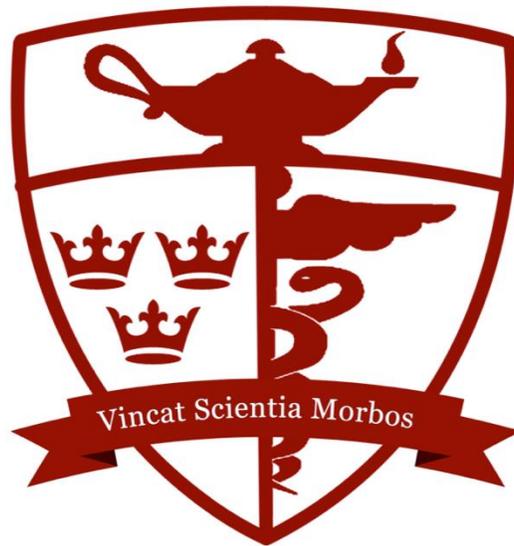


Nursing



Science Society

- Assembly -

Wednesday, January 25th, 2017

7:00 pm – Dunning Hall, Room 12



Nursing Science Society

Agenda

1. **Motion #1** – Approval of the Agenda of the meeting of January 25th, 2017
2. **Motion #2** – Approval of the Minutes of the meeting of January 11th, 2017
3. Speaker's Business
4. Guest Speakers
 - a. Team MTW: Aniqah Mair, Julie Tran, Landon Wilcock
 - b. Team JBP: Jennifer Li, Brian MacKay, Palmer Lockridge
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 – New Motion #3-7
11. Old Business - None
12. Discussion Period – NSS Campaign: #WeTheNurse
13. Closed Session
14. Speakers Closing
15. Adjourn



Nursing Science Society

Motion Sheet

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

Moved By: Geoffrey Tai

Seconded By: Alexandra Palmeri

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

Moved By: Cortnie Lortie

Seconded By: Alexandra Palmeri

Motion #3 – *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#4 – *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#5 – *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#6 – *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#7 – *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



Hello Dearest NSS Assembly,

I hope you've all enjoyed a fantastic first couple of weeks of the new semester. We have been hard at work meeting with the interns, class presidents, and exec council to ensure that this year is the best one yet! We are super excited to see all of the goal plans coming forward this week and look forward to finalize plans with the help of each of you.

I've been in tune with School of Nursing Academic Council, Undergraduate Curriculum Committee and the AMS world these past couple weeks, and am happy to report that everything is moving along well in each of those departments. I will provide further updates verbally.

With AMS Elections up and at 'em, we have two Executive Teams vying for support from our students:

1) Team JBP: <http://votejbp.strikingly.com/>

2) Team MTW: <http://votemtw.com/>

I encourage you all to stay informed and do your research as the campaign period progresses. A friendly remind that should you should to actively support any candidates, you must refrain from identifying yourself as an NSS Executive member.

Example: "Hi, I'm Alex – a nursing student – and I support" = A-Okay!

"Hi, I'm Alex – NSS President – and I support" = NOT GOOD!

*Please also ensure that if you change your cover photo or profile picture on social media to support a team, you must remove your NSS work position from your *About Me* section if it exists.

All in all, HAVE FUN AND GET ENGAGED!! Election season is a super fun time when students are PUMPED about making Queen's a better place! We look forward to welcoming both teams to our meeting this week. ☺

Apart from elections, I am also working with Julia to get some lovely Intern projects up and going, as well as with Cortnie and Geoff to ensure that our society is financially sustainable and that all of you have the support and resources necessary to thrive. Nursing Clinical Sweaters are also in the works so stay tuned..... Oh, and one more thing: Council discussed an NSS-wide campaign for this semester, so look forward to more details and a plan on that one in the near future.

Can't wait to see you all SOON! ☺

Vincat Scientia Morbos,

Alexandra M. Palmeri

PS- Be sure to follow our new Instagram account: @QueensNSS!!!

The Vice President, Operations

Report to Assembly

Geoffrey Tai

vpops@nss.queensu.ca



Hello everyone,

Funding and Events and Communication Application Forms

Keep sending them in!!! We're trying our best to respond within 3-5 business days for each application so if you don't get a response within that timeframe, give us a gentle reminder and we'll get on it. My intern will also be helping out so hopefully this will make the process even faster!!

NSS Office Hours

I'm going to try sending out a sign-up reminder for office hours for Friday afternoon with deadline at Saturday night. If an earlier reminder is needed, let me know and I can post the sign up even earlier.

NSS Website

Currently, my intern and I are going through the website to see what needs to be changed or updated. Alexandra has provided many useful ideas, including making the website more accessible to all. We will also begin adding tabs for Study Buddies and CNSA when the time comes

NSS Budget

Budget planning will start once all predicted budgets from the commissioners have been researched and assessed. All other additional expenses with regards to NSS have been assessed and I will hopefully have the final predicted budget for at least this semester (and maybe next semester's) completed by next Assembly Meeting (February 8).

In other news:

- Blue Jays have resigned Jose Bautista to a one-year, 18 million dollar contract with incentives and mutual options for 2018 and 2019
- Demar Derozan has been named as an Eastern Conference NBA All-Star Starter
- The Leafs are in a playoff spot and fans are currently waiting for the inevitable slide to the bottom of the table.

Vincat Scientia Morbos,

Geoffrey Tai

The Vice President, University Affairs

Report to Assembly

Cortnie Lortie

vpua@nss.queensu.ca



Hello Everyone!

I hope you all had a wonderful week two and great beginning to week three! I first of all wanted to say how excited I am to be working with all of you over the next year! After meeting with almost all of you, I am amazed by all of the great ideas, excitement and dedication that has already been seen!

AMS Meeting

Last week I had the opportunity to attend my first AMS meeting with Alex and Julia. It was really interesting and there were a few large topics that we addressed such as:

- Changes to the Commission of Environmental Affairs
- Options for the Fall Reading Week

I found the meeting very interesting and am very excited to attend the next one!

March Break Open House

The MBOH will be held on Saturday, March 11th 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. Some of these plans include:

- NSS Station in the student lounge
- Campus Tour
- NSS Talk
- AST Section

I am meeting with Laura Walker from the School of Nursing on Wednesday with Alex to begin planning and will be able to update you at Wednesday's meeting.

NSS Instagram

If you haven't already followed us, be sure to check out @queensnss on Instagram!

I am super excited about this and think that it will be a great way to introduce the members of NSS, advertise events, and keep all nursing students in the know! If you have any photos that you would like to be posted on the gram, send them my way with your caption!

Vincat Scientia Morbos,

Cortnie Lortie

The Presidential Intern

Report to Assembly

Julia Kruizinga

j.kruizinga@queensu.ca



Hello everyone,

After being able to sit in on the past meeting and hear all your wonderful ideas for the upcoming year, I am so excited to be able to offer my help! If you need any help with any projects, feel free to reach out to me.

I had the pleasure of attending AMS Assembly this past Thursday. It was a wonderful opportunity to be able to see what kind of issues our student leaders are dealing with and learn more about the process, policies and procedures for addressing student issues.

I am personally so excited for all the ideas NSS 2017 has and I have in mind a few projects that I would love to help with. You should have received an email this past week about bios for the NSS 2017 team and hopefully those will have already begun or will be starting shortly as it is one of my goals to bridge the gap between NSS and fellow students. I'm hoping to start a bulletin board in the student lounge with the hopes of making students more knowledgeable and aware of whom they can go to with concerns.

I can't wait to begin collaborating with you all and I look forward to a wonderful semester,

Julia Kruizinga

The Vice President, Operations Intern

Report to Assembly

Alexandra Sobczak

a.sobczak@queensu.ca



Hi everyone! Hope everyone is doing well! Everyone has so many fantastic ideas for this semester, and I am ecstatic to work with all of you in making this semester the best one yet!

Website Update

I recently met with Geoffrey to discuss the NSS website and its current updates as well as any new features we would like to add/remove. Some examples of these things are:

- Contact Us: links to the social media pages (Instagram, Facebook, possibly Twitter)
- CNSA tab and Study Buddies tab
- Photo Gallery
- Blog Updates: articles from Queen's Journal, CNSA, ONA, RNAO- that pertain to Queen's Nursing Students
- Resources: Application (verbally elaborated at meeting)

Budget Forms/Office Hours

I will also assist Geoffrey in going over the budget and budget/funding forms that have been submitted by Nursing students for various initiatives. I will also try to work with Geoffrey in doing office hours

NSS Merchandise

Very exciting! We are looking at selling #We The Nurse jacket bars (#We The Nurse movement), syringe pens, bucket hats, pens, NSS lanyards, clinical sweaters, wristbands, ¼ zips (?). We would make an online shop on the NSS page, and update it with items to sell, when they would be available to purchase, as well as notification if they are sold out. I will verbally elaborate at the meeting we will have more information by then on pricing and suppliers, and how payment will work. Please let me know if there have been any strategies or ordering methods that you found to be convenient and that work.

I will elaborate more on the ideas at the meeting. I look forward to hearing everyone's suggestions and ideas at the meeting!

The Vice President, University Affairs Intern
Report to Assembly
Alex Troiani
alex.troiani@queensu.ca



Greetings NSS Members,

AST NOC Hiring

I will be working with Cortnie to interview potential NOC candidates on February 1st.

March Break Open House

I will also be working with Cortnie on the March Break Open House. We had a meeting with Laura Walker earlier today regarding this.

Wristbands

Since we are looking to promote the role of the nurse this semester, I am looking for ways to get the word out. One idea could be to hand out wristbands to students with the slogan #WeTheNurse. For the open house with could hand out wristbands with the slogan as well as perhaps any other promotion we would like such as where they can contact/find the NSS. Wristbands are fairly cost effective (15 cents each, cheaper as bulk order). I would appreciate any feedback/ideas/suggestions regarding this.

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



"Success isn't just about what you accomplish in your life, it's about what you inspire others to do".

Academics and Professional Development Commissioner

Report to Assembly

Matthew Secord

academics@queensu.ca



See Appendix B.

Health and Wellness Commissioner
Report to Assembly
Rowan Standford Ladon
13rsl5@queensu.ca



See Appendix C.

Social Issues Commissioner

Report to Assembly

Erin Roach

eerkr1@queensu.ca



I have no updates at this time, but I am may have some verbal updates on Wednesday after Equity Caucus.

See Appendix D.

Social Issues Commissioner

Report to Assembly

Christine Figeys

events@nss.queensu.ca



See Appendix E.

CNSA Official and Associate Delegates

Report to Assembly

Kaitlyn Meloche & Holly Dye

cnsa@nss.queensu.ca



Hello everyone!

We are sorry we can't be at the meeting this week but we are currently in Winnipeg at the CNSA National Conference. Follow our updates by looking at our album on Facebook and the new Instagram account! At the conference we will be networking with the other delegates to see what they are doing to incorporate the CNSA with their students. We hope to broaden our own ideas for how our student body can become more involved with the CNSA by talking to the other schools. As we are bringing ideas back from the conference, we would like to wait to present our full semester report.

Sincerely,

Kaitlyn and Holly

CNSA Official and Associate Delegate

Head Cape, Nursing Orientation Week

Report to Assembly

Alexi Honsberger

nursingorientation@ams.queensu.ca



Year 1 Class President

Report to Assembly

Caitríona Buckley

caitriona.buckley@queensu.ca



Verbal Report

**Year 2 Class President
Report to Assembly**



TBA

Year 3 Class President

Report to Assembly

Brianna Sitwell

13bs66@queensu.ca



Hey everyone, I hope you all had a great week, your semester is off to a great start!

We had our first class council meeting of the semester on Friday the 20th!

Childhood Cancer Fundraiser

- We had a father daughter duo (Ken and Meghan Cross) come and speak to our 370 class about pediatric cancer last term
- Would like to run a fundraiser to raise money for Coast to Coast, the national ride that Ken participates in every year, 100% of funds go to childhood cancer
- Thinking of making a committee and planning an event
 - o He mentioned 6 or so years ago NSS was involved in the Inside Ride to raise money, and were thinking we would like to do something similar, and potentially make it a tradition
- Class council had a meeting about this this past Friday, and will be working on it more at the next meeting

Pub Crawl

- Went well, we didn't sell all the shirts though.
- Thinking to do another one after reading week! All those who already bought a shirt can come for free!
- Everyone who went really seemed to enjoy it!

Fundraising:

Raffle Ticket Idea:

- Talked about doing a raffle ticket idea similar to the AST 4
- Messaged Ashley about how they got their class interested in selling the tickets
- Possibly have an incentive?
- Hope to get this going by week 4!!

Presentation:

- I worked on a PowerPoint presentation over the break, outlining where we are at financially, and what we still need.
- Also outlines the roles of each committee, and a link to sign up for the committees (pinning, formal, yearbook, setup/takedown).

- Waiting for exec's approval, then will be visiting our class to go over the PowerPoint

Year 4 Class President

Report to Assembly

Kelsey Elchuk

12kle1@queensu.ca



Hey everyone! Congrats on making it to semester two! I can't be at NSS Assembly tonight because I'm busy working in the ICU. Consolidation is AMAZING and totally worth all of the hard work, so keep on trekkin! Here are some updates about what our council has been up to.

Social

- ❖ Planning a social event for week 12 (formal pre-party?)

Pinning

- ❖ Pinning ticket money collected
- ❖ Pin order placed with Jostens
- ❖ Pinning awards, MC and valedictorian have been voted on
- ❖ To do: book a venue, caterer, photographer, decorations, design programs

Formal

- ❖ Venue booked, menu selected
- ❖ Ticket money collected
- ❖ Seating chart and meal selection Google Form released soon
- ❖ Graphic designer hired to create invitations, tickets, logo, and welcome sign
- ❖ To do: book a DJ, decorations, photographer, Snapchat filter, etc

Yearbook

- ❖ Yearbook editors have continued using the online software
- ❖ Online store for payment
- ❖ Approximately \$1000 in advertisement funds collected to date
- ❖ Collected first day of consolidation selfies
- ❖ Google Form for inputting grad quotes
- ❖ Signature sheets to be distributed at "party" with the profs in Week 12

Other

- ❖ Working with Primetime to negotiate process and price for number removal and replacement on nursing jackets (\$30 per jacket + \$7 shipping, offered once a year, not liable for damages to jackets) – THOUGHTS?

AST Year 3 Class President

Report to Assembly

Sara Stephenson

11ses10@queensu.ca



Hi Everyone! How come no one told us how hard second semester is?

Hot Yoga

- On Tuesday we are going (went) to Samatva downtown for an hour and fifteen minutes of sweaty wellness activity

Bake Sale

- On Tuesday January 31 we are having a bake sale in the ARC. We have requested everyone in AST '18 to sign up for either baking a treat or donating their time to sit at the table

Valentine's

- We are going to sell raffle tickets for a dinner and a bottle of wine
- AST '18 will be selling tickets
- Draw will be the Monday before Valentine's day

Professional Event "Beyond the Bedside"

- In week 8 we will have a nurse researcher, nursing professor nurse practitioner, public health nurse, home care nurse, administrative nurse, correctional ER nurse; nurse's working in roles that focus less on direct patient care
- We have started our list of contacts but we welcome any suggestions
- Questions boxes for each speaker in advance

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





Nursing Science Society

Appendices

Appendix A: Society Structure

Policy Addition or Amendment Submission Form

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

Mover		Seconder	
Name:	Alexandra Palmeri	Name:	Geoffrey Tai
Position:	President	Position:	VP Operations
Email:	president@nss.queensu.ca	Email:	vpops@nss.queensu.ca

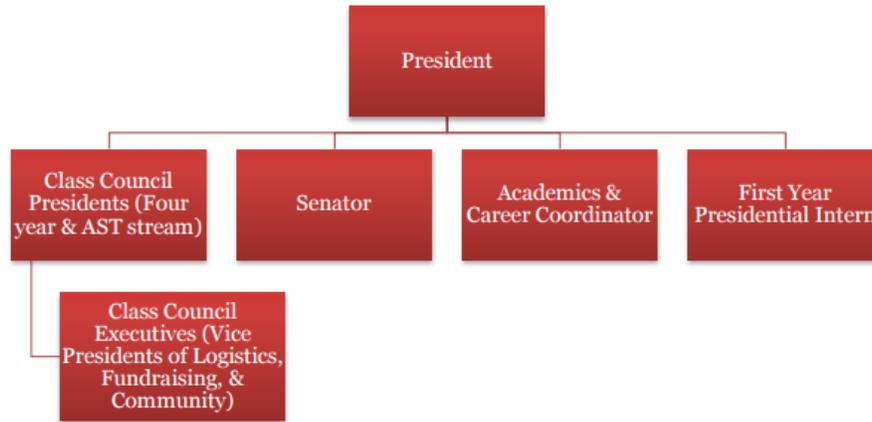
Executive Summary (1-page maximum – font size 11 pt)
<i>Briefly summarize the rationale for the proposed policy change. Please identify the problem the change attempts to solve, and how the change will solve it.</i>
Fitting to the new changes in our society’s structure, we propose the following updates 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.

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

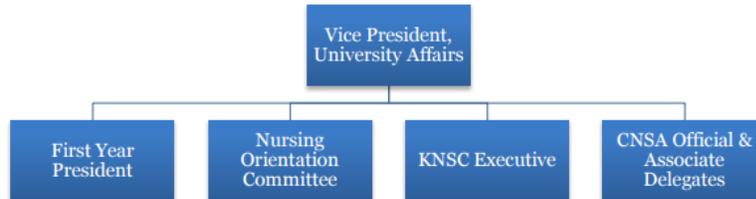
Current Structures:

ARTICLE V: EXECUTIVE STRUCTURE

Section 1: The Presidential Umbrella



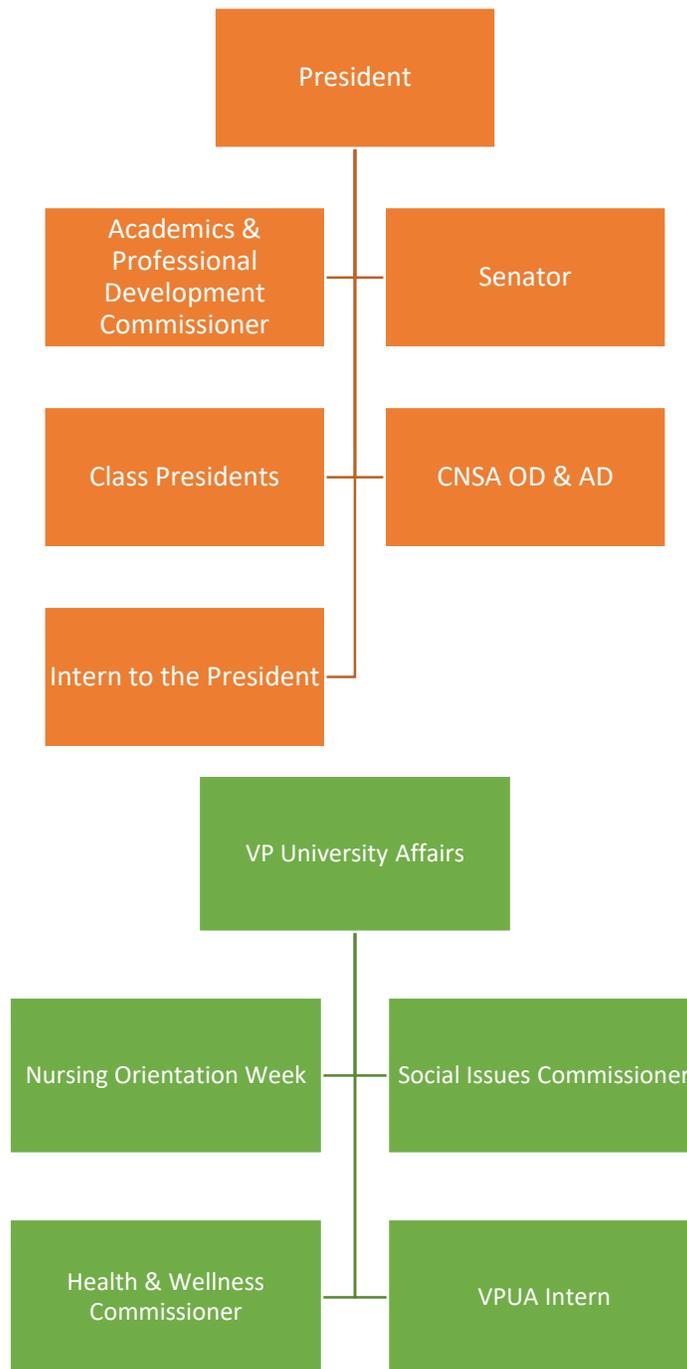
Section 2: The Vice President, University Affairs Umbrella

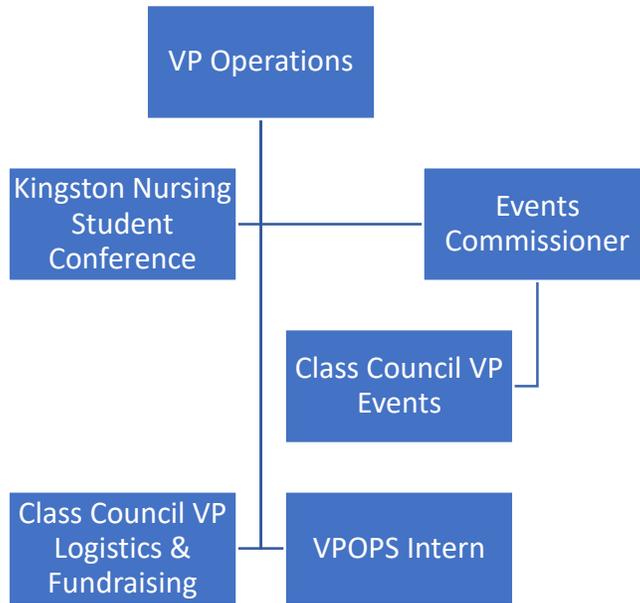


Section 3: The Vice President, Operations Umbrella



Proposed Structures:







Nursing Science Society

Appendix B

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. 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 ½) 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 ½ + 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 C:

Health & Wellness Commissioner Goal Plan

Winter

Hot Yoga with Moksha Studio

Date: Saturday February 11th ; 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 13th or 27th; 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 7th; 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: mccourtv@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 couple 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 24th 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 D: 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 E:

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 26th/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 18th:

- March 18th, 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 23rd/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 24th.
- 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, 24th/2017:

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

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

- Ticket Pick Up

Thursday, March 30th/2017:

- Required to Give Guaranteed Numbers and meal Selection.

Friday, March, 31st/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, 17th/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: January 25, 2017

Time: 7:20 PM

Minutes Taker (Position): Geoffrey Tai (Vice President, Operations)

Purpose of Meeting: NSS Assembly Meeting of January 25th, 2017

In Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Alexandra Palmeri (President) | <input type="checkbox"/> Kelsey Elchuk (Year 4 Class President) |
| <input checked="" type="checkbox"/> Cortnie Lortie (Vice President, University Affairs) | <input type="checkbox"/> Brianna Sitwell (Year 3 Class President) |
| <input checked="" type="checkbox"/> Geoffrey Tai (Vice President, Operations) | <input checked="" type="checkbox"/> Year 2 Class President |
| <input type="checkbox"/> Taylor Ramsey (Senator) | <input checked="" type="checkbox"/> Catriona Buckley (Year 1 Class President) |
| <input type="checkbox"/> Kaitlyn Meloche (CNSA Official Delegate) | <input checked="" type="checkbox"/> Ashley Poffenroth (AST 4 Class President) |
| <input type="checkbox"/> Holly Dye (CNSA Associate Delegate) | <input checked="" type="checkbox"/> Sara Stephenson (AST 3 Class President) |
|
 | |
| <input checked="" type="checkbox"/> Christine Figeys (Events Commissioner) | <input checked="" type="checkbox"/> Alexi Honsberger (Head Cape) |
| <input type="checkbox"/> Matthew Secord (Academic & Professional Development Commissioner) | <input checked="" type="checkbox"/> Olivia Owsiany (Kingston Nursing Student Conference Director) |
| <input checked="" type="checkbox"/> Erin Roach (Social Issues Commissioner) | <input checked="" type="checkbox"/> Julia Kruizinga (Intern to President) |
| <input checked="" type="checkbox"/> Rowan Sandford Ladon (Health and Wellness Commissioner) | <input checked="" type="checkbox"/> Alex Troiani (Intern to Vice President, University Affairs) |
| | <input checked="" type="checkbox"/> Alexandra Sobczak (Intern to Vice President, Operations) |
| | <input type="checkbox"/> Other: |

Kelsey Elchuk has been excused from meeting due to conflict with integrated practicum.

Brianna has been excused due to prior family commitment.

Kaitlyn Meloche and Holly Dye have been excused due to attendance at the CNSA national conference.

Matthew Secord has been excused due to extenuating circumstances.

Taylor Ramsey has been excused due to illness

Meeting Minutes

- 7:20 PM President opens up Assembly with introduction to the Team JBP.
- 7:21 PM Team JBP presents their platform to the NSS assembly
- 7:25 PM Team JBP takes questions from the assembly.
- 7:33 PM Team MTW presents their platform to the NSS assembly.
- 7:37 PM Both Team JBP and MTW take questions from the assembly.
- 7:48 PM Closing statements provided by Team MTW
- 7:49 PM Closing statements provided by Team JBP
- 7:50 PM Conclusion for guest speakers provided by President
- 7:52 PM President offers quick 5 minute break for assembly
- 7:58 PM President calls meeting to order with the introduction of the agenda
- 7:59 PM Presentation of Motion #1 as presented in agenda. Unanimously voted for.
- 7:59 PM Presentation of Motion #2 as presented in agenda. Unanimously voted for.
- 8:00 PM Introduction of new Year 2 President, gallery
- 8:01 PM President clarifies process for the process of how the position of Year 2 President was determined. Will make announcement to Year 2 about process so that they can be informed. President moves on to Guest Speakers, and reiterates looking through the platforms
- 8:03 PM President discuss President's report. #WeTheNurse campaign is a potential year project to help represent nursing students. Meeting with School Of Nursing went well. President and Year 4 President were able to sit in on curriculum committee on the review of nursing course titles. Course numbers will stay the same but only the course title will change.
- 8:06 PM President speaks about highlights from AMS meeting last Thursday. Redistribution of Environmental Affairs Commission to other services in the AMS as well as new guidelines and goals to different aspects within the AMS.

- Ratified candidates for the next AMS election. Suggests for individuals who would like to learn more about AMS to speak with President and VPUA
- 8:08 PM Clinical sweaters will be black cardigans and will be allowed in the hospital and has been approved by the Director of the School of Nursing. Still waiting for pricing and sizes. Possibly creating a financial form to support those in needs for the clinical sweaters
- 8:10 PM Vice President University Affairs presents report. March Break Open House will be March 11th. Will be meeting with Laura Walker to discuss itinerary. Some changes to the itinerary possibly (adding NSS station in student lounge – idea appears to be well received by School of Nursing; Also add AST station and how to market it). There will be two sessions of campus tours offered at Queen’s so there may be further changes in tours and itineraries
- 8:12 PM Vice President Operations presents report. Office hours for the NSS office were discussed. Year Presidents were encouraged to send their timetables to Vice President Operations. Discussed about the NSS website and whether assembly would like any additional changes. NSS Budget will hopefully be done by February 8th
- 8:16 PM Intern to President presents report. Working on the NSS Presents project and encourages people to submit their information as soon as possible. Interested in working with the commissioners and their goals. Will be sitting on the Agnes Benedict Tricolour Committee.
- 8:18 PM Intern to Vice President Operations presents report. Submitted application for the First Year Initiative Fund for the Study Buddies program. NSS Website changes include those mentioned by Vice President Operations as well as creating a photo gallery, updating the blog. Will assist in looking over funding request forms. Also interest in creating an online store for the NSS website to help with fundraising. Items may include syringe pens, NSS merchandise, bucket hats etc.
- 8:22 PM Intern to Vice President University Affairs. Plaque for the student lounge to the AMS. Will assist with AST NOC interviews. Interested in designing wristbands to hopefully promote the #WeTheNurse campaign as well as March Break Open House
- 8:24 PM Senator report presented by President.
- 8:24 PM Academics and Professional Development Commissioner report presented by President. Goals will still be presented in Appendix B. Will extend Study Buddies tutor hiring and interviews will also be postponed.
- 8:25 PM Health and Wellness Commissioner presents report. Guatamalen midwives are interested in talking to nursing students on March 25th and commissioner

will be assisting in advertising and organizing events. Starting to develop resource booklet that will work as a guide for FAQ with plan to publish by June. Will be meeting with Interfaith Chaplain

- 8:27 PM Social Issues Commissioner presents report. Equity Caucus meeting was held today. Inclusion committee was hired. Commissioner had questions with regards to the issues between clinical educators and instructors with nursing students. Will hopefully discuss with Medicine representative about possible solutions. President suggested to also approach Cheryl Pulling as the undergraduate is in charge of clinical instructor orientation and can hopefully discuss for possible changes
- 8:30 PM Events Commissioner presents report. Event planned for tomorrow and there doesn't appear to be any problems so far. Has discussed about possible event with Engineering. Student constables have been booked for the Nursing Formal event and a reasonable quote was established.
- 8:31 PM CNSA report presented by President. President encouraged following CNSA reps through social media
- 8:31 PM Head Cape report. Lots of AST NOC application were received and interviews are scheduled for next Wednesday. Fundraising has been good so far with bottle drives, ticket selling, and chocolates. Went to first ORT meeting with logistics coordinator.
- 8:33 PM Year 1 President presents report. 35 nurses showed up and there was a good turnout overall. Band-Aid tag has started for the year. Blood Donor Clinic went well today. Planning to have bottle drive day for Sunday.
- 8:34 PM Year 2 President presents report. Looking to host possible social events for the semester.
- 8:35 PM Year 3 President and Year 4 President report presented by President.
- 8:36 PM AST 3 President presents report. Rescheduled event for AST 3 to be sometime in the next two weeks. Bake sale to be next Tuesday. Valentine's Day raffle for Costco gift cards and other items. Hoping to have a speaker's series on the weekend of March 7th or March 21st. Hoping to do a bottle drive after St. Patrick's Day.
- 8:38 PM AST 4 President presents report. Had class council meeting and what grad committee will be working on. Hoping to bumper cost of yearbook through class council. Grad Committee will start budgeting and pricing events and items. Will be doing awards and will contact Vice President Operations. Hoping to have clothing sale and donate any additional clothes to the women's shelter. Hoping to do 2 big events (St. Patrick's event and end of the

semester event). President suggests possible advertising company to assist in the cost reduction for the yearbook.

- 8:42 PM President asks for questions with regards to reports
- 8:42 PM President declares that there is no new business.
- 8:43 PM President motions Motion #4 in the agenda. President introduces Appendix B in assembly agenda and goes over important points related to Appendix B. Key points were the study buddies program, career fair planning, workshops, and Health Assessment Workshops
- 8:46 PM Year 2 President had questions about Health Assessment Study Buddies session. President responds that sessions will be a mix of physical skills and information discussed during lectures
- 8:47 PM President calls Motion #4 to order as seen by in Appendix B. Unanimously passed by members of assembly
- 8:48 PM Health and Wellness Coordinator presents Motion #5 and Appendix C. Key points include the blood pressure clinic, cedar teaching on March 7th, yoga will not be with Moksha and health and wellness commissioner has been in contact with other yoga studios. Resource booklet will be worked on with Intern to President.
- 8:52 PM Vice President University Affairs suggests studio 330 for possible studio for yoga event.
- 8:53 PM President calls Motion #5 to order as seen by in Appendix C. Unanimously passed by members of assembly.
- 8:54 PM Social Issues Commissioner presents Motion #6 and Appendix D. Key points are the equity-based training. Speakers series, food drive competition (only logistic problem is how to collect food and money), and anxiety workshops
- 8:58 PM Vice President University Affairs had question for num
- 8:58 PM President calls Motion #6 to order as seen by in Appendix D. Unanimously passed by members of assembly
- 8:59 PM Events Commissioner presents Motion #7 and Appendix E. Grey's Anatomy event will be advertised once more. Hopefully will connect with Engineering for St. Patrick's Day event at Underground. Nursing Formal has been finalized and advertising will begin. Hoping to get in contact with rental dress business

- 9:04 PM AST 4 President had questions about capacity. Social Issues Commissioner had question about who will be able to attend. President had question about coat check fundraising for class councils. Events Commissioner answered questions (300 capacity, can expand; all years can attend; class councils will get chance to help. Year 1 President expresses interest)
- 9:07 PM President calls Motion #7 to order as seen in Appendix E. Unanimously passed by members of assembly.
- 9:08 PM President presents Motion #3 through Appendix A. President explains rationale for respective umbrella structures. Vice President University Affairs explains rationale for respective umbrella structure. Vice President Operations explains rationale for respective umbrella structures.
- 9:12 PM AST 4 President suggests having structure format all on a level playing field. President suggests moving VP Events down under Events Commissioner. Social Issues Commissioner also suggests moving down VP Fundraising and Logistics to same level as VP Events.
- 9:16 PM President class Motion #3 to order as seen in Appendix A. Unanimously passed by members of assembly
- 9:16 PM Discussion Period
- 9:18 PM Vice President Operations discusses about KNSC and NOC budget overviews. Vice President Operations discusses about need to contact class councils and commissioners
- 9:19 PM President suggests having increased office hours next week to start discussing consolidating budget.
- 9:20 PM Social Issues Commissioner asked assembly about which days people would available for training. Suggestions are Wednesday nights where there is no NSS Assembly.
- 9:24 PM Motion to have meeting adjourned. Motioned by year 4 President, second by Vice President Operations. Unanimously approved.