

RNAO Essex Chapter Executive Meeting Minutes  
Monday September 17th, 2012 ~ 18:30-20:00

Location: Taza Mediterranean Restaurant – 350 Cabana Rd. E  
Meeting over Dinner

Attendees: Veronika, Amanda, Cheryl, Pat, Crystal, Kim

Regrets: Lynda, Mercedes, Kelly, Jennifer

**Budget Update:** Veronika reported that we received the \$1500 she requested for regional developmental funding from the nurses' week events. We currently have \$3716.74 in our account. She reported that we need to send the year end budget report to head office as well as the proposed budget in November for the next fiscal year. She will put in a request for the \$500 that we pledged for the biennial research conference at the university. She also reported that she still has not received a reply yet from her request for education funding back in early June. She has again sent a request to find out if she is approved for any funding.

**Social Media Update:** no report

#### Fall Event Planning

**Barb Mildon:** She will be coming to Windsor Thursday Sept 27<sup>th</sup>. We are planning to have an "informal" meet & greet at Armando's on Cabana that evening with some nursing leaders in the community. Suggestions for leaders to invite are: Liz Haugh, Theresa Marentette & Dana Boyd from the WECHU, Julia Taylor, the clinical educator from St Elizabeth's, Jackie (our Region 1 RNAO rep), Kris Voycey (College of Nurses), Karen McCulloch (WRH), Janice Kaffer (HDGH), Mary Wilson (CCAC). The nursing leaders will be invited to send a representative if they are unable to come. **Action Item:** Jennifer will e-mail invitations. Amanda has made a reservation at Armando's for the evening.

We are also planning a breakfast meeting Friday morning & will invite nurses & students from the community. Likely it will be at the Lumberjack restaurant. Crystal has checked with the restaurant & it is available as long as we are out by 9:00. **Action Item:** We need to decide on a topic & Crystal will put together a flyer. Lynda will send the flyers by e-mail to nursing agencies in the community.

**Research Conference (Sept 29<sup>th</sup>):** The organizing committee has asked if we would like to send a representative from the executive to the dinner on Friday Sept 28<sup>th</sup>. Lynda will attend on behalf of RNAO. We will also have an RNAO booth at the conference. **Action Item:** Pat & Amanda will set it up & be at the booth.

**Windsor Essex Chapter AGM:** will take place at Essex Golf & Country club on Oct 17<sup>th</sup>. The flyer has been sent out by Jody Smith from head office. So far, there are only 2 replies, but it is still 4 weeks away. Janet Kelly from the Rotary Club will be our guest speaker on the challenges for nurses working in Ghana. Attendees are requested to bring new baby clothes, new or gently used, white nurses' uniforms, stethoscopes, etc. Amanda has already received a number of responses from nurses about medical

equipment they may have to donate. **Action Item:** Amanda will contact Janet / Dr Bachevie about a letter stating what the medical supplies will be used for.

Elections: the posting for the position of secretary was sent out with the announcement of the AGM. The election will take place at the AGM on Oct 17<sup>th</sup>.

Fall legal education event: Veronika has heard back from Jane Letton, the lawyer suggested by RNAO. She is available Monday, Nov 12, Thursday Nov 15 or Friday November 16. We decided that Thursday the 15<sup>th</sup> would likely be the best day. Jane suggested two topics: 1. Social Media – professional & personal & 2. Preventing lawsuits, both arising out of the workplace & the impact of the Good Samaritan law for emergency situations. We decided that the 2<sup>nd</sup> topic would be better. We will have a dinner & presentation, possibly “meet & greet” at 5:30, dinner at 6:00 & the presentation immediately following.

**Action Item:** Veronika will let Jane know about our choice of dates & topic. She will also check with The Other Place Catering on Walker Road to see if it is available that evening. We will need to put together a flyer for it.

Denise Koster: We are still planning the student event for Dec 6<sup>th</sup> from 1 – 4 pm. Cheryl, our St Clair College student rep, has not been able to find a room available at the college for that time. She will inquire about a room at the downtown St Clair site. Kelly had e-mailed her report & stated that along with Denise Koster, we have Althea Stewart-Pyne, RNAO’s Healthy Workplace Environments Program Manager & Annette Weeres from RPNAO who are willing to speak at the event. Cheryl reported that the faculty contact person at St Clair College is Bev Jones. Crystal suggested that we ask for a canned goods donation from all attendees since it will be close to Christmas.

When Lynda was contacted, she stated that Denise will be available for an event Wednesday, Dec 5 in the evening as well.

**Action Item:** need to confirm details about the location for the event Dec 6<sup>th</sup>. Need to obtain bio for Denise Koster. Kelly will put together a flyer once she has more details.

Round Table: Veronika reported that she has already received information about RNAO payroll deduction at WRH. She & Kelly have planned some information sessions for the staff perhaps Sept 21, but for sure Oct 5 & 12.

Kelly stated in her report that she, Kim & Crystal attended a 1<sup>st</sup> year orientation at the University of Windsor & they raffled off five \$20 memberships. We need to send a cheque to RNAO head office for them, but perhaps we can use 5 of the \$10 memberships that David McChesney had sent us & we didn’t use up. They also recruited 13 new members. Pat presented information about RNAO membership at the 2<sup>nd</sup> year orientation & recruited 11 new members. **Action item:** send applications, cheque & unused \$10 memberships to RNAO.

Adjournment at 20:15

Next Meeting Scheduled for: Monday October 15<sup>th</sup>, 2012 at 6:30

Location: Pat McKay’s house – 2874 Northway Ave, Windsor

Scheduled RNAO Executive Meetings 2012

Monday January 16<sup>th</sup> – Armando's on Cabana

Monday February 13<sup>th</sup> – Smoke & Spice 7470 Tecumseh Rd. East

Monday March 19<sup>th</sup> – Armando's on Cabana

Monday April 16<sup>th</sup> – Jen's House

Monday May 14<sup>th</sup> - Armando's on Cabana

Monday June 18<sup>th</sup> – Taza Mediterranean Restaurant – 350 Cabana Rd. E

July – Summer Break

Monday August 20<sup>th</sup> – Armando's in Tecumseh – 13039 Tecumseh Rd. East, Windsor

Monday September 17<sup>th</sup> - Taza Mediterranean Restaurant – 350 Cabana Rd. E

Monday October 15<sup>th</sup> - Pat's house

Monday November 19<sup>th</sup> -

Monday December 10<sup>th</sup> -