schools are able to reach out and provide us with contacts.
- 8:00 PM Year 1 President Report. Band-Aid Tag was a success. Year 1 President and VP Fundraising are meeting with a retirement home to see if there are any volunteer opportunities for the nursing students.
- 8:01 PM Year 2 President Report. Introduction of Dara Sheere, who stepped in for Cortnie as Yr. 2 President. Recently had first meeting with Year 2 Class Council to discuss possible events and fundraising for the year for Year 2.
- 8:02 PM Year 3 President Report. There will be a class council meeting to discuss the hiring of the pinning and formal committee.
- 8:03 PM Year 4 President Report. The Year 4 President could not be in attendance due to illness.
- 8:03 PM AST 3 President Report. The AST 3 President could not be in attendance due to illness. On behalf of the AST 3 President, the President would like to announce that the AST 3 Council raised \$230 from their bake sale.

- 8:04 PM AST 4 President Report. The Grad Committee is working on the class slideshow, collecting baby pictures and going over costs in a class meeting. Funding is currently good, and there are a couple of fundraisers planned. There were also a few people who went to volunteer at Martha's Table.
- 8:06 PM President asks for questions with regards to reports.
- 8:07 PM VP Operations asks Health and Wellness Commissioner about a potential yoga event that was planned for February 11<sup>th</sup>, 2017.
- 8:07 PM Health and Wellness Commissioner responds that that particular event will not be occurring, and is looking for yoga that will be more cost-effective
- 8:08 PM Social Issues Commissioner suggests asking Queen's Yoga, and they may do it for free.
- 8:08 PM Year 3 President asks Events Commissioner what would occur if not enough individuals show up to the Formal in order to sustain the venue.
- 8:09 PM Events Commissioner explains that the prices of the tickets would not change. No matter the numbers, the ticket prices stay the same.
- 8:10 PM The President asks the Events Commissioner what the breakeven number is. The Events Commissioner answers 210.
- 8:11 PM Social Commissioner asks if the photographer would be willing to possibly reduce costs, possibly even hiring a student photographer. The President suggests that if photography costs are reduced, the students who already paid for tickets would; be reimbursed for that cost so they would not have overpaid.
- 8:12 PM The Academic & Professional Development Commissioner asks how many individuals have signed up for tickets already. The Events Commissioner says that 10 people have signed up. The Academic & Professional Development Commissioner suggest posting the event on the AST page, and follow through with a second round of posting. The Events Commissioner also states that the photographer is \$650 and that drops are going to be used in the background.
- 8:14 PM The President brings up that the venue cost is covered in ticket sales and is proportional to tickets sold. The venue cost per student varies on the meal (average=\$48), and the DJ is a standard cost. The Student Constables cost could go down depending on the amount of people present. The photography for \$650 could be cut down by looking for other photographers to lower ticket costs. Other fundraising events will be considered to fund for the event. The priority is to lower the cost and compensate costs for students.

- 8:17 PM President calls Motion #3 to order as seen by in Appendix A. Unanimously passed by members of assembly.
- 8:20PM Vice President University Affairs calls Motion #4 to order, Nomination for Deputy Speaker- the Deputy Speaker will take on the role should the Speaker be absent. Senator nominated and accepts nomination, unanimously passed by members of assembly.
- 8:22PM President calls Motion #5 to order as seen by in Appendix B. Unanimously passed, motion carries.
- 8:23PM President calls Motion #6 to order as seen by in Appendix B. Unanimously passed, motion carries.
- 8:24PM President calls Motion #7 to order as seen by in Appendix B. Unanimously passed, motion carries.
- 8:25PM President calls Motion #8 to order as seen by in Appendix B. Unanimously passed, motion carries.
- 8:26PM President calls Motion #9 to order as seen by in Appendix B. Unanimously passed, motion carries.
- 8:27PM Academics and Professional Development Commissioner presents Closed Session.
- 8:45PM Motion to have meeting adjourned. Motioned by President, seconded by Vice President Operations. Unanimously approved.