

Meeting Minutes

RNAO Windsor/Essex Chapter Executive Meeting – March 1, 2011
18:30 – 20:30

In Attendance: Crystal Avolio, Kelly Mertens, Jennifer Johnston
Through Teleconference: Veronika Pulley

Welcome

– Crystal served us a beautiful meal

Queen's Park Debrief (Crystal/Jennifer)

- Jennifer & Crystal provided a brief update including sharing info about the RNAO Political Platform Document "Creating Vibrant Communities". Areas of focus such as: improving RN to population ratios across the province, calling for more NP-led clinics, investing in mental health and addiction services, and enhancing Medicare by investing in home care services.

Cathy Crowe Event Debrief (Veronika/Crystal/Jennifer)

- Approx 45 to 50 attended the Breakfast Presentation at the Lumberjack Restaurant
- Good feedback about the event, those who attended found it very informative
- Media Release was effective in informing the local media. They responded by sending TV crew and newspaper reporters. Local CBC Television as well as the Windsor Star covered this event.

- A few members asked for a receipt of payment and/or a certificate of attendance. The Executive suggested obtaining a receipt book and making up certificates for future events.

***Veronika to purchase receipt book**

Budget Update (Jennifer/Veronika)

1. Share costs with Tau Upsilon regarding March 7, 2011 event for student discounted / subsidized dinners and door prizes:

- It was previously decided by the Executive that this was fair

***Veronika to bring Chapter chequebook to pay our share at the end of the night**

- Veronika confirmed that we can pay at the door of the event if we have already RSVP'ed.

- Veronika, Jennifer and Amanda are planning on attending this event.

Crystal may try to attend.

2. Need new cheques in near future - only 5 left - would like to order "carbon" cheques so that our Chapter has a copy of any cheque written as our passbook doesn't afford us receiving our cancelled cheques back. Approximate cost is \$40 or so depending on number ordered (I did cheque out Staples as TD suggested - cost is astronomical for 'business cheques' and need to order a minimum of 500 - we don't need so many):

- All agreed that carbon copy cheques would be good for keeping accurate records.

- All also agreed that we don't need 500 cheques, so we should go with smaller quantity even if that means the cheques each cost a little more.

***Veronika to follow-up on this and obtain a manageable/reasonable amount of cheques from TD**

3. March 30 Event - I am returning from Woodstock that day and may not get to the dinner in time - however, I can either leave cheque book with Pat or find out if Other Place catering will 'bill us' and we can pay once billing received:

- Jennifer has agreed to pay with her credit card and obtain reimbursement for the event.

4. Does Carolyn wish to be paid for 1 night accommodation for Cathy Crowe since we do have the money and did put it in that budget?

-Deferred (Carolyn was not present)

*Follow-up with Carolyn needed

5. Does Lynda wish to have some funds reimbursed to her employer for partial costs of the breakfast, particularly if any of the amount was 'short' - possible share of honoraria??

-Deferred (Lynda was not present)

*Follow-up with Lynda needed

March 7th Event (Co-hosting with Tau Upsilon) - Details (All)

-See details above

***Jennifer to ask Debbie Kane whether it is ok for us to advertise our March 30th event, at the Tau Upsilon event.**

March 14th Event (U of W Student Luncheon) - Details (All)

-12:00 to 13:30 in Rm 203 Toldo

-Kelly said she likely will be able to commit; Jennifer will have to check with her employer.

-Executive agreed that the Chapter can provide lunch and drinks, such as was done for the St. Clair Nursing Student Luncheon.

-Executive felt that it would be advantageous to again offer 5 free student memberships as raffle prizes, such as was done at last fall's student presentation.

-Ajla, who is the RNAO Student Rep at U of Windsor will be promoting and advertising the event.

***Jennifer to follow-up with Ajla**

***Jennifer to make more copies of the handout on the Benefits of Student Membership**

***Kelly to contact RNAO Head Office about obtaining more giveaways**

***Jennifer & Kelly to connect and decide on who is doing what for this event**

March 28th Event (Booth at the U of Windsor Career Fair) - Details (All)

-Neil from Head Office will be attending and bringing a display

***Pat & Kelly to communicate with each other and with Neil, to work out providing additional booth support/assistance.**

March 30th Event (Policy & Political Action Dinner) – Details (All)

-We have the venue "The Other Place Catering" from 5pm-9pm

-If possible, all available chapter members to arrive by 5:30pm to help with set-up

-Cost per person including taxes, gratuities, linen, food and venue is \$25/pp

-It was decided that students should be subsidized by the Chapter and only charged \$20/pp

-The group engaged in a discussion about whether non-members should be charged more than members. In the end it was decided that they should be charged the same since a higher price might dissuade them from coming in the first place.

-The group also discussed the importance of encouraging members to bring a friend/non-member.

-With this, we discussed having door prizes for those who bring a non-member, such as: Gift Certificate from Enzo's Trattoria, gift baskets, books on political action (such as were raffled off before at the General Membership Meeting in Nov 2010).

-Possible topics for discussion at the event include: a brief chapter update of highlights and events; an update from the Queen's Park event; read out suggestions we received from chapter members regarding what issues to address while at Queen's Park along with the answers we learned; how to interact successfully with the media; how to engage in policy & political activity; an activity that sparks small group discussion.

- We also discussed the need for a laptop computer and a projector. Crystal committed to bringing her laptop and it was thought that Pat or Lynda may be able to bring the projector.
- *Crystal to create a flyer advertising the event ASAP**
- *Crystal to put together folders for each participant including handouts like the RNAO leadership manual guidelines and helpful hints.**
- *Kelly to design a registration sheet for this event**
- *Veronika & Crystal to see about obtaining door prizes**
- *Jennifer to obtain a float/change for this event**
- *Jennifer to be primary contact and to follow-up with The Other Place Catering**
- *Jennifer to follow-up with Pat or Lynda about brining a projector**

AGM - Details (Jennifer)

- Online registration is now available and is due before March 14th.
- As previously decided Veronika, Kelly, Lynda and Jennifer will be voting delegates. Pat and Crystal will be alternates.
- It would appear that All Voting Delegates must sign-up individually online (www.rnao.org), however ***Jennifer to check with Penny about the specific process.**
- There was a discussion about travel plans. Veronika offered to drive. This needs to be discussed as a group.
- There was a discussion about attending the Leadership Luncheon and/or President's Banquet. Some felt that the cost of one or both events could be covered by the chapter, while some felt that this should be paid for through personal monies. It was decided that this needed to be discussed further as a larger group.
- FYI: Veronika, Kelly and Jennifer plan on attending the Leadership Luncheon on Fri. April 8th, and the Keynote Speaker on Sat. April 9th
- *The Voting Delegates need to decide if they are going to the President's Banquet**
- *The whole group needs to decide whether any chapter funds should be used to subsidize the Leadership Luncheon and/or the President's Banquet**
- *The Voting Delegates need to decide how they are travelling to the AGM**
- *Jennifer to complete Member's Voice and circulate for feedback and approval**
- *Jennifer has already reserved 2 hotel rooms at the Downtown Hilton for Thursday April 7th-Saturday April 9th. Res #3421148443**

Resolutions Update (Lynda/Crystal)

- Deferred until Lynda can update

Lois Fairley Award (All)

- The group decided that April 1st was a good date to start advertising and accepting nominations.
- Details about who will be lead on this event (Pat?), where to hold the event, who is to touch base with the Fairley Family, how the winner is to be decided, etc. to be discussed at the next Executive Meeting March 21st.

Nursing Week Insert (All)

- The group felt that a focus on "Unconventional" or "Alternative" Nursing jobs could be this year's theme. Showcasing the many alternatives to hospital nursing, such as foot care nurse, street health nurse, diabetes educator, etc. would be an excellent way to celebrate nursing week.
- Details about who will be lead on this (Lynda?), how to recruit nurses willing to be interviewed, who to contact at the Windsor Star, etc. to be discussed at the next Executive Meeting March 21st.

Round Table

-Jennifer and Kelly discussed the 400+ drop in membership from Oct 31st to Jan 19th. Kelly can see that the lapsed memberships are mostly from St. Clair College and we speculate that this is due to graduates not renewing.

-Kelly proposed we emphasize the ability to take advantage of the free New Grad memberships to 4th year nursing students, at the March 14th event. Plus it was discussed that a good way to bring awareness about the free New Grad memberships is at the RN Exam in June.

-There was some brainstorming about when and how was the best way to target St. Clair students who go to the University in 3rd (and potentially 4th year), as these students no longer have their RNAO memberships included in their tuition. No consensus was reached, however it was suggested that awareness campaigns at the University should be held in September and October of each year, just prior to renewal time.

***Kelly to create a flyer to send out through RNAO Head Office, to target lapsed memberships.**

***Kelly to also create a flyer to make current 4th year nursing students aware of this special offer.**

Adjournment

Next Meeting Scheduled for: Monday March 21st, 2011

Location: The Mini Restaurant-Vietnamese

475 University Ave. W. was suggested as the next venue since they have a private room.

***The group to decide whether this is a good choice**

***If this venue is ok, Kelly offered to call and make a reservation for us**

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

Monday May 16th

Monday June 20th

July – Summer Break

August – Summer Break

Monday September 19th

Monday October 17th

Monday November 21st

Monday December 12th (we kept this as the second week of Dec, due to the Holidays)