

RNAO Windsor-Essex Chapter Executive Meeting Minutes  
Monday Sept 16th, 2013 ~ 18:00-20:00

Location: Thanasi Greek Restaurant – 1204 Tecumseh Rd. E  
All Are Welcome!

In Attendance: Jennifer, Kelly, Veronika, Debbie, Crystal, Jaclyn, Megan

**Welcome & Introductions**

**Review of Action Items from Last Meeting** (All)

Tau Upsilon is not able to partner with us on the preventing violence December event as they are hosting an event with a similar topic in 2014. However, they have asked if we will partner with them to host an upcoming event in January 2014 on the new CNO Quality Assurance requirements.

Crystal is going to try to get all Chapter and Interest Group Presidents names for Veronika.

Megan sent out the Preceptor invitation to the University already. Mary Cole has not received a copy yet, so Megan is going to forward it to Ms. Cole.

**Budget Update** (Veronika)

The balance as of Sept 16, 2013 is \$ 1962.39. There is currently a cheque outstanding to be cashed for \$ 150.00 in addition to the expense for the dinner this evening.

Developmental funding will be available for submission requests as of November 2013. The new fiscal year runs on November 1, 2013 to October 31, 2014.

**Event Debriefing**

Creating Great Newsletters RNAO Webinar Aug 28 (Crystal)

Crystal had difficulty signing in to the Webinar and an email was sent out as a lot of individuals had difficulties signing on to the OTN event.

Here is the link for the archived webinar:

<http://mediasite.otn.ca/Mediasite/Play/5601eaf21e2d4cf8a27a2b1e71e43b2c1d>

Woman's March Sept 1 (Carolyn)

Carolyn was not able to be present to recap the event for the chapter, therefore we will discuss this at the next meeting.

Kelly mentioned that her mother went to the event and it was quite successful.

Year 1 Clinical Orientation (Kelly)

There was a good turnout at the orientation. We did raffle off 5 gift- student memberships. We received 4 out of the 5 applications back.

Kelly confirmed that the RNAO will be offering discounted student memberships for \$ 10. Kelly has ordered more student membership welcome packages.

We are currently waiting to find out if the University of Windsor has a student representative for the RNAO. Crystal contacted Alex Hopper and has not heard the outcome of the nursing society elections yet.

### Region 1 OTN Meeting Sept 9

(Jen)

Jen, Lynda and Debbie were present for the OTN meeting. Doris lead the OTN meeting that included the Sarnia-Lambton, Chatham-Kent and Windsor-Essex Chapters. The focus was on “ What to do to engage our members”. The experience with the OTN was a little bit difficult as Chatham was the visual center and Doris was not able to be seen. Doris is ok with this format and the event lasted for 1 hour and then promptly disconnected.

### **Promotional Materials**

(All)

**Action Item:** Order the banner

Lynda was able to provide some quotes from Staples for the banner and the comparison quality and details offered versus the banner offered through RNAO head office. It was confirmed that Jen is to go forward and order the banner from Staples in the hopes to have it available for the AGM. Jen will follow up with Lynda.

**Action Item:** Order USB chargers

It was also confirmed that Crystal is going to order the 200 USB chargers with the logo for the promotional giveaways. Kelly provided Crystal with her husband’s address to ship them to the US as the price is significantly lower.

### **Fall Event Planning**

Cultural Competency Event Sept 26

(Jen)

Currently there are approximately 215 people that have RSVP’d for this event. It is at capacity and a waiting list has started. Kelly has volunteered to be in charge of the RNAO Windsor- Essex Chapter table display.

Fundraising for Rotary Trip to Ghana

(All/Lynda)

Lynda was not present, so this is deferred until the next meeting.

Lynda previously mentioned that the Rotary are accepting any donations of used glasses, sunglasses, baby clothing, medical supplies and also monetary donations. This is posted on our website.

Chapter AGM

(All/Kelly)

The Chapter AGM has been confirmed for Wed. Nov 6<sup>th</sup> at the Essex Golf and country Club.

**Action Item:** Megan to provide a Save the Date Flyer and post all the details online. Special note to bring a donation to the event.

Kelly has started a RSVP list and will coordinate the details with Crystal as Kelly will be going on maternity leave shortly.

**Action Item:** Crystal to compile the RSVP List and assist with the AGM.

Media Awards (Nominate the Windsor Star) (Lynda)

Lynda informed the group through email that nominations for these awards will start in the new year.

Partnering with Tau Upsilon (Jen)

**Action Item:** Jen to discuss with Sandra from Tau Upsilon in regards to promotion of each organization's upcoming events to ensure all of the nursing professionals, educators and students are aware of the local events, workshops and fundraising efforts.

**Round Table** (All)

- University of Windsor and Tau Upsilon have informed us that they are already hosting an event in 2014 on the topic of bullying and violence prevention, therefore they are unable to cost-share for our December event. The Executive agreed that the event with Denise Koster was very much worth the expense, however due to the limited funding that we currently have access to, it was agreed upon to find a local nurse expert (to save on travel and accommodation expenses), to adapt our topic to complement that of Tau Upsilon's, and seek out another partner to help cost-share.
- Suggestion for an alternate topic: leadership and adaptation to change - to benefit both the nursing students as they transition into their careers and RN's such as those currently experiencing the hospitals amalgamation.

The group agreed that it would be beneficial to put a positive spin on the topic and make the event very interactive with the membership.

- Suggestion to contact Rita DiBiasi-Nurse from WRH Cancer Center, as a speaker. She discusses caring for the caregiver and stress. She may be able to focus on change theory.

**Action Item:** Debbie Kane is going to check if Rita is interested and available in presenting to our membership.

- RNAO has 4 main focus. See their website for more details.

**Action Item:** Megan is going to prepare a flyer for the Chapter Award of Distinction. The sheet is to be sent out with the RSVP. There is to be a hyperlink to the nomination form.

- Newsletter is being put on the back burner for now. We will revisit this topic after the AGM and see whether it is a feature that is being used by our membership.
- Payroll Deductions- the group agreed that it is best not to initiate this at the moment due to the merging of WRH and HDGH. They are going to be transitioning their accounting departments and we are not sure if HDGH offered payroll deductions as WRH had. Next year the topic to add the CNA option and the billing may be too complicated at the moment to get the support from the accounting and human resources staff that would need to do the payroll.
- **Action Item:** Veronika is to provide the rough RNAO budget to the group for review by the Chapter AGM.
- Debbie informed the group that the next RNAO Board of Directors Meeting will occur in approximately 2 weeks. Discussions are to be had on a number of issues. They have some dedicated time to address the issues associated with the CNA. If there are any questions please let Debbie know so they may be address if time allows for questions.

Adjournment 8:00pm

Next Meeting Scheduled for: Monday October 21<sup>st</sup>

Location: Twisted Apron on Wyandotte St.E

Scheduled RNAO Executive Meetings 2013

Wednesday January 16<sup>th</sup> – Armando’s on Cabana

Monday February 11<sup>th</sup> – Jen’s House

Monday March 18<sup>th</sup> – Armando’s on Cabana

Wednesday April 17<sup>th</sup> – Ojibway Nature Centre

Monday June 17<sup>th</sup> – Taza Restaurant

July-Summer Break

Monday August 19<sup>th</sup> – Armando’s on Cabana

Monday September 16<sup>th</sup> – Thanasis Greek Restaurant

Monday October 21<sup>st</sup> – Twisted Apron on Wyandotte St.E

Monday November 18<sup>th</sup> – TBD debrief regarding AGM

Monday December 16<sup>th</sup> – TBD