

Nursing Student Council
September 19, 2023 04:00 PM

Zoom Meeting

Meeting Attendees:

Dr. Barbara Kitchener

Richard Bentley

Daniel Minnock

Amayra Choudhury

James Freire

Tatiana Keeby

Freda Nokaly

Jamelia Small

Diane Torsell

With a quorum present, **Amayra Choudhury** calls the meeting to order at **4:10 PM**.

1. **Amayra Choudhury** initiates by welcoming Mr. Bentley and Mr. Minnock from FSA, who were invited to participate in the meeting.
2. **Amayra Choudhury** announces the first order of business is to clarify the NSC budget.

She clarifies the following:

- a. NSC's current proposed budget correctly reflects an appropriate plan for tackling excessive rollover fees while maintaining sustainable spending plans.

- b. NSC has allocated 23,300 of the anticipated 16,500 Activity Fee, which is about 150% of the current budget.
- c. Excess funds are coming from rollovers that NSC is required to spend ASAP.
- d. Prior year NSC spent 8,200 of the 27,300 rollover budget. This is planned to occur again such that NSC uses the fund without spending it inappropriately.
- e. NSC expects to consider an increase in Activity Fee in 2 years if budget adjustments are not made (upon full expenditure of the rollover budget.)
- f. The submitted budget is the final budget. NSC will move money from the reserve to other accounts as needed during the school year.

3. **Amayra Choudhury** states 2023-2024 Budget Proposal

- a. Rollover balance: 19,130.01
- b. Admin fee: 250
- c. Summer Convocation (Renamed from Accelerated Program Pinning and Awards):
4,000
- d. Winter Convocation (Renamed from RN-BS Grad Convo Current FY):
4,000
- e. Delete account “Convocation May Prior”
- f. DSNA: 300
- g. Edu Conferences and Research Activities: 500
- h. CON White Coat Ceremony: 2,500
- i. Programs and Projects: (ANY NET EXCESS) 9,752.71
- j. Social activities: 1,000

- k. Support to BFC: 500
- l. Winter/Spring Events: 500

Total Program Expenses: 23,302.71

Balance before reserves: 12,365.87

Total (with reserves): 35,668.58

Motion: To approve the 2023-2024 budget as presented

Seconded: by **James Freire**

Vote: Unanimously approved

- 4. **Mr. Bentley** states that given this explanation of expenditures, NSC may resubmit their budget to FSA for approval.
- 5. **Amayra Choudhury** announces the second order of business is to clarify the Cafe 101 invoice that was sent to NSC on July 20th by Karen Thomas-Lovell (Executive Assistant to the Dean) of \$8,142. **Amayra** clarifies the following:
 - a. NSC allocated a budget for July 2023 Summer Convocation catering of 4,000.
 - b. Members of the Convocation planning team (inclusive of some CON staff, administrative faculty, NSC Leaders, and personnel from Student Life) discussed the menu for the event based on the students' RSVP responses that approx. 150 students plus their guests will be attending the ceremony. Based on this information the order for food as discussed among the Convocation Planning Team was placed with Café 1.
 - c. There was no verification of the cost for food until the invoice of \$8,142 was presented for payment from the NSC funds. The NSC Leadership Team felt that

this amount was inappropriately excessive considering the budgeted amount for the event was \$4000.

- d. Although there is sufficient rollover to pay this invoice, NSC will not be able to sustain such spending in the future. In an effort to emphasize this, NSC will only be covering 6,000 of the 8,142 (150% of the original intended budget), with the expectation that the CON will cover the balance of \$2,142. Dr. Kitchener will update the CON financial administrators on this matter.
 - e. Notably, catering for such events relies on NSC budget but is planned for by primarily CON faculty. NSC suggests that it may be more appropriate to finance White Coat and Convocation official college ceremonies as opposed to student activities.
6. **Dr. Kitchener** points out that the invoice amount of over \$8000 from Café 1 to the NSC did not include the elaborate fresh-flowers centerpieces, and that historically as in the case for the July 13th Convocation NSC was billed only for the food She also mentions that NSC was invited to the planning meeting, and a couple students were present. **Amayra** acknowledges that while NSC does not pay for the whole ceremony, the amount spent on food is nonetheless inappropriately over-budget and thus greater efforts must be made to ensure such an issue does not happen again. She elaborates that due to scheduling, the majority of NSC was not present at the planning meeting.
7. **Amayra Choudhury** verifies with **Mr. Bentley** and **Mr. Minnock** that **Ernie** (Cafe 101) will be able to receive split payments of 6,000 from NSC and the remaining balance from CON. **Mr. Minnock** confirms that this should not be an issue.

8. **Dr. Kitchener** will update the CON Financial Administrator (Ms. Thomany) of the discussion re NSC payment of \$6000 to Cafe 1 and request the CON consideration for payment of the \$2142 balance.
9. **Mr. Minnock** and **Mr. Bentley** agree that they have no other concerns with NSC on behalf of FSA, and exit the meeting.
10. **Amayra Choudhury** announces that transition of power is officially underway. An email with details regarding nomination has been sent to all CON students on 9/18, which confirms that nomination submissions will close 9/29 and official ballots will take place 10/4-10/6. **Dr. Kitchener** urges program representatives to spread the word among students and encourage participation.
11. **Dr. Kitchener** inquires as to how budgeting issues can be avoided in the future. **Freda** voices concern regarding the lack of transparency from Cafe 101 regarding how the money will be spent, as well as adhering to a quote. **Jamelia Smalls** voices concern regarding the items that are chosen during faculty planning meetings, as well as dismissal of student opinion during said meeting. **Freda and Amayra** clarify that there are technical barriers that prevent events from being catered for by outside vendors.
12. **Amayra Choudhury** announces that due to updated student life guidelines all NSC meetings must be scheduled through the Student Life Zoom Accounts (as per Adam Burgman) in order to ensure proper documentation of student activities.
13. **Dr. Kitchener** addresses the upcoming White Coat Ceremony in November and Convocation/Pinning in December and clarifies their dates and planning meetings.
14. **Amayra Choudhury** motions to end the meeting.

Seconded by James Freire.

Meeting adjourned at 5:00 PM.

Amayra Choudhury

President of NSC

A handwritten signature in black ink, appearing to read "Amayra Choudhury".

09/19/2023