

# RNAO Windsor-Essex Chapter Executive Meeting Agenda

Monday August 18<sup>th</sup>, 2014 **6:00-7:30pm**

Location: Essex Civic Centre, 360 Fairview Ave. West, Essex Ontario  
All Are Welcome!

Present: Jen, Debbie, Lynda, Veronika, Dana, Crystal & Kelly

## **Budget Update**

(Veronika)

Veronika provided the executive with cheque # 275, which was written in error. The cheque was ripped up. Veronika has provided the executive with the balance in our account, which is currently \$ 3363.00. This amount includes the \$ 1551.00 which was received in July. There is still a cheque for the Windsor Star ads that is outstanding. Veronika noted that there is only a few hundred dollars left for educational funding in which we can request during this fiscal year.

\* Veronika has looked into the possibility of switching our bank account from Toronto Dominion-Canada Trust to WFCU. We are currently paying a monthly fee of \$ 2.25 for the monthly service fee and depending on the number of cheques cashed in a month, there is an extra charge of \$ 1.25 per cheque over our service charge. WFCU offers many benefits, such as being a good community partner, complimentary meeting rooms at select locations among many other items. Since we still have some cheques available, we will revisit this subject once we look at the particulars that we use and compare if WFCU service charges are lower, the same or higher. Dana brought to our attention that the WFCU does not operate outside of the Windsor Essex community, which in the future, should there be a need to accept donations from others outside of the Windsor Essex Community, and this service would not be possible.

\*The Windsor Star has recently sent a letter requesting payment for the Windsor Star ads. Veronika is certain that she had paid for the ads on her American Express credit card. Veronika has confirmed that indeed the payment has been applied to her American Express.

**Action Item:** Veronika to contact the Windsor Star to ensure the accounting department has registered the payment for the ads.

**Action Item:** Veronika to contact WFCU for further details related to their service fees for a future meeting.

## **Social Media & Website Update**

(Megan)

Megan was not present at this meeting, there are no current updates.

**Action Item:** Megan to report on the Social Media and Website for the next meeting.

## **Fall Event Planning**

Student Engagement *September*

(Kelly/All)

University of Windsor

Kelly has emailed Prof. Pfaff at the University of Windsor, regarding the RNAO membership presentation to students. Prof. Pfaff has forwarded the details to Prof. Dayus to arrange the date and time for first year university student's membership presentation. A suggestion was made to offer a \$ 25 gift card to the University of Windsor bookstore, to be raffled off for the students in attendance. A further

suggestion was made to see if there was a possibility for a presentation to the 1<sup>st</sup> year and also 3<sup>rd</sup> year students at the University. Debbie offered to present the RNAO information to the students on our behalf should the date and time not allow a representative of the RNAO executive be present. We would like to highlight the benefits of RNAO membership for students and a suggestion to have 2 student representatives. This would offer an excellent opportunity in case once student cannot attend, the information may still be able to be dispersed to the student population.

**Action Item:** Kelly to follow up with Prof. Kane to see if it is possible to hold two presentations.

#### St. Clair College- Sept 15<sup>th</sup>

Kelly has confirmed Sept 15<sup>th</sup> to present the RNAO information to students. Crystal offered to join Kelly for the presentation. A suggestion was made to offer \$ 25 gift card for the St. Clair College bookstore, to be raffled off for the students in attendance. We would like to highlight the benefits of RNAO membership for students and a suggestion to have 2 student representatives. This would offer an excellent opportunity in case once student cannot attend, the information may still be able to be dispersed to the student population.

**Action Item:** Kelly to confirm the time for the presentation

#### **Assembly Meeting *Fri Sept 19<sup>th</sup> & Sat 20<sup>th</sup>* (All)**

The upcoming assembly requires attendance of an individual from the executive. Jen, Dana nor Kelly can attend due to their schedules. A request for a volunteer was made. Lynda volunteered to attend the assembly meeting in Toronto.

**Action Item:** Lynda confirm with her schedule then to contact Penny at the RNAO head office for assistance with the reservation for the hotel.

**Action Item:** Jen was to contact Megan to see if she would be available for an alternate should Lynda not be able to attend.

#### **Queen's Park on the Road *October* (All)**

A discussion regarding which we should participate in with our politicians. The choices were: Queen's Park on the Road versus Take Your MPP to Work Day. The Queen's Park on the Road event offered further benefit to meet with our new MPP's and nurture our relationships. This would allow the MPP's an opportunity to review the RNAO's vision. This event is dependent on the dates of the MPP's, preferably in late September or early October. We have decided that in the spring, the Take Your MPP to Work Day, would be much more successful.

**Action Item:** Dana to contact the MPPs for the best dates and times to coordinate the Queen's Park on the Road. Dana to provide each MPP with the RNAO brochures and especially Lisa Gretzky as she is a new MPP for this area.

#### **Healthcare Panel Discussion w Tau Upsilon *November* (Megan/All)**

Megan was not present at this meeting, there are no current updates.

**Action Item:** Jen will follow up with Sandra Maxwell via email to verify any dates or updates.

#### **Chapter AGM *November* (Kelly/All)**

The date for the chapter AGM has been confirmed for **Wednesday, November 5<sup>th</sup>**. Many locations have been suggested and we have narrowed down the location to be a

first request- Ambassador Golf Club, which is also in the LaSalle area, but a little bit closer to the city, than Essex Golf and Country Club.

\*An area of concern is the pricing for the menu, we are hoping to keep the dinner fee between \$ 30-35 per person includes taxes and tip, so the member would only have to pay \$ 25 to attend and enjoy the AGM.

\*A suggestion was brought forth by Jen to do a fun networking/ ice breaker and brainstorming ideas to provide our members with a different experience instead of a guest speaker. The AGM is to connect with our membership and ensure that we are meeting all of their needs. Jen participated in an experience like this during a conference in Winnipeg and it was very positive and engaging.

\* Jen noted that she has recently received the listing of the members that are celebrating their 25 year (Quarter Century Member) and also their 40 year (Members Emeritus) RNAO membership. We would like to extend an invitation to these special members and the celebrants (Quarter Century and Members Emeritus) from last year to attend the AGM as our guests. These members will be able to bring a guest which they will be responsible to pay for their meal.

\* A suggestion to offer guests and opportunity to purchase 50/50 tickets with the proceeds to pay for the accommodations for a student(s) to attend the RNAO AGM, April 17-19, 2015.

**Action Item:** Kelly to inquire with Ambassador Golf Club regarding their availability and the menu choices available.

**Action Item:** Jen to check with Pat McKay to see if she was provided with her membership pin last year.

**Action Item:** Debbie to check with the University of Windsor nursing faculty to ensure that there are no events currently scheduled that would conflict with Nov 5<sup>th</sup>.

## **Round Table**

(All)

Event checklist- Dana has created a checklist to ensure that all aspects of our event planning are accounted for the responsibilities for items are noted. This checklist was reviewed and will be updated and sent to the executive members for use for their event planning.

**Action Item:** Dana to send Kelly the template of the checklist.

**Action Item:** Kelly to update the template and send a copy to the executive members.

December 6- National Day of Remembrance and Action on Violence Against Women  
We would like to pay our respects and honour the lives of the women lost on this day of remembrance. A suggestion to recognize this day with our membership is to have a small ceremony at the site of the tree planted in the gardens in memory of Lori Dupont (2005) at the Windsor Regional Ouellette Campus. The chapter could provide hot chocolate, muffins and white roses to those members and the public in attendance. The time of commencement for this event would be 9am to 10am. We will need permission and support of Windsor Regional Hospital.

**Action Item:** Jen to contact Ron Foster about our suggestion to honour women.

## Resource & Media Storage

Dana suggested uploading our resources to a drive for future use and reference. Also in our archiving process to a drive, a letter to indicate that resources have been sent would be beneficial. In addition to the letters and resources, we could upload our photographs to RNAO head office from our events.

**Action Item:** Discuss this method of archiving at our next meeting.

### LAP Event for Privacy and Confidentiality

Dana has added our chapter to the list requesting a presentation hosted by RNAO and LAP. There is a possibility that we may be able to submit for \$ 1000 of funding to host this event. It does require approval prior to our event. In an effort to offer this event at the most reasonable rate, we could explore the possibility of having a local lawyer in with expertise participate.

**Action Item:** Dana to update the chapter if/when we are informed of the possibility of hosting the LAP workshop.

### Student engagement

Jen suggested offering a google hang out or a teleconference as an alternative to an in person meeting, as the upcoming nurses are more in tune with technology. We want to reach out to the students in a method in which they are currently using to make it convenient for them.

**Action Item:** Jen to explain a google hang out to the membership t a future meeting.

### Communication officer changes at RNAO head office

Jody Smith is no longer our communications officer at RNAO head office, as she has been inspired to enroll in a BScN Nursing program.

Patricia Hogg is now assigned the role of Communications officer and the responsibilities that Jody Smith held.

**Action Item:** Crystal to pick up a card for Jody, expressing our best wishes and also a Tim Horton's \$ 25 gift certificate.

**Action Item:** Crystal to pick up a card for Patricia welcoming her to the role of communications and also a \$ 25 Tim Horton's gift certificate.

### University of Windsor Research Forum

Debbie noted that the University of Windsor has their upcoming Research Forum on October 3 & 4<sup>th</sup>. The University of Windsor, has requested support for this event from our membership. Due to the minimal amount of funding, the chapter would assist the University of Windsor Research Forum, through in kind support.

**Action Item:** Kelly is going to contact Patricia Hogg to request an email to be sent to our local members with the information of the University of Windsor Research Forum.

### United Way/ Windsor Essex County Health Unit

Jen informed us of an exciting opportunity to provide business owners, politicians and executives of a unique perspective on poverty through an experience a Poverty Simulation event. The event will be held at the Caboto Club, during mid November, date to be confirmed. This experience will be held across up to 88 communities to assist in recognizing the many barriers that many experience on a daily basis.

Additional information will be sent to the executive. Jen has asked the executive to consider supporting this event as it aligns with the poverty reduction plan and strategy that RNAO has put forth. The support requested would be to provide a snack for the participants and volunteers and/or in kind support through advertisement.

**Action Item:** Jen to check on the cost of providing a snack to all participants and volunteers.

**Action Item:** Jen to email the executive with further details regarding this event.

**Action Item:** Jen to put this item on the next agenda to be discussed.

### Travel Policy

There is some concern for our chapter members and many other chapter members that live outside of the Greater Toronto Area (GTA) and the expense incurred when members are required to attend meetings early morning, which results in an additional nightly expense incurred by the member. The chapter would like to know what the travel policy states and if there is a possibility of asking the board to reimburse for 2 nights hotel, during the AGM for example, when one resides further than an hour away.

**Action Item:** Debbie to check on the travel policy details and suggest that the board consider the impact and implication of those that attend. Also, consider those that may not be attending events due to the travel policy currently in place.

Next meeting Scheduled for: Wednesday September 17<sup>th</sup> – Amica of Windsor, to be confirmed.

### Scheduled RNAO Executive Meetings 2014

Monday January 27<sup>th</sup> – Armando’s Restaurant on Cabana Rd.  
~~Wednesday February 19<sup>th</sup> – University of Windsor – Toledo Rm 110~~ *deferred*  
Monday March 24<sup>th</sup> – Matter of Taste Restaurant, 1159 Lauzon Rd.,  
Wednesday April 16<sup>th</sup> – Megan’s house in LaSalle  
Monday May 5<sup>th</sup> – Amica of Windsor, 4909 Riverside Dr E., Windsor,  
Wednesday June 18<sup>th</sup> – Artisan Grill, 269 Dalhousie St. Amherstburg  
July- Summer Break  
Monday August 18<sup>th</sup> – Essex Civic Center, 360 Fairview Ave. West, Essex  
Wednesday September 17<sup>th</sup> – Amica of Windsor, 4909 Riverside Dr. E., Windsor  
Monday October 20<sup>th</sup> - TBD  
Wednesday November 19<sup>th</sup> - TBD  
Monday December 15<sup>th</sup> - TBD

<p><b>Budget Update</b></p>	<p>Veronika provided the executive with cheque # 275, which was written in error. The cheque was ripped up. Veronika has provided the executive with the balance in our account, which is currently \$ 3363.00. This amount includes the \$ 1551.00 which was received in July. There is still a cheque for the Windsor Star ads that is outstanding.</p> <p>Veronika noted that there is only a few hundred dollars left for educational funding in which we can request during this fiscal year.</p> <p>* Veronika has looked into the possibility of switching our bank account from Toronto Dominion-Canada Trust to WFCU. We are currently paying a monthly fee of \$ 2.25 for the monthly service fee and depending on the number of cheques cashed in a month, there is an extra charge of \$ 1.25 per cheque over our service charge. WFCU offers many benefits, such as being a good community partner, complimentary meeting rooms at select locations among many other items. Since we still have some cheques available, we will revisit this subject once we look at the particulars that we use and compare if WFCU service charges are lower, the same or higher. Dana brought to our attention that the WFCU does not operate outside of the Windsor Essex community, which in the future, should there be a need to accept donations from others outside of the Windsor Essex Community, and this service would not be possible.</p> <p>*The Windsor Star has recently sent a letter requesting payment for the Windsor Star ads. Veronika is certain that she had paid for the ads on her American Express credit card. Veronika has confirmed that indeed the payment has been applied to her American Express.</p>	<p><b>Action Item:</b> Veronika to contact the Windsor Star to ensure the accounting department has registered the payment for the ads.</p> <p><b>Action Item:</b> Veronika to contact WFCU for further details related to their service fees for a future meeting.</p>
<p><b>Social Media &amp; Website Update</b></p>	<p>Megan was not present at this meeting, there are no current updates.</p>	<p><b>Action Item:</b> Megan to report on the Social Media and Website for the next meeting.</p>
<p><b>Fall Event Planning</b></p> <p><b>Student Engagement September</b></p>	<p><u>University of Windsor</u></p> <p>Kelly has emailed Prof. Pfaff at the University of Windsor, regarding the RNAO membership presentation to students. Prof. Pfaff has forwarded the details to Prof. Dayus to arrange the date and time for first year university student's membership presentation. A suggestion was made to offer a \$ 25 gift card to the University of Windsor bookstore, to be raffled off for the students in attendance. A further suggestion was made to see if there was a possibility for a presentation to the 1st year and also 3rd year students at the University. Debbie offered to present the RNAO information to the students on our behalf should the date and time</p>	<p><b>Action Item:</b> Kelly to follow up with Prof. Kane to see if it is possible to hold two presentations.</p>

	<p>not allow a representative of the RNAO executive be present. We would like to highlight the benefits of RNAO membership for students and a suggestion to have 2 student representatives. This would offer an excellent opportunity in case once student cannot attend, the information may still be able to be dispersed to the student population.</p> <p><u>St. Clair College- Sept 15th</u> Kelly has confirmed Sept 15th to present the RNAO information to students. Crystal offered to join Kelly for the presentation. A suggestion was made to offer \$ 25 gift card for the St. Clair College bookstore, to be raffled off for the students in attendance. We would like to highlight the benefits of RNAO membership for students and a suggestion to have 2 student representatives. This would offer an excellent opportunity in case once student cannot attend, the information may still be able to be dispersed to the student population.</p>	<p><b>Action Item:</b> Kelly to confirm the time for the presentation</p>
<p><b>Assembly Meeting Fri Sept 19th &amp; Sat 20th</b></p>	<p>The upcoming assembly requires attendance of an individual from the executive. Jen, Dana nor Kelly can attend due to their schedules. A request for a volunteer was made. Lynda volunteered to attend the assembly meeting in Toronto.</p>	<p><b>Action Item:</b> Lynda confirm with her schedule then to contact Penny at the RNAO head office for assistance with the reservation for the hotel.</p> <p><b>Action Item:</b> Jen was to contact Megan to see if she would be available for an alternate should Lynda not be able to attend.</p>
<p><b>Queen's Park on the Road October</b></p>	<p>A discussion regarding which we should participate in with our politicians. The choices were: Queen's Park on the Road versus Take Your MPP to Work Day. The Queen's Park on the Road event offered further benefit to meet with our new MPP's and nurture our relationships. This would allow the MPP's an opportunity to review the RNAO's vision. This event is dependent on the dates of the MPP's, preferably in late September or early October. We have decided that in the spring, the Take Your MPP to Work Day, would be much more successful.</p>	<p><b>Action Item:</b> Dana to contact the MPPs for the best dates and times to coordinate the Queen's Park on the Road. Dana to provide each MPP with the RNAO brochures and especially Lisa Gretzky as she is a new MPP for this area.</p>
<p><b>Healthcare Panel Discussion w Tau Upsilon November</b></p>	<p>Megan was not present at this meeting, there are no current updates.</p>	<p><b>Action Item:</b> Jen will follow up with Sandra Maxwell via email to verify any dates or updates.</p>
<p><b>Chapter AGM November</b></p>	<p>The date for the chapter AGM has been confirmed for Wednesday, November 5th. Many locations have been suggested and we have narrowed down the location to be a first request- Ambassador Golf Club, which is also in the LaSalle area, but a little bit closer to the city, than Essex Golf and Country Club.</p>	<p><b>Action Item:</b> Kelly to inquire with Ambassador Golf Club regarding their availability and the menu choices available.</p> <p><b>Action Item:</b> Jen to check with Pat McKay to see if</p>

	<p>*An area off concern is the pricing for the menu, we are hoping to keep the dinner fee between \$ 30-35 per person includes taxes and tip, so the member would only have to pay \$ 25 to attend and enjoy the AGM.</p> <p>*A suggestion was brought forth by Jen to do a fun networking/ ice breaker and brain storming ideas to provide our members with a different experience instead of a guest speaker. The AGM is to connect with our membership and ensure that we are meeting all of their needs. Jen participated in an experience like this during a conference in Winnipeg and it was very positive ad engaging.</p> <p>* Jen noted that she has recently received the listing of the members that are celebrating their 25 year (Quarter Century Member) and also their 40 year (Members Emeritus) RNAO membership. We would like to extend an invitation to these special members and the celebrants (Quarter Century and Members Emeritus) from last year to attend the AGM as our guests. These members will be able to bring a guest which they will be responsible to pay for their meal.</p> <p>* A suggestion to offer guests and opportunity to purchase 50/50 tickets with the proceeds to pay for the accommodations for a student(s) to attend the RNAO AGM, April 17-19, 2015.</p>	<p>she was provided with her membership pin last year.</p> <p><b>Action Item:</b> Debbie to check with the University of Windsor nursing faculty to ensure that there are no events currently scheduled that would conflict with Nov 5th.</p>
<p><b>Round Table</b></p>	<p><u>Event checklist-</u> Dana has created a checklist to ensure that all aspects of our event planning are accounted for the responsibilities for items are noted. This checklist was reviewed and will be updated and sent to the executive members for use for their event planning.</p> <p><u>December 6- National Day of Remembrance and Action on Violence Against Women</u> We would like to pay our respects and honour the lives of the women lost on this day of remembrance. A suggestion to recognize this day with our membership is to have a small ceremony at the site of the tree planted in the gardens in memory of Lori Dupont (2005) at the Windsor Regional Ouellette Campus. The chapter could provide hot chocolate, muffins and white roses to those members and the public in attendance. The time of commencement for this event would be 9am to 10am. We will need permission and support of Windsor Regional Hospital.</p>	<p><b>Action Item:</b> Dana to send Kelly the template of the checklist.</p> <p><b>Action Item:</b> Kelly to update the template and send a copy to the executive members.</p> <p><b>Action Item:</b> Jen to contact Ron Foster about our suggestion to honour women.</p> <p><b>Action Item:</b> Discuss this</p>



	<p><u>Resource &amp; Media Storage</u>  Dana suggested uploading our resources to a drive for future use and reference. Also in our archiving process to a drive, a letter to indicate that resources have been sent would be beneficial. In addition to the letters and resources, we could upload our photographs to RNAO head office from our events.</p> <p><u>LAP Event for Privacy and Confidentiality</u>  Dana has added our chapter to the list requesting a presentation hosted by RNAO and LAP. There is a possibility that we may be able to submit for \$ 1000 of funding to host this event. It does require approval prior to our event. In an effort to offer this event at the most reasonable rate, we could explore the possibility of having a local lawyer in with expertise participate.</p> <p><u>Student engagement</u>  Jen suggested offering a google hang out or a teleconference as an alternative to an in person meeting, as the upcoming nurses are more in tune with technology. We want to reach out to the students in a method in which they are currently using to make it convenient for them.</p> <p><u>Communication officer changes at RNAO head office</u>  Jody Smith is no longer our communications officer at RNAO head office, as she has been inspired to enroll in a BScN Nursing program. Patricia Hogg is now assigned the role of Communications officer and the responsibilities that Jody Smith held.</p> <p><u>University of Windsor Research Forum</u>  Debbie noted that the University of Windsor has their upcoming Research Forum on October 3 &amp; 4th. The University of Windsor, has requested support for this event from our membership. Due to the minimal amount of funding, the chapter would assist the University of Windsor Research Forum, through in kind support.</p>	<p>method of archiving at our next meeting.</p> <p><b>Action Item:</b> Dana to update the chapter if/when we are informed of the possibility of hosting the LAP workshop.</p> <p><b>Action Item:</b> Jen to explain a google hang out to the membership t a future meeting.</p> <p><b>Action Item:</b> Crystal to pick up a card for Jody, expressing our best wishes and also a Tim Horton's \$ 25 gift certificate.  <b>Action Item:</b> Crystal to pick up a card for Patricia welcoming her to the role of communications and also a \$ 25 Tim Horton's gift certificate.</p> <p><b>Action Item:</b> Kelly is going to contact Patricia Hogg to request an email to be sent to our local members with the information of the University of Windsor Research Forum.</p> <p><b>Action Item:</b> Jen to check</p>
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	<p><u>United Way/ Windsor Essex County Health Unit</u>  Jen informed us of an exciting opportunity to provide business owners, politicians and executives of a unique perspective on poverty through an experience a Poverty Simulation event. The event will be held at the Caboto Club, during mid November, date to be confirmed. This experience will be held across up to 88 communities to assist in recognizing the many barriers that many experience on a daily basis. Additional information will be sent to the executive. Jen has asked the executive to consider supporting this event as it aligns with the poverty reduction plan and strategy that RNAO has put forth. The support requested would be to provide a snack for the participants and volunteers and/or in kind support through advertisement.</p> <p><u>Travel Policy</u>  There is some concern for our chapter members and many other chapter members that live outside of the Greater Toronto Area (GTA) and the expense incurred when members are required to attend meetings early morning, which results in an additional nightly expense incurred by the member. The chapter would like to know what the travel policy states and if there is a possibility of asking the board to reimburse for 2 nights hotel, during the AGM for example, when one resides further than an hour away.</p>	<p>on the cost of providing a snack to all participants and volunteers.  <b>Action Item:</b> Jen to email the executive with further details regarding this event.  Action Item: Jen to put this item on the next agenda to be discussed.</p> <p><b>Action Item:</b> Debbie to check on the travel policy details and suggest that the board consider the impact and implication of those that attend. Also, consider those that may not be attending events due to the travel policy currently in place.</p>
<p><b>Next meeting Scheduled for:</b></p>	<p>Wednesday September 17th</p>	<p>Amica of Windsor, to be confirmed.</p>