

# RNAO Windsor-Essex Chapter Executive Meeting Minutes

Monday January 27<sup>th</sup>, 2013 17:30 – 19:00

Location: Armando's Restaurant on Cabana Rd.

In attendance: Jen, Jackie, Veronika, Jaclyn, Steph, Courtney, Megan, Kelly, Crystal, Carolyn & Debbie

Regrets: Dana & Lynda

## **Budget Update**

(Veronika)

Current account balance is \$1126.00 however there are currently outstanding cheques that still need to be cashed totalling \$475.00. That would bring our working balance to \$651.00. Veronika verified that our membership dues are delayed due to the audit performed at RNAO Home Office. Have been told that these funds will be sent within the next few weeks.

**Action Item:** Veronika will follow up with RNAO Home Office if the membership dues have not been received by March 1, 2014.

**Action Item:** Veronika to send Megan a copy of our expenses and proposed budget to post on our website.

## **Social Media Update**

(Megan/Steph)

Megan has been diligently trying to contact Derek at RNAO Home Office to arrange a Skype meeting.

**Action Item:** Megan to follow-up with Derek and arrange a meeting.

Facebook contests- so far our response has been minimal. Perhaps we need to reconsider making it simpler for people to participate. Example: engagement strategies such as choose A or B. Due to the lack of participants thus far, Megan has the RNAO dollars available for future contests. A suggestion was made to resend/resubmit or highlight the contest on a weekly basis as some people may have been interested in it, but forgot about it.

**Action Item:** Megan & Steph to repost contests on Facebook on a weekly basis to encourage more participation.

## **Nursing Student Update**

(Courtney)

Courtney advised that St. Clair College is participating in the OneMatch initiative on Thursday, January 30, 2014. This organization benefits the Unrelated Bone Marrow Donor Registry to match individuals that are awaiting a bone marrow transplant. Visit their website for more information: [www.onematch.ca](http://www.onematch.ca)

**Action Item:** Courtney to send Megan any details about the OneMatch event for Megan to post on our face book page and our chapter website.

**Action Item:** Courtney will advise if there is a day that St. Clair College students are all available to have an information seminar about the benefits that they have available to them as a member.

Update: Jen did not receive any emails from nursing students requesting sponsoring their registration fee for the CNA conference. Jen followed-up with Brittany from the University of Windsor to let her know this.

Veronika informed the group that ONA is sponsoring a 4<sup>th</sup> year nursing student for \$750.00 to attend this event. The nursing student did agree to do a PowerPoint presentation to ONA following the conference.

Jen reminded Courtney and the group that RNAO is always willing to help promote student nursing events.

## **Executive Succession Planning**

(Jen/All)

With this being Jen's 4<sup>th</sup> year as President our Chapter, Jen is eager to mentor someone that is interested in taking on this important leadership role. Now is the time we should consider succession planning to ensure that the responsibilities are well known and the transition may be seamless. It is recommended that the position of the President be fulfilled by a member on the Executive. Due to the very strong and supportive executive committee that has been established, Jen is committed to finishing her term and mentoring someone to take on the President's role. Jen has indicated that she still intends on being a very active member in the membership, but in another role.

**Action Item:** Jen to request a letter of intent from anyone in the Chapter Executive interested in the President-Elect position. Should there be one name put forth with a letter of intent, the position will be acclaimed. In the event there is more than one letter of intent, democratically all of the Executive will have a vote to decide the President.

## **Membership Survey Results**

(Jen/Kelly)

Membership survey data has been delivered. However the information is in raw data format. Jen and Kelly have agreed to meet together, organize the results and create a summary report.

**Action Item:** Jen and Kelly to meet to review the data results and create a summary report to share with members.

## **Event Planning**

### **CNO QA Workshop *January 28<sup>th</sup>***

(Jen)

Ms. Sandra Maxwell from Tau Upsilon is heading this event. Jen has been in contact with Ms. Maxwell and this event is completely sold out. Over 75 nurses have RSVP'ed. Therefore a suggestion to arrange this annually. We look forward to seeing everyone out for this very important and informative seminar.

### **Presentation by Rita D. *February 27<sup>th</sup>***

(Steph)

Presentation: Caring for Self in a Caring Profession.

This will be held at Ojibway Nature Center. We currently have the Prairie room booked which can accommodate approximately 35 people. Jen has confirmed the date with Rita and Steph will be the lead as Jen will be away at Queen's Park. More details to come.

**Action Item:** Jen to prepare a flyer for this event.

### **Queen's Park Day February 26<sup>th</sup>/27<sup>th</sup>**

(Jen/Dana/Kelly)

This year, we are pleased to have 3 of our Executive members attend the Queen's Park Events. Jen- the President, Dana- Political Action Officer and Kelly- Membership Officer will be present to speak to the politicians and ensure that your voice is heard. Wednesday is the Prep day, Thursday is a day full of meetings and Friday is the General Assembly Meeting.

**Action Item:** Updates to be provided to the chapter upon return from this event.

### **Family Event for the Ryall Family March 29<sup>th</sup>**

(Dana/All)

Dana is the lead of the planning committee and would appreciate any additional volunteers and support for this event.

The Ciocaro Club is booked for Sunday, March 29<sup>th</sup>. Carolyn Davies has donated 1 night at her bed and breakfast in Amherstburg. She also mentioned that she may have a friend that is willing to provide the banner for the logos at cost or gratis. Steph advised that she would inquire with Esteem for a gift certificate. Jackie advised that she has 3 door prizes currently in addition to a number of raffle tickets. Veronika advised that she is in the process of making a blanket as well.

Jen has asked Heidi (Graphic Designer from the WECHU) if she could help with designing tickets and promotional material. Heidi was eager to help out.

Dana spoke to RNAO Home Office about our intentions with this fundraiser and they are okay with us using the RNAO chapter logo. Once details are available to send, they are willing to allow us to send details to all of our members through RNAO channels.

**Action Item:** Dana and Crystal to meet Dominic at the Ciocaro to confirm details.

**Action Item:** Crystal to confirm flyer and letter and email to the Executive Committee

**Action Item:** Everyone is encouraged to help and obtain donations or gifts from the community. Volunteer opportunities are also available.

### **Complementary Therapies Event April 4<sup>th</sup>**

(Kim/Crystal)

Kim Watson is excited and pleased to partner with us for this event once again. It was extremely successful and we anticipate a wonderful turnout. Friday, April 4<sup>th</sup> has been confirmed with Kim to host this event at Hospice. Crystal will be the RNAO Windsor-Essex lead. Veronika has agreed to participate and assist at the door.

**Action Item:** Crystal to contact Koolini's about catering the event once again and obtaining the rates for dinner.

**Action Item:** Jen to connect Crystal with Kim and advise her that Crystal is able to assist should she require anything for this event.

### **Quarter Century & Member Emeritus End of April**

(Kelly/Jaclyn)

Kelly is the lead for this event and has inquired with Willistead. The rental for a room is between \$250 and \$350. The venue cost would be in addition to the wine and cheese. All agreed we need to look into less costly venues. We would like to host this event during the end of April to allow lead time for a picture and story to be put forth in this year's Windsor Star Nursing Week insert.

Other suggestions for locations for this event were the Essex Golf and Country Club, Windsor Club, Roseland Golf and Country Club, Lilly Kazilly's.

**Action Item:** Kelly to contact the above mentioned locations to obtain the cost to host a wine and cheese event in a private room.

**Lois Fairley Award *Beginning of May***

(Jen/Crystal)

Jen has emailed and phoned John Fairley a few times but has not received a response yet. Crystal offered to be the lead onsite for the Lois Fairly Award Ceremony.

**Action Item:** Jen to connect with John and confirm date/location.

**Action Item:** Jen to update the nomination form and get approval from John.

**Action Item:** Crystal to submit the Lois Fairley nomination form to Jodi at Home Office by the end of February. We would like to choose the winner prior to Nursing Week, so we can have a picture submitted to the Windsor Star for the Nursing Week Insert.

**RNAO AGM *May 2-3, 2014***

(Jen/ All)

(4 x Consultation Representatives)

This year, we are allowed 4 representatives at the AGM. It was decided that those representative from our Chapter will be: Megan, Jaclyn, Veronika and Crystal. RNAO has noted that they will only reimburse for the Friday night's accommodation, however due to the distance, it is recommended that you travel up on Thursday night and stay for 2 nights. Alternates for the RNAO AGM: Carolyn and Jen.

Resolutions have not yet been announced.

**Action Item:** Jen to send paperwork so each representative can book hotel, travel accommodations and register for the AGM.

**Action Item:** Jen to send Courtney info about the AGM in case she or other students would like to attend.

**Windsor Star Nursing Week Insert *Early May***

(Lynda/All)

(National Nursing Week: May 12-18, 2014)

Theme: NURSING: A Leading Force for CHANGE

Lynda has sent her regrets for the meeting this evening. This item is deferred until our next meeting. This will be the 10<sup>th</sup> year doing the Nursing Week Insert with the Windsor Star. If you would like to volunteer or have ideas for this year's Nursing Week Insert, please email Lynda.

**Preceptor Appreciation Event *June 4th***

(Megan)

Megan is the lead on this event. This event will be held at Ojibway Nature Center on Wednesday, June 4<sup>th</sup>. This is a special event to recognize all preceptors for their contribution mentoring the 4th year nursing students. A save the date flyer has been provided to the University and St. Clair College staff to advise all preceptors- hospital, community, RN, RPN to name a few of this event.

**Action Item:** Megan to resend the flyer to both faculties and promote via Facebook & our Chapter Website.

**CRNE *Early June***

Table set up, chocolates with congratulatory messages.

(Crystal)

**Action Item:** Debbie Kane to confirm the date and email to the group. (Location generally is not known until 2 weeks prior).

**Action Item:** Crystal to speak to Hub International once again about the sponsorship of the congratulatory chocolate syringes that we hand out to the students after writing their CRNE.

## **Politics & Pancakes 2<sup>nd</sup> Week of October**

(Dana/All)

Voting Day for the 2014 municipal elections is Monday October 27, 2014

**Action Item:** Jen and Dana to meet to discuss logistics of the last event.

**Action Item:** Dana to organize a committee to assist with organizing this year's event.

## **Healthcare Panel Discussion w Tau Upsilon November**

(Megan)

This event was originally planned for Feb but due to time commitment, has been postponed until November.

**Action Item:** Jen to connect Megan with Sandra so Megan can assist in coordinating the event and act as a liaison for the RNAO.

## **Chapter AGM November**

(Kelly)

Kelly has graciously offered to again be the lead for this year's Chapter AGM in early November, date to be decided. Kelly is interested in any speakers you may be interested in hearing from of if you have an idea in mind for the location. Please feel free to contact Kelly.

**Action Item:** All to provide Kelly with speaker and location suggestions.

## **Round Table**

(All)

### **Our Train a Nurse in Ghana Initiative**

This was a great success as we have exceeded our goal. Veronika was extremely passionate and had led the fundraising events for this initiative. Megan had the pleasure of meeting with Janet Kelly. Ms. Kelly, President of the Rotary Club of Windsor (1918) sent a thank you letter along to our Chapter.

**Action Item:** Steph has offered to scan the letter in and email it to Megan to post on our website and our face book page.

**Action Item:** Kelly and Megan are going to figure out how to reformat the video that Janet provided so that it can be posed to our website and Facebook page.

**Action Item:** Megan to create a section on our website to update the membership about the nurse's progress in Ghana and the impact our funding has provided for the citizens of this region of Ghana.

FYI Jaclyn McCarthy has been accepted to participate in an upcoming mission trip to Ghana in March. She is personally trying to fundraise \$1000.00 to participate. All donations over \$20 will receive a tax donation. Jaclyn thanks you for your support.

### **Makeup of the Chapter Executive & Members-At-Large**

It was discussed that other nursing organizations such as Tau Upsilon organize their meetings as follows: Core Chapter Executive meets monthly and approximately every 3 months meetings are opened up to all members. RNAO Windsor-Essex Chapter Executive is dedicated to being fiscally responsible so more discussion is needed about how meetings should be organized and who should be in attendance. We currently have 2 participating members-at-large ~ Ms. Jackie McIntyre and Ms. Jaclyn McCarthy. All agreed this is an excellent way to get members involved in the Chapter Executive. These members have been instrumental and volunteered to assist in a number of activities already within this last year. There was some discussion about members-at-large requiring to be elected at the next AGM. A suggestion that our current members-at-large remain involved as they are now was unanimously accepted. Should we decide there is a need for additional members-at-large to be on our Executive, there will be a call for elections in the fall.

**Action Item:** Jen to inquire with other Chapter Presidents in regards to how they organize and support their members-at-large.

**Action Item:** Jen is create a draft document outlining the details of the requirements of members-at-large for all to the Executive to review and approve.

### **Save the date for our 2014 Events**

Chapter members have informed us that they would like more advanced notice of events. In order to do this, it was proposed to create a flyer advertising the events we have already started planning.

**Action Item:** Jen to create a flyer advertising all upcoming events.

**Action Item:** Megan or Steph to post this flyer on our Facebook and website.

### **Student Engagement Events**

(All)

There is no current student engagement events planned, but we are always open and available to present on the benefits of being a student member of the RNAO.

Adjournment 19:00

Next meeting Scheduled for: Wednesday, Feb 19<sup>th</sup>, 2014

Location: University of Windsor - room 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 - room to be confirmed by Debbie

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> - TBD

Wednesday June 18<sup>th</sup> – Artisan Grill, 269 Dalhousie St. Amherstburg

July- Summer Break

Monday August 18<sup>th</sup> – Essex Civic Center

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