



Student Nurses' Association at UCF Orlando – October

Board Meeting Minutes 10/5/2022

Time Called to Order: 0802am

Time Adjourned: 0955am

Location: Zoom

Presiding President: Kaitlyn Yu

Recorded by: Michael Keller

Attendees Present:	Kaitlyn Yu, Morgann Betterly, Annaliece Balensiefen, Michael Keller, Alexis Wade, Angela Frantz, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Kate Dorminy, Brian Peach
Attendees Absent:	Taylor Thomas, Pearce Copeland, Kaitlyn Mullen

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
<p>President: Kaitlyn Yu</p>	<ul style="list-style-type: none"> ● Meeting Dates: (add calendar) <ul style="list-style-type: none"> ○ Oct 5th - Board ○ Oct 26th - General ○ Nov 2nd - Board ○ Nov 30th - General ● State Convention & CRT Funding Application <ul style="list-style-type: none"> ○ Interest form for state convention was sent to members. We had 5 responses, 4 of which were included in the CRT Funding request. All board members were included in the request. It covers registration and lodging. ○ CRT Committee Meeting 10/05 at 4:00pm — Annaliece and Kaitlyn will be presenting to the CRT committee. Immediately after the vote, Kaitlyn will be informed of the results. ● Fundraising Director Interim <ul style="list-style-type: none"> ○ Spoke with Leah Hutchinson ○ Role would be to follow through on plans already set in motion, not form new ones. 	<p>***Vote***</p> <p>Kaitlyn makes a motion to approve Leah Hutchinson to fulfill Fundraising Director interim position for the time of October and</p>	<p>Kaitlyn will submit bylaws and other documents required for Convention by October 9th.</p> <p>CRT Committee Meeting Decision: \$3,000 allocated depending on the outcome of a meeting that will occur on Monday with the Accountant. Kaitlyn and Annaliece will share outcome via group me after meeting.</p>

	<ul style="list-style-type: none"> ● Additional Fundraising Events/Campaigns <ul style="list-style-type: none"> ○ CPR Partial Proceeds Class with Prepared People <ul style="list-style-type: none"> ■ Potential to raise \$50-\$200 per class (10 to 40 attendees), no expenditures ■ All CON Cohorts & Pre-Nursing Students ■ Kate Dorminy - No costs and will be pushed to students, APNS, and Faculty ■ BLS for pre-nursing students in fall. ■ ACLS or NRP = 5 pt. EC for Critical Care in spring for traditional cohort ■ POC: Caroline Rose Tytar ■ Date: Tuesdays early in November to allow for planning ○ Amazon Wish List <ul style="list-style-type: none"> ■ Potential to raise \$100-\$200, no expenditures ■ Non-students (Parents and Alumni) purchase items on Amazon wish list, then SNA sells the items to the cohorts at lower price. ■ “Support you future Nursing Students” ■ Announce in November general meeting, open in December (advertise around holidays), and sell in January ■ Deliver to CON: need to have SNA mentioned delivery information/comments ■ POC: Annaliece Balensiefen & Angela Franz ○ Breast Cancer Awareness t-shirts <ul style="list-style-type: none"> ■ Potential to raise unknown amount, expenditures expected ■ Draft design has been made, product must be finalized by early-Oct to advertise and sell within the month for delivery in November. ■ Market as a fundraiser for October/Breast Cancer Awareness month and anticipate delivery in early November. ■ POC: Tay, Alexis, & Michael ● Response to Hurricane Ian <ul style="list-style-type: none"> ○ Hand-written cards. ○ POC: Olivia Kennell & Mrs. Dorminy 	<p>November 2022. Alexis Seconds. Vote passes unanimously.</p>	<p>Caroline will reach out to APNS and ask for the best dates and will coordinate with Prepared People to set up two dates and will present a plan at next November Board Meeting.</p> <p>Annaliece and Angela will collaborate to create a wishlist and promote it through social media and through contact lists. A plan should be presented by November Board Meeting</p> <p>Tay, Alexis, & Michael will remake the design, draft and submit interest forms regarding pre-orders, and then call an emergency meeting to place the shirt order.</p> <p>Olivia will coordinate with faculty advisors to prep card-making for the October General Meeting.</p>
<p>Vice President:</p>	<ul style="list-style-type: none"> ● Updated list of speakers <ul style="list-style-type: none"> ○ October 26th: Emergency Room Nursing CONFIRMED (Orlando Health) 	<p>No action needed</p>	<p>No follow up needed</p>

<p>Morgann Betterly</p>	<ul style="list-style-type: none"> ○ November 30th: Ambber Harms, CNM CONFIRMED (was rescheduled due to hurricane Ian) ○ January 25th: Flight Nursing CONFIRMED (Ochsner Health Flight Team) ○ February 22nd: CRNA ○ March 29th: NICU Nursing ○ April 26th: TBD r/t Student interest form below. ● Since October, November, and December speakers are confirmed, there are 3 more slots of speakers. Here were the results from an interest poll of 22 participants: <ul style="list-style-type: none"> ○ Travel Nursing- 81.8% ○ ICU Nursing- 54.5% ○ CRNA- 50% ○ FNP- 45.5% ○ NICU Nursing- 40.9% ○ OR Nursing- 36.4% ○ Psych Nursing- 31.8% ○ Previous SNA Board Panel- 27.3% ○ Former White House Nurse (Tom Weichert)- 22.7% ○ Neuro Nurse- 18.2% 		
<p>Treasurer: Annaliece Balensiefen</p>	<p>Current balance: \$8,416.56 Current membership count: 82</p> <ul style="list-style-type: none"> ● <u>FNSA state convention</u> <ul style="list-style-type: none"> ○ Cost breakdown: □ CRT Allocation Presentation 2022- SNA Orlando <ul style="list-style-type: none"> ■ Full breakdown on Slide 8 ○ Group online registration by 10/21 ○ One SNA member attending all three days (12 attendees) ○ Book rooms as soon as CRT funding request is approved ○ Carpooling - \$15 per car per night parking ○ Convention table check - \$25 (has been approved by president) ● National convention line budget: + National Convention Estimated Costs <ul style="list-style-type: none"> ○ With current estimates of fundraising, we will not be able to fully support 22 people going to the convention. 	<p>No action needed</p>	<p>Kaitlyn and Annaliece will look into sponsorships and outside funding.</p>

	<ul style="list-style-type: none"> All board members must sign the last page of the bank statement, financial report, and Venmo report. Please have these signed by 10/06 @ 2359pm. <ul style="list-style-type: none"> September bank statement: September bank statement September financial report: <ul style="list-style-type: none"> Copy of May 2022 April 2023 Financial Report.xlsx September venmo report: September Venmo Report September receipts: September receipts 		Board members will fill out the three documents by 10/06.
Secretary: Michael Keller	<ul style="list-style-type: none"> 9-07-22_BoardMinutes.docx Next UCC-meeting 11th <ul style="list-style-type: none"> Requests from several students to create a ‘normal lab values’ document that all professors refer to for exams to better simulate hospital conditions. 	Voting differed from the November board meeting due to lack of quorum.	Michael and Pearce will bring forward peer’s concerns to the UC committee meeting.
Legislative Director: Alexis Wade	<ul style="list-style-type: none"> Updated election timeline <ul style="list-style-type: none"> Speak to juniors in one of their classes Bylaw Amendments <ul style="list-style-type: none"> Article 8, Section 1E, Subsection 1B <ul style="list-style-type: none"> Amend Language****: “In the case of the President being removed from office, the current Legislative Director or Treasurer shall step into the position of the President. The Legislative Director or Treasurer appointed to the position of President will be determined by a blind board vote. Vacancies in the Board of Directors shall then be filled according to Article VIII, Section 4(D), 1. “ Article 6, Section 1A, Subsection 3 <ul style="list-style-type: none"> add in language****: “One (1) meeting in February every year will serve as the election for one (1) spring junior cohort student to serve as the Vice President- Elect and one (1) spring junior cohort student to serve as the Fundraising- Elect to the Board of Directors.” Article 3, Section 3A and 3B <ul style="list-style-type: none"> “Delete related to flexible nature of NSNA dues schedule” 	<p>***Vote***</p> <p>Alexis makes a motion to amend article 8 section 4(E) §1(b) with ****. Kaitlyn Seconds. Vote passes unanimously.</p> <p>***Vote***</p> <p>Alexis makes a motion to add in article 6 section 1(A) §4 (****). Kaitlyn Seconds. Vote passes unanimously.</p> <p>Vote deferred to November Board</p>	<p>Alexis has confirmed a class time where Dr. Sotos has agreed to let SNA speak to the Junior cohort.</p> <p>Alexis will revisit amending Article 3 Section 3(A&B) and</p>

	<ul style="list-style-type: none"> ■ Discussion: Insert wording related to dues in conjunction with the policy & procedures document and this document should be formalized in bylaws. ■ “Each new member in good standing must maintain SNA membership dues and NSNA membership dues as referenced in the most current UCF SNA Policy & Procedures document.” ○ Article 4, Section 1A, 1C, and 3 <ul style="list-style-type: none"> ■ 1C- Addition ** <ul style="list-style-type: none"> ● “One elected student from the spring junior cohort will serve as the vice-president elect. One elected student from the spring junior cohort will serve as the fundraising director-elect.” ■ Section 3A <ul style="list-style-type: none"> ● add in language*** between subsections A.2 and A.3: “Vice President-Elect and Fundraising-Elect: during the general meeting in the month of February.” ○ Article 10, <ul style="list-style-type: none"> ■ Section 2A & - discussion at 1:08 <ul style="list-style-type: none"> ● Amend*****: “There shall be six standing committees:” ■ 2A subsection 6 <ul style="list-style-type: none"> ● Amend*****: Replace with “social media” 	<p>Meeting due to loss of quorum</p> <p>***Vote***</p> <p>Alexis makes a motion to add in sec 1(C) of article 4 in bylaws reading as (**). Kaitlyn Seconds. Vote passes unanimously.</p> <p>***Vote***</p> <p>Alexis makes a motion to add in (***) to article 4 section 3(A) between 2-3 in bylaws. Kaitlyn Seconds. Vote passes unanimously.</p> <p>***Vote***</p> <p>Alexis makes a motion to amend article 10 section 2(A) to *****. Kaitlyn Seconds. Vote passes unanimously.</p> <p>***Vote***</p> <p>Alexis makes a motion to amend article 10 section 2(A) §6 to *****. Kaitlyn Seconds. Vote passes unanimously.</p>	<p>formalizing the Policy and Procedures in the November Board Meeting.</p> <p>Alexis will present and lead votes on approved amendments to the October General meeting.</p>
<p>Clubhouse Director:</p>	<p><u>State Convention</u></p> <ul style="list-style-type: none"> ● Placed the order for State Convention 	<p>No action necessary</p>	

Taylor
Thomas




- It's 3 items, 50 each for a total of \$2,971.48
- Organized the table reservation for State convention, we still have to pay via a \$25.00 check
- We're planning to bring the following items:
 1. NCLEX is coming: 23 items
 - a. S - 6, M - 9, L - 3, XL - 5
 2. Caffeine Q4: 28 items
 - a. XS - 3, S - 9, M - 9, L - 7
 3. Coffee Scrubs and Rubber Gloves: 26 items
 - a. XS - 5, S - 13, M - 2, L - 5, XL - 1
 4. Friends (N.U.R.S.E.): 4 items
 - a. S - 3, M - 1
 5. ABC.PQRST: 50 items
 - a. S - 5, M - 20, L - 15, XL - 10
 6. Eat, Sleep, Repeat: 50 items
 - a. S - 10, M - 20, L - 15, XL - 5
 7. It's a good day to save...: 50 items
 - a. XS - 5, S - 10, M - 15, L - 15, XL - 5

Total of **231 items** broken up into the suitcase and the shipping boxes from Real Thread

Breast Cancer Shirt

Cheapest Hanes option had limited sizing available

YOUR ORDER - 3 products

	Bella + Canvas Jersey T-shirt Lilac Qty: 50 10 S 20 M 15 L 5 XL Edit	\$12.99 each
	District Perfect Weight T-shirt Soft Purple Qty: 50 10 S 20 M 15 L 5 XL Edit	\$12.99 each
	Hanes Authentic Crewneck Short Sleeve T-shirt Pale Pink Qty: 10 10 L Edit	\$9.79 each



In an order of **110 the Bella shirt is \$12.99**

Tay, Alexis, and Michael will coordinate to create and distribute a pre-order form (with requested sizes and pricing) and coordinate with the board to get funding approval.

Delivery Options

- Ship to one address**
- Super Rush - Add 25%
Guaranteed by end of day **Mon 10/10/2022**
- Order by 2PM ET today
- Rush - Add 15%
Guaranteed by **Wed 10/12/2022**
- Standard - FREE!
Guaranteed by **Wed 10/19/2022**

Qty	110
Subtotal	\$1,396.90
Delivery	\$0.00

Order Summary

Subtotal (Qty 110)	\$1,396.90
Delivery	\$0.00
Shipping to Orlando, FL change	
Tax (FL)	\$90.80
Have a tax exempt status? We can help!	


[Have a voucher code?](#)


Total **\$1,487.70**

[Proceed to Checkout](#)

If we only ordered 50:

Your cart

octcancer [Edit Design](#) [Add Notes](#) 



Bella • Canvas Jersey T-shirt \$731.50

Lilac | Screen Printing

Qty 50 @ \$14.63 each

S 10 M 20 L 15 XL 5

[Edit Sizes](#) [Add Another Color](#)

Order Summary

Subtotal (Qty 50)	\$731.50
Delivery	\$0.00
Shipping to Orlando, FL change	
Tax (FL)	\$47.55
Have a tax exempt status? We can help!	
Have a voucher code?	

Total **\$779.05**

[Proceed to Checkout](#)

If we only ordered 30:

Your cart

octcancer [Edit Design](#) [Add Notes](#)



Bella + Canvas Jersey T-shirt \$488.70
Lilac | Screen Printing
Qty 30 @ \$16.29 each
S 5 M 10 L 10 XL 5
[Edit Sizes](#) [Add Another Color](#)

Order Summary

Subtotal (Qty 30) \$488.70
Delivery \$0.00
Shipping to Orlando, FL change
Tax (FL) \$31.77
[Have a tax exempt status? We can help!](#)
[Have a voucher code?](#)

Total \$520.47

[Proceed to Checkout](#)

Real Thread:
\$17.14 for 30 shirts

Product Name: OctCancerAwareness
Front # of rib colors: 2
Back # of rib colors: 1
Add-ons (Optional):
- Tag Printing: \$0.00 (0 items)
- Full: \$0.00 (0 items)
- Fold & Bag: \$0.00 (0 items)
- Heat Tape: \$0.00 (0 items)
Quantity: 30
\$514.70 (30 items)
[Add to Order](#)



Delivery Options


OctCancerAwareness



Delivers on
October 12 ⚡
Lightning Delivery
+40% rush

Delivers by
October 17
Rush Delivery
+20% rush

Delivers
October 25
Standard Delivery
Free Shipping

	<p>OctCancerAwareness</p>  <p>Next Level Apparel 3600 Desert Pink</p> <p>\$39.57/shirt @ 30 shirts Sizes ▾</p> <p><i>2 colors front, 1 color back with tag printing</i></p>		
<p>Accelerated Liaison: Pearce Copeland</p>	<ul style="list-style-type: none"> ● Knight Nurse Alumni Mentorship Program: <ul style="list-style-type: none"> ○ <u>Match Week</u>– 9/26-9/30 (LAST week, no known delays on matches– everybody who applied should have received a match) ○ <u>Meet Your Match</u>– 10/3-10/7 (THIS week) <ul style="list-style-type: none"> ■ Mentors & mentees should have made contact by the end of this week via UCF Knights Network messages ■ Please remind anybody you know that is participating in the program to message or respond to their mentor by the end of this week. ○ <u>HOW TO:</u> How Do I Know Who My Match Is and/or Check My Messages in UCF Knights Network? <ul style="list-style-type: none"> ■ Go to https://ucfknightnetwork.com/ → (skip the following two steps if you are already signed in) click “Sign in” → sign in → click the dropdown arrow next to “Mentoring” → click the dropdown menu option “Mentoring Relationships” → your mentor should appear on this page under “Current Mentors,” click “Message” → have fun with your new RN bestie (this step is mandatory) ○ Please direct anybody having issues with alumni mentorship contact to Pearce (reach out using contact info listed below or GroupMe) ○ If somebody believes they <u>should have received a match & did not</u> then please reach out to Mrs. Victoria Martin-Nammour ASAP <ul style="list-style-type: none"> ■ victoria.martin-nammour@ucf.edu ○ Pearce will be sending a message to the accel. group with a reminder & details regarding communication & match issues later today <ul style="list-style-type: none"> ■ Leah: If you could send a message to the Traditional group I would greatly appreciate it 	<p>No action needed</p>	<p>No follow up needed</p>

	<ul style="list-style-type: none"> ● October UC Meeting: <ul style="list-style-type: none"> ○ <u>Tuesday, October 11th</u> (this upcoming Tuesday) ○ Any requests regarding curricula to be brought up during the meeting should be directed to Pearce (Accelerated) or Michael (Traditional) ○ No requests from accel. thus far ○ Google Form to be sent out to accel. on <u>Thursday, October 6th at 2:00 pm</u> ● Contact info: <ul style="list-style-type: none"> ○ Cell (preferred): 757-705-8679 ○ Email: copelandp32168@knights.ucf.edu <ul style="list-style-type: none"> ■ Please supply this information to anybody that requests and/or may require it for Accel. Liaison duties (e.g.: Alumni Mentorship Program, UC meeting topics, etc.). 		
Media Director: Angela Frantz	<ul style="list-style-type: none"> ● Please send newsletter submissions my way. ● Try to stimulate interest outside of the board so we can have a more diverse newsletter. 	No action needed	No follow up needed
Historian: Leah Shinn	<ul style="list-style-type: none"> ● The next Alumni meeting on 11/15 will be a little different <ul style="list-style-type: none"> ○ The young alumni council reached out to ask us for participation in successfully breaking the guinness book of world records for most simultaneous handwritten notes to HC workers ○ 6:30 PM we will start writing letters ● Senior composites 10/26 	No action needed	No follow up needed
Breakthrough to Nursing Director: Caroline Rose Tytar	<ul style="list-style-type: none"> ● October Events <ul style="list-style-type: none"> ○ 10/5 - Orlando Tech College lunch tabling ○ 10/17 - APNS Meeting <ul style="list-style-type: none"> ■ coordinating with committee members ○ 10/19 - Hagerty High School A&P class ● Future Events - November <ul style="list-style-type: none"> ○ Lake Nona MS Steam Night - 11/10 @ 1800 <ul style="list-style-type: none"> ■ Have to confirm, but they saved us a spot ○ Windemere HS Pre-Med Club - TBD <ul style="list-style-type: none"> ■ Meetings are Thursdays @ 1420 ● Committees - Not sure what expectations/points to set for the committee because members already get a point for going to BTN events 	No action needed	No follow up needed

	<ul style="list-style-type: none"> ○ IDEA: Up to two points per semester for being an active member as defined as your committee head. Committee heads should define requirements 		
Community Health Director: Olivia Kennell	<ul style="list-style-type: none"> ● October 15th Ronald McDonald home. We need one more person to sign up. ● October 14th at CON: Ingredient drop off party. If you wish to sponsor an ingredient please let me know. We need to feed 40 people and I don't have the budget to buy all the food items. ● Monday October 10th is the CON's flu vaccine event from 10:30am-2:00pm in room 604. Shout out to Mrs. Dorminy for making this happen. ● November 12th 8:00am-12:00pm is the Heart Walk @ UCF. https://www2.heart.org/site/TR/?team_id=748211&pg=team&fr_id=7035 ● Dec my room is a non profit I have recently been in contact with! They help create "healing places" for pediatric patients with a hospital stay of 3 weeks or longer. I'm thinking during winter break this would be something sweet to do especially with the holidays around the corner! Was thinking about the first week of winter break or the last weekend of November. 	No action needed	No follow up needed
Fundraising Chair: Kaitlyn Mullen			
Advisors: Kate Dorminy Brian Peach	<ul style="list-style-type: none"> ● Kaitlyn Mullen will be stepping down from an active roll on the SNA board. Board has approved moving forward with asking Leah Hutchinson to step up as Interim Fundraising Director. 	Board approved Leah Hutchinson as interim fundraising director for the months of October and November.	Mrs. Dorminy will meet with Leah Hutchinson to discuss role as an SNA officer.