

Agenda & Minutes

RNAO Windsor/Essex Chapter Executive Meeting – March 21, 2011
Mini Restaurant - 475 University Ave. W
18:30 – 20:30

Present: Jennifer Johnston, Kelly Mertens , Veronika Pulley, Pat Mckay
Regrets: Crystal Avolio, Carolyn Davies, Lynda Monik

Budget Update

- Veronika noted that she bought new carbon cheques – cost was about \$45
- Veronika brought the chequebook to give Pat so we can pay for the March 30th event
- The group agreed that Carolyn should be paid for Cathy Crowe accommodations however Carolyn needs to provide Veronika with an invoice
- There is approximated \$6230 in our account

March 7th Tau Upsilon Event – Debrief

- Approximately 30 attended the presentation by Pat Sealy, a breast cancer survivor
- Debbie Kane from Tau Upsilon and Jennifer Johnston from RNAO Hosted
- Presentation was very informative
- Our cost was \$55

March 14th U of W Student Luncheon

- Jennifer & Kelly brought healthy sub sandwiche trays, cookies and drinks.
- Almost all the food was eaten and then leftover subs we dropped off to the Faculty.
- J & K presented a PowerPoint Presentation to the students and answered questions.
- We also provided the students with a handout on the Benefits of Student Membership.
- Some Nursing Society students assisted with set-up and clean-up which was nice.
- About 35 students attended & approximately half signed up to be members
- Pat will give the new membership forms to Neil at the Mar 28 U of W career fair.

March 28th Booth at the U of Windsor Career Fair

- Neil Halpert from RNAO head office will be coming for it.
- Pat will go from approximately 9am until noon.
- Kelly may go in the afternoon if she has recovered from her night shift adequately.

March 30th Policy & Political Action Dinner

- Veronika put a deposit down for \$100
- The ad flyer has been distributed to many healthcare organizations and has now been sent out via Head Office mail to all RNAO members in Windsor/Essex/Chatham/Sarnia.
- Kelly has already sent the details for this event to AM800 for their Community Calendar. Thanks Kelly!
- **Crystal will bring her laptop**
- **Crystal to put together folders for each participant including handouts like the RNAO leadership manual guidelines and helpful hints.**
- **Pat will get the data projector from the university**
- **Kelly will print up attendance certificates & will get a gift certificate from Remark's for an attendee who brings a non-member. Both will get a gift certificate.**

- **Kelly will also bring raffle tickets and bring the registration sheets she created.**
- **Jennifer to bring a float for change**
- We will have it even if there is a small number who attend.

April 4th Supporting Carolyn's Political Action re: Moratorium on decisions about Nuclear Power

- Jennifer spoke with Carolyn before our meeting about this and Carolyn asked her to bring this initiative forward to the Executive. Carolyn would like our support when she brings forward a motion at Amherstburg town council on April 4th to stop any further actions in regards to rebuilding nuclear power plants until more research is done. This is timely not only because RNAO Head Office has just circulated an Action Alert with background info on this, but also because of the impending health concerns in Japan. Discussion followed. We are generally in support of it.
- **Jennifer will ask if Crystal would be willing to do a brief presentation with her at the council meeting.** Veronika said that she would attend also.
- **Jennifer to contact Head Office to send out a general membership email asking for RNAO member support.**

AGM:

- Veronika, Lynda & Pat to attend.
- Pat will check with 2 colleagues at the university to see if they are interested in being a voting delegate since we have 4 positions.

Lois Fairley Award – Details & Planning

- Lynda sent the flyer electronically, but she has a better hard copy.
- **Lynda will get Jennifer a polished hard copy of the flyer and copies will be made at the WRH print shop.** Flyers will be distributed by the Executive.
- Awards Event scheduled for May 10th at WRH 10am.
- Will have coffee / tea / cookies / pastries
- John Fairley has already contacted us & will arrange advertising for the event.
- Lynda and John will be involved in the selection process of the winner as in previous years.
- The Executive discussed whether a nominee must be living or deceased. **Lynda to find out about this.**

Nursing Week Insert

- Will be published May 6th
- Jennifer showed the Executive copies of the ads that have been created. All agreed they looked professional and well organized.
- Jen & Lynda met with Gisele from the Windsor Star & timeline established.
- Jen distributed lists of potential advertisers to the Executive to call to ensure that the contact information and mailing addresses are still correct. This needs to be done and sent to Jen before Mar 28.
- Windsor Star will send out cover letter along with description of levels of ads & prices available.

June 11th Heart & Stroke Big Bike Event

- Jennifer was given a folder with details about this event from the Heart & Stroke foundation. Date of the big bike is June 11th.
- The Executive agreed that this would be a nice charity event to participate in.
- Jennifer has offered to be the Team Leader for this event.

- **Jennifer will put it out to the membership to see if there is any interest in taking part in this fund-raising event.**

Round Table

- Jennifer has looked into purchasing mugs with RNAO logo on them to be used as gifts for different events. She has gotten 2 prices from companies locally. There is a minimum order of 72. Elias charges approx. \$280 & Allegra charges approx. \$247. Pat suggested checking with RNAO head office to see if they have RNAO mugs & what they would charge. **Jennifer will follow-up on this and report back.**
- Jennifer told us that she & Lynda were interviewed for an article on political action that will be published in the RN Journal likely next month. This is a great honor.
- Jennifer told us about the illness of Amanda Ellard-Ryall's husband (RNAO member and current MN Student at the U of W) & suggested that we put together a gift certificate for her & get her a card to let her know that we are thinking about her. All agreed & the Executive generously donated. **Jennifer will get a gift certificate to Just Jeff's along with a card and drop them off to Amanda.**
- **Kelly will put together a standardized checklist for when we attend speaking engagements so that people will know what to expect.** This is in response to a few occasions when RNAO speakers such as Kelly & Jen have arrived but AV equipment, parking and assistance has not been available as planned.
- CRNE exam is Wednesday, June 1. Jennifer, Kelly & Pat may attend at the end of the exam to hand out a small token to the students to let them know that they are supported by RNAO.

Next Meeting Scheduled for: Monday April 18th, 2011

Location: Pat's house

Scheduled RNAO Executive Meetings 2011

3rd Monday Evening of Every Month - Locations TBD prior to Meetings

Monday January 10th Pat's House

Tuesday March 1st Crystal's House

Monday March 21st Mini Restaurant

Monday April 18th Pat's house

Monday May 16th - TBD

Monday June 20th

No meetings in July & August

Monday September 19th

Monday October 17th

Monday November 21st

Monday December 19th??