University of Central Florida – Orlando

Student Nurses Association Agenda

May 15, 2018

College of Nursing

Room: 496

Open: 17:20 pm

Close: 18:54 pm

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| Attendees | Kimberly Lucas (President), Emily Derayunan (Vice President), Allison Buschbom (Secretary), Bryce Harrison(Legislative Director), Amy Coisnard (Community Health Director), Rachel Evans (Breakthrough-To-Nursing Director), Shannon Strauss(Historian), Samantha Sherman (Media Director), Casey Blackwell (Fundraising Director), Erin McIntosh (Clubhouse Director), Abby Gulden (Accelerated Liaison) Joyce DeGennaro (Co-Advisor), Chris Deatrick (Co-Advisor), |
| Absent | Abbygail Lapinski (Treasurer) |
| Motion Passed | Presidential budget moved to $250, motion was approved by a unanimous vote.  |

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| Item | Discussion | Outcome |
| **President:** Kimberly Lucas |

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| * Thank you to Erin, Emily, and Abby for their involvement in the new Accelerated cohort orientation!
* Clarify dates for summer and fall meetings and events, schedules
* Board meetings
	+ Generally 1 hour - 1 hour 15 minutes
* Schedule to meet with your previous officer if you have not already.
* Expectations from me:
	+ **Communication** (e-mail, text, GroupMe, Facebook)
	+ Promoting: meetings, fundraisers, events
	+ Teamwork--help each other out!
	+ Accountability
	+ Respect
* Powerpoint presentation -- send slides to Emily by tonight
* Plan ahead of time -- especially BTN, Community, Fundraising
* RSO renewal -- Abby L and I in July
* Dates: Junior Basic Orientation, Junior Basic meet and greet
* Resolutions -- FNSA convention, let me know if you have ideas
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| * If each member could:
	+ write down three goals for the year in their comments section
	+ write down expectations for me as president, and each other as fellow board members in the comments section
* Officer badges -- after we have full board (twelve members including new accels)
* Back to School BBQ
* Team-building event/activity with new accels (and old!) -- sometime in July?
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 | -Reach out to your previous officer to communicate with any questions/concerns. - Each board member share event on FB-**Date for Junior BSN Orientation**: Aug 16th: 8:30-2:00 in 602-**Date for Junior meet and greet:** June 15th: 1:00-3:00 in room 602Team building TBA -motion passed to approve the Presidential budget from $100 to $250.  |
| **Vice President:**Emily Derayunan |

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| * Speakers for the meeting include 2 faculty members who will speak about nursing in the UK.
* 15 students from England are planned to attend
* Faculty and students from Coventry University have requested to meet members of SNA at **4pm prior to the general meeting.**
* Thank you card/gift for guest speakers?
* Total anticipated at May meeting: **60 (including officers and guests) Total signed up are 30.**
* Food provided will be a salad bar.
* Intended budget for the year: $100-$125 per meeting, but I intend on staying below budget!
* New email: ucfsnaorlVP@gmail.com
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| * Additions to point system - IPE and newsletter submission
* Volunteer Point Submission Form
* Will be getting in contact with Kathleen Sakowicz, Alumni Relations Contact, about scheduling future guest speakers.
* Any suggestions about what kind of speakers we want for future meetings?
* Deadline for General Meeting Powerpoint will be **midnight May 15th.**
* Overview of agenda and task list for general meeting.
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 | Students from the UK will be in room 333. -all board members are encouraged to meet at 4 pm to socialize with the UK students. -new accelerated students have been added to the Facebook page for promotion -new email has been made for the VP position. -poll on Facebook will be posted for suggestions for guest speakers |
| **Secretary:**Allison Buschbom  |

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| * Hi everyone! :)
* Made a spreadsheet with all of the boards contact information as well as the advisors.
* Emailed Dr. Allred for the future dates of the Curriculum Committee meetings as I will be serving as the student representative.
* Guest speaker gifts: ($10 Starbucks gift cards?) I received thank you cards from Eliany
 |
| * Pro/con of flow of first meeting?
* Asking students at gen. meeting for suggestions of electives or any changes in current classes that would be beneficial.
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 | Will email minutes to advisors and I will post it on the Facebook page as well.  |
| **Treasurer:**Abbygail Lapinski |

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| **Current Bank Balance:** Upcoming Expenses:* General Meeting Expenses
	+ Food, speaker(s) gift
* Summer Accel Orders Interest/Resupply: pending approval
* Officer Badges?
* Share a Meal
* Back to school BBQ

Friendly Reminders: * Please make sure to have **2 people** at the cash box at all times
* Before buying supplies for meeting and events, please make sure to check the clubhouse. We have a wide variety of supplies that can be used!

Membership Count ~130 |
| Budget for upcoming semesters/events I would like to have the cashbox, square, and membership forms available for students interested in joining.   |

 | * Will be updating the bank balance ASAP
* Will share the budget with the board to review and determine if any budgets need to be changed.
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| **Breakthrough to Nursing:** Rachel Evans | * I reached out the UCF faculty and staff related to my position to introduce myself
* I plan on reaching out to local schools on my contact list to see if I can assist in any events or table
* Researching new BTN volunteer activities
* I have the sign in sheet for the general meeting
* Determine schedules of other cohorts so I can keep it in mind when scheduling events
 | Will collaborate with the Amy (Community Health) for more breakthrough to nursing events since Rachel is wanting to branch out further.  |
| **Community Health:** Amy Coisnard |

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| Share A Meal* There will be 2 Share A Meals over the summer; in June and August.
* Looking into all the Ronald McDonald Houses in Central Florida rather than just the one at Arnold Palmer.

Knight-Thon* Sign ups start over the summer and usually come with a code to waiver the registration fee. I will keep you all and general members interested in joining the SNA team updated!

Other Community Things* Be The Match has reached out asking for “an opportunity to speak to the students at the UCF College of Nursing, to help inform and raise awareness about the importance” of the bone marrow registry.
* Looking for more opportunities for us to be a  part of this summer… UCF Orientation?
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| Would anyone be interested in an extra share a meal this summer for officers only as a team building activity?Ask each officer to write down 3 things the other officer can do for them, to help them be successful in their position (?)  |

 | Suggested we do a variety of different meals in high quantity for Share a Meal. Stay and talk to family on a personal level since we have more time this summer.  |
| **Legislative Director:** Bryce Harrison  | * Voter Registration Drive
	+ Ipad Rentals (Matthew said to talk to Mrs. D.)
	+ Tabling on the first floor.
	+ http://dos.myflorida.com/elections/
* **Daytona Beach Oct. 25th - 27th**
	+ Research resolutions that we can take to state, if you have questions about whether or not a topic has already been implemented, please let me know.
	+ If you are interested in a state position, contact me about information regarding the positions and the requirements to move forward.
	+ Allocation: I would like to start preparing for this in advance, so currently we have the board.
		- Currently we have **12** board members, but since Abby Lapinski is the Region 3 Director for FSNA she will not count towards our minimum of **20** members we have to bring for the **$20** registration for two days.
			* Current Count: **11**
		- With the election of the elects in the Fall (President, Treasurer, and Legislative Director), the total comes to **14** members we’re bringing at the moment.
		- With the previous state conference in mind, we need a total of **9** delegates for the House of Representatives to vote on resolutions, and new board members (These numbers are again based on last years previous membership count).
* ELECTIONS!
	+ Elections for the Clubhouse Director and Accelerated Liaison will be held June 13th so spread the word!
	+ Applications and Bios will be due two weeks prior to the election (May 30th).
* Leli’s Video
	+ Due to equipment failure, I have been postponing the start until this week. (Contacting Dr. Covelli first, and move forward from there.)
 | * Checking out 2 Ipad for the Voter Registration Drive – we can table whenever needed on the first floor for voter registration.
* Board will start researching ideas to bring to convention to implement.
* FSNA convention is being hosted at the UCF CON.
* Encourage people to come to State Convention!
* Allocation will be in by early August
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| **Historian:** Shannon Strauss | * Hey guys! I am so excited to be your new Historian! :)
* The pinning ceremony for the senior class went amazingly well!
	+ Thank you to everyone who volunteered!
* The pinning ceremony for the accelerated class will be this August (exact date tbd)
	+ let me know if anyone is interested in volunteering!
	+ \*I sent an email to Lisa Goldblatt asking for more details
* I have been working with Allie and will be getting together with her soon to go over more of the position
 | Next pinning ceremony is August 3, 2018, from 5-5:30. Need 4 volunteers.  |
| **Media Director:** Samantha Sherman  |

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| * First board meeting
	+ Figure out what we are all supposed to be doing
* Meetings
	+ Board meetings start at 0700
	+ General Meetings start at 1700
	+ This general  meeting, we will hear from Nurses from England
* Powerpoint:
	+ Update slides on the powerpoint
	+ Introduce myself and my position
* Communicate:
	+ Groupme and Facebook
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| * Is there a ceremony for the new positions being filled?
* Discuss and plan some fun activities, possibly some that fundraise and dates.
* Discuss general plan for each member since we are all still figuring this out.
* Discuss budget/who will be buying food for the meeting
	+ Any other supplies needed for the meeting
* Next meeting: Board on June 12 at  1700 and general in June 27 at 1700
* Newsletter submissions
	+ **All** officer should submit a piece for **each** newsletter! You can email me at my SNA email or samantha.sherman@knights.ucf.edu or facebook. There are no length requirements or template. You can also add photos if you’d like.
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 | * Meeting with Alex by the end of this week to get more information about the website.
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| **Accel Liason:**Abby Gulden  | Attending curriculum committee meeting monthly·       Attended the Accel 2019 class meet and greet and orientation on behalf of SNA to collect $, talk about membership, give tours, and initiate the mentor/mentee program·       NCLEX review courses for Accel class being scheduled·       HURST·       KAPLAN |  Mentor/mentee program is going well- no need to make changes.  |
| **Clubhouse director:** Erin McIntosh |

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| * Summer Accel Orders went well- have interest in and need permission to buy more supplies to re-stock.
	+ 5 more pocket organizers and 8 more clipboards for a subtotal of $262.42.
	+ Return or Keep?  one stethoscope - Hunter Green for credit
* New supplier Redding Medical worked out really well, we received better pricing than Standaris, free shipping, and no taxes.
* Looking to the new class of Accels to find a replacement for my position.
* Once I have schedule for practicum settled will advise on office hours for Summer.
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| * “Knight Nurse” Shirt - still think this is a great idea, maybe the focus of the new Clubhouse Director, and does anybody have any t-shirt company contacts
 |

 | Knight Nurse should be made by at least orientation for the new students coming in the fall.  |
| **Fundraising:** Casey Blackwell  | * Discuss thoughts for a bake sale during the summer.
* Find out class schedules for the fall to plan future bake sales and fundraising events.
* Partial Proceeds?
* Mom and Dad Knight nurse shirts- post on FB page and draft an email for Judy to send out to incoming nursing students
 | * Plans to have bake sale in the summer on Tuesday, as well as Wednesday.
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| **Advisor:**  | * Back to school BBQ has been planned with Tropical Smoothie.
* Contact information
* SNA is what you make of it
* Advisors are the middle man to get information to the faculty, or anything about the building.
* Bylaws are on the SNA website. Look at them to see what everyone’s roles are.
 | Over $50 needs board approval. We must have transparency and keep receipts.  |