

RNAO Windsor-Essex Chapter Executive Meeting Minutes

Monday March 19th, 2012 ~ 19:00-20:45

Location: Armando's on Cabana

Meeting over Dinner – Attendees: Jennifer, Kim, Veronika, Crystal, Cheryl, Mercedes, Pat, Kelly

Regrets: Lynda, Amanda

Budget Update

Veronika reported that we received the first payment for the year from RNAO head office earlier this month. It was \$1880.00. We now have \$4802.56 in our account. She is not sure of the number of members that we have.

Action Item: Kelly will inquire about our membership numbers.

Past Event Debriefing

- Thank you Kelly for giving a presentation at the WECHU March 2nd on the topic of the benefits of RNAO Membership. The presentation was well attended but we did not get many immediate sign-ups. Kelly also informed the Executive that she was recently part of a teleconference with RNAO Head Office. She reported that she learned about the opportunity to access special funding specifically to support improved engagement with student nurses. It was suggested that our treasurer should talk to Bertha Rodrigues at Home Office to find out what the Chapter has to do to access this student event funding.

Action Item: Veronika to follow-up with Bertha Rodrigues.

- Queen's Park Day: Kim and Veronika attended the event on behalf of the Windsor-Essex Chapter. This year, RNAO Home Office chose to organize the event at a time when Parliament was in session and this seemed to result in more MPPs on-site and available to meet with Nurses. RNAO members met with over 70 MPPs through the day! Kim and Veronika's group met with Taras Natyshak (MPP for Essex) & Richard Nichols (MPP for Chatham-Kent). They were unable to meet with MPP Teresa Piruzza. They both reported that this was a great event.
- Jennifer co-chaired the Quarterly Chapter Presidents' Meeting held the night of Queen's Park Day. She and Janet Hunt (President of the Middlesex-Elgin Chapter) worked together with Home Office representatives Jody Smith, Neil Halper and David McChesney to plan an informative and engaging meeting. Chapter Presidents from across Ontario meet 4 times per year to exchange ideas, lend support and problem solve together.
- At the Assembly Meeting on March 2nd, Jennifer and Region 1 Representative on the RNAO Board of Directors - Jacquie Stephens, engaged in a group exercise to brainstorm one initiative to do upon our return after Queen's Park Day. We decided that since RNAO members were unable to meet with MPP Teresa Piruzza and some of the other MPPs in our region, we would send them each a letter and a package

including the newly updated 2012 Creating Vibrant Communities Booklet. We would also invite them to be part of “Take Your MPP to Work Day”. Upon her return, Jennifer also contacted each of the Chapter Presidents in Sarnia-Lambton and Chatham-Kent to see if their chapters were interested in being part of this initiative. Both chapters responded enthusiastically and agreed to participate, so Jennifer and Kim are working with them and RNAO Home Office to get the packages out. As well, MPP Teresa Piruzza has followed-up with the Windsor-Essex Chapter Executive and has invited us to meet with her on April 13th at 4:15pm at her Constituency Office in Windsor.

Action Item: Jennifer and Kim to invite the Executive to this meeting.

Update: This meeting is being rescheduled due to illness.

Kelly then reported that Neil Halper Web & Media Guru from Home Office would appreciate being informed of upcoming events and initiatives being planned by all RNAO Chapters. This way he can include info about the events in his social media promotions.

Status Update on Social Media

Kim reported that we now have a LinkedIn Group for our Chapter. This is a great way to network and connect with other nurses in our region.

Mercedes looked into a Twitter account for our Chapter. After some discussion, the group decided that we would hold off on setting up a Twitter account at this time, so we can focus on our other social media initiatives – the independent website, the RNAO Chapters website and our Facebook Fan Page. We currently have 19 RNAO Facebook Fan Page followers. Mercedes also suggested it would be a good idea to just post something on our Fan Page at least once a week, to keep it looking fresh and to engage members. All agreed, then Mercedes offered to do this task. A discussion then ensued about creating an interim position on the Executive, specifically to address Social Media for the Chapter. Mercedes volunteered and it was unanimously decided that she would take on a position as Interim Social Media Officer until we do elections, likely at the Chapter AGM in the fall of 2012.

Action Item: Jennifer to add Mercedes as an administrator on the Facebook Fan Page. (Done)

Action Item: Mercedes to post something engaging on our Fan Page at least once per week.

Action Item: Jennifer to inform Home Office of these new developments. (Done)

Student Events/Initiatives Update

Cheryl, our St Clair RNAO student rep, informed the Executive that she is working with the nursing student council, Elyse Maindonald at St. Clair and the Rotarians, to set up a scholarship for September 2012, to support a Ghanaian nursing student. Cheryl explained that nurses are trained there, but often leave the community after they complete their studies, so there is a great need for nurses in the area. The goal is to raise \$1500 for a nursing student who will complete their nursing studies and commit

to staying in the local community. Kim suggested Cheryl e-mail the president of the International Nurses Interest Group of RNAO about this, to see if they would support. Cheryl also discussed that the College is struggling with a lot of animosity and horizontal violence between the BScN, RPN & PSWs. Faculty and the nursing student council are working on ways to encourage mutual respect and improve the relationships between the three groups. One idea is for the St. Clair College Nursing Student Council to host a fun event where all 3 groups are invited to attend. It was suggested that she contact David McChesney from RNAO Home Office about this, since there is a Best Practice Guideline addressing both Healthy Work Environments and Preventing & Managing Violence in the Workplace, to see if he could offer support or suggestions. Kelly also offered to be the back-up person for this.

Action Item: Cheryl to contact the President of the International Nurses Interest Group re: support for the scholarship.

Action Item: Cheryl to contact David McChesney and Jody Smith at Home Office re: support for organizing a student event. dmcchesney@rnao.org & jsmith@rnao.org

Crystal, our U of Windsor RNAO student rep, also gave the group an update on the status of the student referendum concerning choosing CNSA vs. RNAO student memberships to be included in yearly fees. Crystal reported that the Nursing Society at the University has decided to make some budget concessions in order to pick up the increased cost of the CNSA membership fees, which are set to increase by \$5 this fall. This way, all students will continue to enjoy the benefits of CNSA membership and won't have to choose between the two memberships.

She also reported that there will be a referendum at the end of March (date yet to be determined), asking whether students are willing to add \$15 to their yearly fees so that all of them will belong to RNAO. Crystal and the Nursing Society have been advocating strongly that nursing students should join their St. Clair nursing student colleagues by collectively belonging to RNAO. Crystal also reported that RNAO Home Office drafted a letter that was sent to all 4th year nursing students about the importance of joining RNAO.

Jennifer reported that she found out at the Assembly Meeting that St. Clair Students are currently paying \$20/student membership and that this fee can be decreased to \$15 per student per year.

Kelly and Pat are planning to set-up an RNAO table display at the March 26th Nursing Student Career Fair. Home Office has already sent a large box of promotional items and pamphlets.

Action Item: Jennifer to report these new events to Home Office. (Done)

Action Item: Jennifer to contact David McChesney to ensure that St. Clair RNAO student fees are decreased to the group rate of \$15 pp/year. (Done)

Action Item: Crystal to keep the group informed of the situation re: referendum.

The group also discussed the annual initiative of Windsor/Essex Chapter members handing out treats/gifts to those leaving the RN Exam with a note attached welcoming them to the profession. In past years we have given out granola bars, but Mercedes and

Crystal suggested that this was not the best choice. Other suggestions were chocolate bars, candy and lanyards.

Windsor Star Nursing Week Insert Planning

Planning for the 8th annual edition of the insert is in full swing. Lynda has arranged a meeting with the Windsor Star for Wednesday, March 21, to formalize plans for the insert which will be published Friday, May 4th, 2012. Jennifer, Kim, Crystal, Lynda & Pat to attend. The subcommittee met last week and brainstormed ideas for possible article content and devised a tentative timeline and work-back schedule. We certainly want to highlight all the winners of the Lois Fairley award, since this year marks the 5th anniversary of the awards. So plans for this year include, an early awards ceremony, so all 5 winners can be interviewed for this year's Windsor Star Nursing Week insert. Update: The group did meet with members of the Windsor Star. The meeting was very fruitful and plans were set in motion to have the committee call the 400+ contacts on our list from last year, to ensure we have correct contact names and info. The Windsor Star will then put together packages with info about how to buy advertising space to support the Nursing Insert along with a letter from the Windsor-Essex Chapter. The subcommittee also decided that this year they will focus on publicizing this heavily through social media.

Action Item: Jennifer to divide up the contact list evenly between the subcommittee members and send that out. (Done)

Action Item: Jennifer to ensure 500 copies of letterhead are provided to the Windsor Star to print the letter on. (Done)

Action Item: All subcommittee members are kindly asked to email Jennifer your updated contact lists by 5 pm on Monday March 26th. (Done)

Lois A. Fairley Award Planning

Lynda has ensured that the nomination flyer has been distributed to hospitals, long term care facilities, etc. The award ceremony will take place Wednesday, May 2nd at Hospice of Windsor. Pat has notified the 4 past winners and has invited them to attend. No nominations have been received as yet. John Fairley asked if Jennifer will be the media contact again this year. She agreed.

Update: John Fairley followed up with Jennifer to let her know that he has circulated info about the award to many media outlets (radio/television/newspaper/etc.) and that Jennifer should expect some calls for interviews by the end of March. He also let her know that an ad for the award has been placed in Windsor Life Magazine.

Action Item: Jennifer to keep the Executive posted.

DAISY Award

Jennifer notified us previously through email that she recently found out that in order for an organization to give out the Daisy award, there is a cost of \$250 per year.

Discussion followed and it was decided that instead of spending that amount, we will develop our own RNAO Windsor-Essex Chapter award to honour a Chapter member.

The award will be presented at our chapter AGM in the fall. Kelly & Crystal agreed to work together on creating a name & developing the criteria for the award.

Action Item: Kelly & Crystal to develop a nomination form for this award. (Done)

Action Item: Jennifer to follow-up with the Daisy Award folks to inform them of our decision. (Done)

Action Item: Jennifer to remove this section from the www.windsorsexrnao.org website. (Done)

Round Table

Kelly was informed at a Home Office Teleconference that Chapter Executive Elections occur once a year in February. The RNAO Leadership Manual (available online at www.chapter.rnao.ca) does indicate this in their timeline. However, Jennifer asked about this to Home Office and other Chapters at the last Chapter Presidents' Meeting and was told that individual Chapter and Interest Groups can and often do decide on when is the best time to hold elections. Up until now the Executive was planning to hold elections at the Chapter's Annual General Meeting in October. Final decision on this is deferred to our next meeting.

Adjournment at 20:45

Next Meeting Scheduled for: Monday April 16th, 2012

Location: Jen's House

Scheduled RNAO Executive Meetings 2012

Monday January 16th – Armando's on Cabana

Monday February 13th – Smoke & Spice 7470 Tecumseh Rd. East

Monday March 19th – Armando's on Cabana

Monday April 16th – Jen's House

Monday May 14th - Armando's on Cabana

Monday June 18th -

July – Summer Break

Monday, August 20th -

Monday September 17th -

Monday October 15th -

Monday November 19th -

Monday December 10th -