

Advisory Council Meeting Minutes

Sunday October 19th, 2008
8:00 – 9:00 pm EST

*To avoid confusion, speaking rights will go from east to west

Meeting called to order at 8:10 pm EST

1. Welcome and Introductions (5 mins)

In Attendance:

a. BOD:

1. Jason Nickerson (President)
2. Shandy Fox (VP Student Affairs)
3. Lindsay Burke (VP Chapter Development)
4. Kamini Kalia (VP Communications)

b. Chapters:

- UNB
- McMaster
- London (LIHSA)
- UofS

2. Advisory Council – (Shandy Fox – 5 mins)

a. What is the advisory council?

1. The NaHSSA Student Advisory Council is comprised of student leaders from local HSSA chapters across Canada and members of the Board of Directors.
2. The **group meets every 4-6 weeks** to discuss NaHSSA and chapter updates, chapter successes/concerns, and student IPE issues.

b. What is the role of the advisory council?

1. The advisory council serves as a means of communication and knowledge exchange between NaHSSA and the local chapters, as well as between the chapters themselves.
2. The advisory council gives student members a strong voice in the operation of the association and keeps both NaHSSA and the chapters **accountable** to each other.

3. Board of Directors: Brief Introductions (5 mins)

a. Shandy Fox (VP Student Affairs)

1. Has been contacting local chapters regarding the start up of the advisory council. **Guidelines for the advisory council** and advisory council meetings have been written up and sent to chapters, will be discussed at meeting today.

b. Jason Nickerson (President)

1. Communication is one focus for the NaHSSA BOD this year. Trying to improve communication between NaHSSA and chapters, between the chapters themselves, and also to the public. Need ways to share some successes of the chapters and keep them up to date on what we (the BOD) are doing. Website reconstruction is underway, coming next few months – more engaging, more resources for students, will keep members more informed.

c. Lindsay Burke (VP Chapter Development)

1. Currently gathering vital statistics from chapters, please **get your information to her ASAP** as it will strengthen the relationship and communication between NaHSSA and the chapters.
2. Is continuing to work on chapter development resources and is assisting those chapters that are trying to get up and running.
3. Is working on the website redesign for the Chapter Development section.

d. Kamini Kalia (VP Communication)

1. One of the biggest projects has been website redesign. Working closely with the BOD and the server to have the new **website up and running in a few months**. It should be easier to navigate and will have many new features for students. Look for the unveiling in the near future.

4. Chapter Input from East to West (6 min each = 24 min)

a. UNB

1. **Brief update:** Presenting their HSSA to the students in hopes of gaining interest for future student involvement. Having **difficulty recruiting people to take over positions** and there are currently only two members on their HSSA.
2. **Discussion of questions:** was unable to discuss questions with members prior to meeting. Suggested 2 weeks might be too short of notice for members to get together to discuss topic of advisory council meeting
3. **Advisory Council Guidelines:** No comments or concerns

b. McMaster

1. **Brief update:** Have been setting up their program representatives for the year. Now have one rep per year and full representation from all programs. Have mapped out their events for the year: first event Oct 30 – **'Lunch and Learn'** - presentation of a topic that allows for interprofessional discussion, lunch provided.
2. **Discussion of questions:** **turn over of representatives** from year to year has been a struggle. They are thinking of implementing **turn over binders** to pass on from year to year- improve communication and continuity of roles.
3. **Advisory Council Guidelines:** Appears simple and easy to follow.

c. LIHSA

1. **Brief update:** Had executive change over end of last year; some difficulties in past few months as have lost some members and had to recruit new ones. Some difficulty recruiting students due to the fee. Held an **introduction session** to IPE with two videos and have given presentations to colleges and departments to let them know who they are and what they are about.
2. **Discussion of questions:** They find **emails from NaHSSA often come close to the deadline** for an event - have difficulty getting the info out to students in time. Jason - systemic issue – NaHSSA tends to get the information close to the due date and then still has to get it out to the chapters and the students
 - **Election time is point of difficulty** for the chapter. They do not have a proper transition meeting or protocol. They are going to try to set a date specifically for transition.
 - They have an office that offers **storage and a central meeting place** that helps for communication and continuity.
 - One thing that has helped is their **membership officer** – person in charge of maintaining contact lists and membership fees so other don't have to. It has thus far been successful.
 - They are also having difficulty getting the word out to medical students and getting their involvement. **Asking for any suggestions from other chapters!**

d. UofS

1. **Brief Update:** Held first event on Oct 1 called **IPASS** – Interprofessional Annual Students Symposium. First event of its kind for the chapter. First year students from 5 health science colleges (530 students) attended a one-day event introducing them to interprofessional health delivery in Saskatchewan. Great success, endorsement and financial support from most colleges, health regions, and community organizations. Some difficulty engaging students to talk to each other. Now planning Health Science talent show.
2. **Discussion of questions:** Implemented a **stable HSSA email address** to improve communication between local members, NaHSSA and the community at large. Keeps members up to date and continuous point of contact for others.
 - Also **use binders** to help with transition of representatives. Find that **flash drives** are useful to pass on digital files and improves transition of events and duties.
3. **Advisory Council Guidelines:** Clear, no concerns.

5. Further Discussion/questions (3 min)

a. Kamini

Who received NaHSSA newsletter? Only 2/4 chapters present received the newsletter. Need to improve our levels of communication between each other as well as the students. **If you as a chapter receives emails from the BOD, you**

must PLEASE pass this information onto the rest of the members and, if appropriate, to the student body. This will help get the word out and will make our job a little bit easier. We need accountability from the chapters to assist with knowledge exchange.

6. Future Topics (3-5 min)

- a. Shandy: Encourages student input into advisory council meetings and topics of discussion.
- b. **Possible topics include:** fundraising and support at local chapters; faculty support and involvement at local chapters; upcoming NaHSSA conference March 2009; strategies for student engagement and recruitment; sustainability of chapters and transition; available resources for chapters – what is available to you and where do you go to get help.

7. Meeting adjourned (9:00 pm EST)

ADDITIONAL INFORMATION SENT FROM CHAPTERS WHO COULD NOT ATTEND

University of Alberta – Jenn Fookes

1. **Brief Update:** Kicked off the year with **Welcome Back BBQ** – huge success! Also hosted **4th annual Alberta Interprofessional Conference** on Oct 4. No other plans in term 1. Have a date auction for a local charity and host the Health is Wealth banquet with proceeds also to a charity in term 2.
 - Facing issues regarding **recruitment** of co-presidents. Have reps from each health faculty on campus except nursing and med lab sci – working on avenues to increase promotion to these departments
2. **Discussion of Questions:** sees a definite need for sharing of event ideas and resources. Can encourage local chapters to increase their interprofessional event capacity (perhaps online via NaHSSA website).
 - Asking about **funding** that chapters can receive (or has in the past) from NaHSSA and how they can access this.