

## RNAO Essex Chapter Executive Meeting Minutes

Thursday August 25, 2011

Location: Armando's Pizza 326 Cabana Rd.

Meeting over dinner

Attended: Jen, Veronika, Lynda, Kim, Kelly

Regrets: Pat, Amanda, Carolyn, Crystal

### Budget Update

Account Balance: \$4744.59 as of July 29, 2011, no cheques written in August to date.

### WRH Payroll Deduction

Has been approved

To be withdrawn every month from paycheque

3 Types offered: ONA Members (discount) + LAP insurance, New Grads (Lower fee) + LAP, Other RNs + LAP

Will have an administration fee of \$10

Veronika will arrange with Giselle to have this announced on WRH intranet site and in Tribune

Veronika is working on possibly being able to attach an announcement on WRH paystubs

Veronika to arrange delivery of renewal forms from head office

Jen & Veronika to send Jim Cross, Giselle Sullens & Karen McCullough thank you cards

Member info from payroll will be shared monthly with RNAO central

Must sign-up by Oct. 26<sup>th</sup>, 2011, minimal exceptions to be considered after this date

First Deduction to start Nov. 7<sup>th</sup>, 2011

Veronika will set up a booth at WRH on September 2<sup>nd</sup>, & 26<sup>th</sup> for sign-up

Kelly will set up a booth at WRH on Sept. 14<sup>th</sup>, & Oct. 19<sup>th</sup>

### Fall Events

- Politicians Breakfast
  - o Rental of Hall \$100.00 deposit
  - o Podium provided. Need projector, screen and computer
  - o Cost of breakfast is \$15/person including food, beverages, linen and staffing. There will be a variety of foods offered for the buffet including potato pancakes. Charging attendees \$10.00/person and RNAO & Tau Epsilon to split cost of difference. Cheque to be provided to RNAO Essex Chapter after event by Dale R.

- Tau Epsilon would like to have their organization referred to as a “Co-sponsor” on the flyer
- Jen and Kayla Scott from RNAO Head Office developed an invitation letter to invite politicians to attend breakfast
- Kim to follow-up with Todd Branch re: attendance to breakfast
- Jen to add “space is limited” to flyer. Attendance cut-off date is Sept. 12<sup>th</sup>, 2011
- Jen to add explanation of event on flyer
- Attendees are able to register on-line using credit at [www.creatingvibrantcommunities.ca](http://www.creatingvibrantcommunities.ca) or they can pay at door
- Jen to arrange affiliation with Nursing Student Organization for the event
- Jen to cc Veronika on emails to head office re: event
- Susan Pedlar agreed to be moderator for event
- Jen to follow up with Susan Pedler after guidelines have been established
- Kelly to purchase gift from Remark Farms for Susan which will be put in an RNAO Essex Chapter Promo Mug with flowers
- Kim to investigate “My Team Mobile Social Network” for political parties
- Jen & the Executive Team to develop standardized guidelines for politicians for debate
- Kelly & Kim to connect with student councils and see if students can assist with event.
- Jen & Veronika will work together to submit Regional Development Funding Form
- Jen to follow-up with David McNeil to confirm his attendance
- Student Events
  - Kelly to clarify U of W 1<sup>st</sup> year presentation date with Prof. K Pfaf.
  - Dave McChesney confirmed we will receive 30 student memberships @ \$10 and 10 @ \$20. Essex Chapter will pay half the cost for the \$20 memberships & will raffle 3 memberships off at student event. Welcome packages will be available.
  - Kelly & Kim to provide a meet & greet at St. Clair College Sept 26<sup>th</sup> @ 0800-1000
- Patient Safety Conference
  - Windsor Essex Community Health Centre has graciously offered to share booth space with us. Pat has offered to set-up a display for the conference since she will be attending.
- Protect Your Practice Seminar Oct. 18<sup>th</sup>, 2011
  - Speaker confirmed: Monica Staley
  - LAP will provide \$1000 to pay for speaker/event Veronika to confirm with Lee Minty
  - Will discuss further details at the next Executive Meeting on Sept 12th

- Koolinis to cater event
- Gift for speaker
- Jen to develop flyer and circulate for feedback
- Veronika to look into booking conference room for food next to Auditorium A/B
- Essex AGM
  - Location TBD (Kelly will investigate Ambassador Golf Course). Other suggestions were the Fireplace Room at Armando's on Cabana, Enzo's on Erie St. and the Other Place Catering.
  - Date TBD but will likely be in late November or early December
  - Continue with same format as last year which included an update on chapter activities , and a membership update.
  - Daisy award to be given at AGM. Windsor Essex Community Health Centre purchased the rights to give out this award but has offered the materials to us.
- Remembrance Day
  - Pat to hopefully arrange wreaths
  - Possible collaboration with RNAO student members to lay wreaths at different sites
- Bursary
  - Jen provided a breakdown of the requirements from University of Windsor and St. Clair College. Minimum contribution over 5 years for U of W is \$25,000. We cannot afford this. So the group decided to work with St. Clair College to develop a bursary.
  - Kim to investigate if CHNIG will be willing to co-sponsor an Endowment Scholarship at St. Clair College
  - If not possible, yearly donation may be made there and credit will be given to the Chapter at an awards ceremony on campus.