

# RNAO Windsor-Essex Chapter Executive Meeting Minutes

Monday, November 18, 2013 ~ 18:00- 20:30

**Location:** Jen's Home – Potluck  
All are welcome!

**Welcome & Introductions:** Jen, Kelly, Lynda, Veronika, Jaclyn, Megan, Crystal, Courtney

Welcome to Courtney, who is completing her 1<sup>st</sup> year at St. Clair College. Courtney is the RNAO student Representative. Jen provided Courtney with a brief synopsis of the RNAO and how we serve our membership. She also highlighted our collaboration with other RNAO Region 1 Chapters. It was emphasized that we are a very active Chapter and look forward to having her as part of the committee.

## **Budget Update**

**(Veronika)**

The current balance in our account is \$2,420 however the expenses for the AGM in November have yet to be settled. We will be receiving a portion of our membership funding shortly from Home Office, however the larger share will be around January 31, 2014. Our current funding is based on 1065 members.

**Action Item:** Veronika is preparing to submit an outline of our proposed 2013-2014 budget.

**Action Item:** Veronika will send a copy to Megan to post on our website to promote transparency and accountability to our membership.

## **Social Media Update**

**(Megan/Steph)**

Megan and Steph will be promoting the #wernao hashtag to our membership. Our goal is to engage the membership, gain feedback and have members check out our upcoming events section. Megan & Steph to develop a quick blurb/guideline that informs members how to use #wernao. Details to include: the individual or group is providing information for the chapter to use the picture on our website and share with other members.

FYI the purpose of the hashtag (#) in front of the wernao is to be able to search out photos or see trends on Twitter and Instagram.

Megan and Jen provided an update on the transition to the RNAO.ca Chapter's website. Although RNAO Head Office has implemented many changes to their RNAO Chapter's website and hosting platform, it has been acknowledged that our stand alone website is currently meeting our needs in all areas, whereas the RNAO.ca webhosting platform does not - at the moment. Currently our website costs are very reasonable and the site is easy to maintain, so we will continue with our independent webhost until the RNAO.ca webhost has implemented the required updates to produce the same results that ours currently offers. To generate excitement and interest among our members who utilize the #wernao, we are planning to run monthly contests with different themes every month. RNAO dollars will be provided to clients as a prize that they can use for workshops, events, and even their membership renewals.

**Action Item:** Megan is to announce details about using the hashtag to our membership via Facebook and our Website.

**Action Item:** Jen to connect Megan with Louis Charles and Derek at Home Office IT.

**Action Item:** Megan to write and post details about the first contest.

**Action Item:** Kelly is to email head office about monthly contests that will include #wernao

**Action Item:** Megan to post RNAO social media policy to our Facebook site also utilizing our #wernao tag.

## **Promotional Items**

**(Crystal/Jen)**

Jen was able to order a vertical sign through an online service for \$ 136 including shipping and taxes. The sign was ordered through Eprintfast.com in Markham, Ontario. The quality was exceptional and service was outstanding and prompt.

Crystal has been told that the USB chargers are out of stock. Once they are available, the update on the cost for the 200 USB chargers will be available.

## **Event Debriefing**

**(All)**

### Annual General Meeting

This was a great event with many members in attendance. It was discussed that we do need more advertising of this event in advance to ensure additional members of our local chapter are able to join us for this very informative evening.

### Remembrance Day Event

Carolyn was able to participate in the Amherstburg Remembrance day event and represent the Windsor-Essex RNAO chapter by placing a wreath in honour of all of those individuals in the nursing profession that participated in and made the ultimate sacrifices representing Canada during times of war.

## **Fall/ Winter Event Planning**

### December Event

**(Lynda/All)**

The December event being considered for December 5/6<sup>th</sup> has been postponed and thought to be a bi-annual event. Last year was extremely successful and this year a number of schools and organization are providing their own Bullying Awareness workshop and speakers to address this issues.

For a future event in 2014 it was discussed host Nurse Practitioner, Rita DiBiase to speak. Rita is passionate about the subject of coping with loss and bereavement and would like to highlight the importance of caring for oneself. This would be a positive spin on the support that nurses and individuals can provide.

### Partnering with Tau Upsilon in January 2014

**(Jen)**

Jen has followed up with Sandra Maxwell from Tau Upsilon in regards to the upcoming January 2014 event, highlighting the College of Nurses of Ontario (CNO), Quality Assurance Program.

**Action Item:** WE Chapter to promote the event to its membership.

### Quarter Century & Member Emeritus Event

**(Jen/ All)**

Once we have the list from head office for the Quarter Century members (25+ years) and also Member Emeritus (40+ years), we would like to have a special event to recognize these members. We would like to offer them a pin, certificate and allow them to bring a guest to this special event. The event would consist of a Wine & Cheese to allow our members ample time to be recognized and socialize together. We would like to provide them with printed invitations. The 25 years is cumulative - so if you were a member for 15 years, then did not renew for 2 years and then renewed for an additional 10 years, this would be a total cumulative of 25 years. Thus, a person would not have to start over again if their membership was interrupted. We were considering as well to recognize the Lois Fairley award winner at this same event. Consideration for the location may be a room at Willistead Manor for the Wine and Cheese event.

**Action Item:** Jen as asked Home Office for the names and contact information for the members. Awaiting this info from Home Office.

**Action Item:** Kelly agreed to contact Willistead to see availability for the end of April 2014.

**Action Item for future meeting:** Organize date & prepare invitations for this event in the Spring of 2014 or whenever the members are all available.

### Complementary Therapies Event

**(Jen/All)**

Kim Watson has proposed April 4, 2014 for the event date and is just checking if there is availability at the Hospice of Windsor. We may partner with Tau Upsilon on this event.

**Action Item:** Once a location, date and time have been confirmed, send a SAVE the DATE notice to our membership.

**Action Item:** Once details have been confirmed, complete a flyer for the event and send it to Home Office for it to be communicated to all of our members. Send Megan and Steph a copy of the flyer to post to our website and Facebook page.

**Action Item:** Check with Koolini's for a price for catering to ensure that we can stick within our budget.

### RNAO AGM May 2-3, 2014

**(Jen)**

(4 X Consultation Representatives)

As per Home Office, our Chapter has been granted a total of 4 Consultation Representative spots (this is based on membership #). Jen is going to put a call out to our executive to indicate their intentions and availability to attend the RNAO AGM in Toronto at the Hilton, May 2 and 3<sup>rd</sup>, 2014. We will need 4 primary representatives and a few alternates.

**Action Item:** Jen to email the Executive about attending the RNAO AGM.

### **Round Table**

**(All)**

### Request for Financial support from U of W

**(Jen)**

We have received a request from Britney Ouellette a nursing student at the University of Windsor who is also an Associate Delegate for the CNSA, requesting financial aid for students wishing to attend the CNSA conference that is being held in Vancouver in January 2014. Britney outlined that expenses include: airfare of approximately \$ 550,

registration of \$ 185 and hotel expenses of \$ 1000. After some discussion and with understanding of our limited budget the Executive decided that the Windsor-Essex Chapter would sponsor the registration fee for one RNAO Student Member from U of W if the following conditions were met:

- The nursing student must be a current RNAO Student Member.
- Interested applicants must provide a brief 250-500 word explanation of why they should receive the funding. These can be sent to me via email (please feel free to establish a deadline for this). The Executive will choose the successful candidate based on these.
- The successful nursing student is to provide proof that they have registered for the conference prior to RNAO Windsor-Essex Chapter reimbursing them for the registration cost.
- Following the conference, the successful nursing student will provide a brief overview of the conference content & any key information learned.

**Action Item:** Jen to reply to Britney Ouellette and advise her of our decision.

#### Political Action events

Tau Upsilon has asked if our Chapter would be interested in helping them to organize a Panel Discussion on Health Care in the Windsor- Essex region. Key Stakeholders that could be invited include Ken Deane, David Musyj, and Gary Switzer. Sandra Maxwell President of Tau Upsilon suggested that this event could be organized for March 2014.

**Action Item:** Jen to follow-up with Sandra.

#### Politics and Pancakes 2014

It is expected that we will have provincial and municipal elections in October 2014. With it being an election year, we would like to host another Pancakes and Politics event. This would allow our membership to meet the MPP's and hear the platforms each party provides. The last event was held from 7:30am -9:30am at the Other Place Catering and featured a buffet breakfast and panel discussion. This was a well-attended event by politicians, nurses and members of the public. It was suggested that a good moderator would be Asha Tomlinson from CBC.

**Action Item:** Jen to follow-up with Dana to discuss what worked well last time and how the last event was organized.

**Action Item:** Dana to assemble a committee to start organizing the 2014 Pancakes and Politics event. Organize date, speakers, location, time, flyer, communicate with members about the event.

Queen's Park Day is to be held again this year for members of RNAO. We are permitted to have 2 members per Chapter attend this event and usually this is the President and Policy & Political Action Officer. Jen and Dana will be participating in the event this year.

#### June 2014 Preceptor Event

Invitations have been prepared noting the date. We would like to resend the details out to the professors in January as well. This is an event open to nurses and professionals from all backgrounds that provide guidance and mentorship for our 4<sup>th</sup> year nurses. The location has been booked, it will be at the Ojibway Park Nature Center.

**Action Item:** Megan to email the details to the coordinator about the preceptors and information for the event.

**Action Item:** Megan to send a copy to Courtney as well.

#### CRNE- June 2014 event

It has been discussed to see if we can ask for sponsorship to help offset the cost of the chocolates and materials provided to the 4<sup>th</sup> year nursing students after writing their Canadian Registered Nurses Exam. It has been suggested to speak to Hub International first for Sponsorship.

**Action Item:** Crystal to speak to Hub International in regards to sponsoring the chocolates.

Comments: From our survey, the biggest criticism was to remind our members about our events. Perhaps we need to send out additional SAVE THE DATE reminders, once we have the date and location reserved.

#### Train a Nurse in Ghana Initiative

We have decided that \$ 5 per member attending the RNAO AGM will be donated to the Rotary Club of Windsor – Train a Nurse in Ghana. This will be a charitable donation. To date, we have approximately raised \$ 2665 towards our goal of \$ 3600. Veronika is still working feverishly to obtain this goal. We are hoping to reach our goal of \$ 3600 by the end of December.

**Action Item:** Jen to submit the details to RNAO Home Office.

**Action Item:** Veronika is going to send Megan the details to update our thermometer and followers on Facebook and our website.

#### Education Reimbursement

We would like to follow up with the RNAO Home Office about the education funding. We would like to know how the system is organized to provide education reimbursement. Is there a certain criteria that they have organized? This is due to Jaclyn applying for the education funding and being denied, whereas someone else, with the same credentials, experience and taking the same course was provided with the educational reimbursement. We would like to know the rationale behind their decision. The government provides the RNAO with funding and we would like to have transparency regarding the disbursement of funds.

**Action Item:** Jaclyn and Dana to write up their experiences in regards to how the education reimbursement program has affected them.

**Action Item:** Jen and Dana to follow up with Home Office in regards to the transparency of funds.

#### Philippines Typhoon Assistance

Carolyn sent her regrets for not being able to make the meeting tonight as she is preparing in case she receives the phone call to assist in the Philippines. Carolyn is a member of a Canadian Team called CMAT that has taken the lead in Pakistan, Haiti and also assisted during the disaster of Hurricane Katrina. Carolyn is an active Nurse Practitioner that works in Windsor and Essex County in addition to being a member of the Amherstburg City Council. Nurses are welcome and encouraged to donate through United Communities Credit Union under Carolyn's name.

Team # 1 left yesterday.

### Membership Survey

A discussion about the date of when we should end the membership survey has been had and the consensus was that we should keep our membership survey active until December 31, 2013.

**Action Item:** Jen is to send a reminder to RNAO to provide an email about the Windsor Essex RNAO survey closing on December 31<sup>st</sup>.

### Ontario Health Coalition

The organization is planning on kicking off their efforts on October 16, 2013 and do a door to door campaign in case anyone is interested in participating with the organization.

### Lois Fairley Event- end of April 2014

**Action Item:** Jen to speak to John Fairley in regards to dates available and location.

National Nursing Week for 2014 is from May 12-18, 2014

Adjournment 20:30

**Next meeting Scheduled for: Monday, January 20<sup>th</sup>, 2014**

**Location: Armando's Restaurant on Cabana Rd.**

**Please RSVP to Jen by email.**

### Scheduled RNAO Executive Meetings 2014

Monday January 20<sup>th</sup> – Armando's Restaurant on Cabana Rd.

Wednesday February 19<sup>th</sup> - TBD

Monday March 24<sup>th</sup> - TBD

Wednesday April 16<sup>th</sup> - TBD

Monday May 5<sup>th</sup> - TBD

Wednesday June 18<sup>th</sup> - TBD

July- Summer Break

Monday August 18<sup>th</sup> - TBD

Wednesday September 17<sup>th</sup> - TBD

Monday October 20<sup>th</sup> - TBD

Wednesday November 19<sup>th</sup> - TBD

Monday December 15<sup>th</sup> - TBD