



STUDENT NURSES ASSOCIATION
 AT UNIVERSITY OF CENTRAL FLORIDA
ORLANDO

Student Nurses' Association at UCF Orlando – September

Board Meeting Minutes 09/07/22

Time Called to Order: 1631pm

Time Adjourned: 1911

Location: Room 602

Presiding President: Kaitlyn Yu

Recorded by: Michael Keller

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

Attendees Absent:

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
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<p>President: Kaitlyn Yu</p>	<ul style="list-style-type: none"> ● Meeting Dates: 📅 2022-2023 SNA Master Calendar <ul style="list-style-type: none"> ○ Sept 7th - Board ○ Sept 28th - General ○ Oct 5th - Board ○ Oct 26th - General ○ Nov 2nd - Board ○ Nov 30th - General ● Diamond Chapter (Blue = assignments, requirements look from last november) <ul style="list-style-type: none"> ○ Point system, relative to other chapters in the state. <ul style="list-style-type: none"> ■ provide proof in form of photos and documents ○ Diamond Chapter: Bylaws — Florida Nursing Students Association ○ Liv & Alexis - 3+ events, passed one related resolution at State or National level, committee established with chair and 3+ members, submission for related award (this year and last year) and win this year ○ Caroline - 3+ events, promotion event for school aged and pre-nursing and more recruitment strategies, committee established with chair and 3+ members, submission for related award (this year and last year) and win this year ○ Angela - local chapter page + two social media sites, 6-9 newsletters per year, submission for award (this year and last year) and win this year ○ Caroline & Morgann - Pre-nursing membership and student buddy program, pre-nursing membership and/or student buddy party/event 	<p>- No action needed</p>	<p>-Kaitlyn, Caroline, and Alexis will collaborate on looking into ways to change bylaws regarding fee schedules, positions, elections, and committees in relation to pre-nursing members to reflect current</p>
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	<ul style="list-style-type: none"> ● State Pre-Convention - Sat, Sept 17th, 0800-1700 @ the CON <ul style="list-style-type: none"> ○ Alexis, Kaitlyn, Taylor, Olivia, Pearce, Michael, and faculty advisors have availability and are planning to attend. ● State Convention - Thurs, Oct 27th - Sat, Oct 29th <ul style="list-style-type: none"> ○ Need to submit bylaws and constituency status on FNSA website, Caroline P. said the website would be updated this week! ○ All foreseen edits to bylaws must happen by October board meeting - Alexis ● Spring Traditional Cohort <ul style="list-style-type: none"> ○ Membership fees - Annaliece: should not have to be edited ○ Spring cohort-specific positions: <ul style="list-style-type: none"> ■ VP and Fundraising -> Morgann and Kate ○ Timing of Elections - Alexis: suggests February (applications open at January meeting and open for elections in February) <ul style="list-style-type: none"> ■ Article VI- Nominations and Elections - Section 1.A ■ ***Motion language***: “Article 6 §1.a.4: One (1) meeting in February every year will serve as the election for one (1) spring junior student to serve as the Vice President-Elect and one (1) spring junior student to serve as the Fundraising-Elect to the Board of Directors. ○ Welcome Event (first or second week)- Leah and Caroline ○ Fundraising in December: Welcome Packages and Yard Signs - Kate <ul style="list-style-type: none"> ● National Convention <ul style="list-style-type: none"> ○ Fundraising - single most important thing, group effort for whatever is needed, campaigns every month! ○ Besides sending the board, we also hope to send a couple younger members (including our associate APNS members) who are interested in leadership ○ Besides funding, how to determine who can attend? Point system ● SNA get together - (when to meet suggested) ● Suggested community/fundraising - BP... could pair to with heart walk... ● RSO authorized officers and financial training are now done. 	<p>***Vote*** Kaitlyn makes a motion to put aside VP and Fundraising for Spring cohort. Morgan seconds. Vote passes unanimously.</p> <p>***Vote*** Alexis makes a motion to add ***language*** to article 6 §1.a. Kaitlyn seconds. Michael abstains. Motion passes.</p>	<p>board views and present a plan at the October Board Meeting.</p> <p>- Kaitlyn will submit bylaws and constituency to State Convention as soon as the State Convention site opens and confirm with the board at the October Board Meeting.</p> <p>- Alexis will present to the board an option for an updated succession plan in bylaws (Vice to ‘either leg or treasurer’ in article 8 §4.e.1.b) and any other needed wording in other sections to add article 6 §1.a amendment to the bylaws by the October Board meeting.</p>
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<p>Vice President: Morgann Betterly</p>	<ul style="list-style-type: none"> ● Working closely with Christina Gonazalez (Assistant Director of Alumni Engagement) to obtain speakers for the upcoming year. Here is a tentative list of topics: <ul style="list-style-type: none"> ○ September 28th: Certified Nurse Midwife/ L&D CONFIRMED: Amber Cole (CNM) ○ October 26th: Emergency Room Nursing (Orlando Health has agreed to do this, just waiting on confirmation) ○ November 30th: FNP ○ January 25th: Flight Nurse ○ February 22nd: CRNA ○ March 29th: NICU Nursing ○ April 26th: TBD ○ Pearce requests Psych/Mental Health ● After conversing with Christina and Nurse Blake, I don't believe we will be able to have him come speak this year due to his busy schedule and being out of state. ● Working with dr peach to pair with villanova SNA (before april) ● Motion that instead of offering meals/dinner at the general meetings, we now offer snacks and beverages only (VOTE) ● Motion to include Back to School BBQ and Annual Kickball game to the SNA points, as these are considered fundraisers (VOTE) 	<p>***Vote*** Morgan makes a motion to offer snacks and or beverages at meetings instead of meals. Caroline seconds. Taylor abstains. Vote passes.</p> <p>***Vote*** Morgan makes a motion to include Back to School BBQ and Annual Kickball game to the SNA point system. kaitlyn seconds motion passes unanimously.</p>	<p>- No followup needed</p>
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<p>Treasurer: Annaliece Balensiefen</p>	<ul style="list-style-type: none"> ● Current balance: \$10,878.63 ● Current membership count: 82 ● Square App Instructions inside cashbox ● Board budgets - <input checked="" type="checkbox"/> Total Officer Budget.xlsx ● Taxes filed - Vote to pay \$65 to Kenneth Scott ● Convention - fundraising ideas. <ul style="list-style-type: none"> ○ Need \$8000+ assuming we get 50% (board + elects) ● All board members must sign the last page of the bank statement, financial report, and Venmo report. Please have these signed by 09/10/2022 @ 2359. <ul style="list-style-type: none"> ○ August bank statement: <input type="checkbox"/> August Bank Statement ○ August financial report <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copy of May 2022 April 2023 Financial Report.xlsx ○ August venmo report: <input checked="" type="checkbox"/> August Venmo ○ August receipts: August 2022 ● Friendly reminders: <ul style="list-style-type: none"> ○ 2 officers at the cash box at all times ○ All officers can accept membership forms ○ Must provide a receipt to the treasurer to get reimbursed for SNA related expenses ○ Reimbursements < \$50 need president approval ○ Reimbursements > \$50 need board approval ○ Everyone can encourage membership recruitment ○ Bank card must be signed in and out in order to use it ○ Every purchase made with the SNA card requires a receipt to be sent to the treasurer within 48 hours of purchase 	<p>***Vote***</p> <p>Annaliece makes a motion to pay Kenneth Scot \$65. Angela seconds. Motion passes unanimously.</p>	<p>- Annaliece will confirm all board members have signed by 9-10.</p>
<p>Secretary: Michael Keller</p>	<ul style="list-style-type: none"> ● <input type="checkbox"/> 7-27-22_BoardMinutes.docx <ul style="list-style-type: none"> ○ September board meeting minutes ● <input type="checkbox"/> 8-22-22_EmergencyBoard.docx <ul style="list-style-type: none"> ○ Executive board meeting minutes ○ 75-85 spring cohort juniors 	<p>***Vote***</p> <p>Michael makes a motion to approve the September board meeting minutes.</p>	<p>- No followup needed</p>

	<ul style="list-style-type: none"> ○ Recruitment and membership as normal ○ Elections <ul style="list-style-type: none"> ■ Prez., Leg., and Treasurer unavailable due to ‘elect’ timeframes ■ Plan is to implement vice president and fundraising ‘elect’ positions. ■ Reserve these positions for this cohort as two positions are reserved for accel. ○ Fundraising <ul style="list-style-type: none"> ■ Cake/coffee with the SNA Board (r/t coffee with the dean) <ul style="list-style-type: none"> ● paired with a tour of CON? ■ Parent-oriented merch designs <ul style="list-style-type: none"> ● varied collars ■ Car wash ■ Not just ‘knight nurse’ so we can table at conventions ■ Scrub caps, headbands, etc. ● UC meeting on sept 13th. 	Taylor seconds. Motion passes unanimously.	
Legislative Director: Alexis Wade	<ul style="list-style-type: none"> ● Committees <ul style="list-style-type: none"> ○ Please make sure to reach out to the individuals on your list ○ I will be contacting you this week or next to see who you have successfully joined your committee. ● Convention planning <ul style="list-style-type: none"> ○ Will be held in person at Hilton Daytona Beach Oceanfront Resort ○ Awaiting announcement regarding registration/tabling pricing and when resolutions are due, and bylaws ● Please forward any bylaws that need to be amended to Alexis. 	- No action needed	- Alexis will send a text message to board members with committees to confirm membership by 21st of September. - Alexis will update previously mentioned bylaws and prepare any required amendments by October general meeting.
Clubhouse Director: Taylor Thomas	<ul style="list-style-type: none"> ● Purchases for State convention: <ul style="list-style-type: none"> ● Pick two to four designs. 2022 September Merch vote ● size on bell curve and vary neck cut. ● Markup - 25-30% 	- No action needed	

	<ul style="list-style-type: none"> ● Price estimates/changes <ul style="list-style-type: none"> ☰ September price updates 2022 Merch Proposal ● Request for simple clean design for future merch designs ● Goal of replacing inventory/stock of popular UCF items especially with fall/winter coming ● Updating Square inventory and creating supports for pick up/ purchase 		<p>- Taylor will update Square inventory and create support for pickup of purchases and present at October board meeting.</p>
<p>Accelerated Liaison: Pearce Copeland</p>	<p>September UC Meeting:</p> <ul style="list-style-type: none"> ● Formulated Google Form to send in the accel. GroupMe before the meeting <p>Key dates for Knight Nurse Alumni Mentorship this fall:</p> <ul style="list-style-type: none"> ● Applications Open – August 29, 2022 (This past Monday) ● Applications Close – September 25, 2022 (BEFORE the next General Meeting) ● Match Week – September 26-30, 2022 (Week of the next General Meeting) <ul style="list-style-type: none"> ○ Will be sending reminders in the accel. GroupMe as dates approach 	<p>- No action needed</p>	<p>- No followup needed</p>
<p>Media Director: Angela Frantz</p>	<ul style="list-style-type: none"> ● We're hoping to have at least one officer a month, so to those officers who have still not signed up to do a month, please do so using the link below :) <ul style="list-style-type: none"> ○ ☰ Newsletter Sign-Up 2022 <ul style="list-style-type: none"> ■ Morgann ■ Tay ■ Pearce ■ Leah ■ Olivia ■ Kate ○ I have changed the due date to the 20th of every month to try and make it easier and give everyone more time. ○ Publish date around the 25th of every month ● Please generate outside interest and possibly ask around to anybody you think may want to write <ul style="list-style-type: none"> ○ Feel free to leave suggestions under faculty/student on the sign up sheet 	<p>- No action needed</p>	<p>- No followup needed</p>

Historian: Leah Shinn	<ul style="list-style-type: none"> ● Please send photos from BBQ to Leah to use for slideshow at events <ul style="list-style-type: none"> ○ photo circle program ● My next event is senior composites will be coordinated with Mrs. Dorminy ● Next Alum Meeting is November 15th at 5. <ul style="list-style-type: none"> ○ Please help verbally advertise the senior/alumni mentorship program. ● Advertising for alum. committees <ul style="list-style-type: none"> ○ Signup potentially next to sign in sheet at general meetings. ○ Ad in newsletter. ○ They are having membership issues and since we are seniors we are soon eligible to join the committees. ● DEI cultural event in the works with the Alumni board: <ul style="list-style-type: none"> ○ Tentative dates 2/23 or 2/24 ○ Will begin advertising at next general body meeting or when the date is set in stone 	- No action needed	- No followup needed
Breakthrough to Nursing Director: Caroline Rose Tytar	<ul style="list-style-type: none"> ● Still coordinating with APNS president and VP about attending a meeting <ul style="list-style-type: none"> ○ Plan to discuss joint membership ○ 19th = apns meeting ○ First SNA Joint meeting Sept. 28th ● Reached out to schools and am waiting for responses <ul style="list-style-type: none"> ○ Timber Creek HS SNHS ○ Dr. Phillips High School 	- No action needed	- No followup needed
Community Health Director: Olivia Kennell	<ul style="list-style-type: none"> ● <u>Help us help moms</u> drive runs until next Wednesday- boxes were placed in 602 + the 3rd floor office as well as flyers:) ● <u>Ronald McDonald house</u> date: Saturday, October 15th - start by 4 end at 6 <ul style="list-style-type: none"> ○ recipe signup (rice bowl with toppings current plan) ○ current limit is 7 individuals ● <u>Heart walk</u>: November 12th @ UCF ● <u>Community Health Committee meeting</u> 9/14 4:30-5:30? I plan on using this meeting to vision cast for two more events this semester and to delegate. ● <u>Dance Marathon</u> is starting up some FUN events!!!! By the end of this week I will send out more information on how to register and the dates of the events they are hosting. I am planning on making a Dance Marathon groupme for those who sign up so I can actively stay in contact. 	- No action needed	- No followup needed

	<ul style="list-style-type: none"> ● September 24th <u>tailgating event</u>: Yall I have been trying hard with this one... Legacy Pointe has been difficult to contact because they are still in the process of fully opening. I wish to still host a “service table” at the alumni tailgate where we could possibly raise funds for Ronald McDonald and have a card making station where alumni could make cards for the families of these children/the nurses of Advent Health Children. Wanted everyone's input here:) ● Potential for adding a point system bonus to attending committee meetings. <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. 		
Fundraising Chair: Kaitlyn Mullen	<p>We will be having at least 2 monthly fundraisers</p> <ul style="list-style-type: none"> ● A bake sale every month that will have a specialty dessert of the month <ul style="list-style-type: none"> ○ September - 9/14 A teaser to fall the dessert is my mom’s homemade pumpkin bread ○ https://docs.google.com/forms/d/e/1FAIpQLSfRoAMfErIiYHjNYguPEXojmxRpdvblF6IQo6upgLMBYm53O/viewform?usp=sf_link link to sign up for tabling for sept ***BINDING ○ October - 10/19 Halloween themed - Rice krispy treat monsters dipped in different colored white chocolate with edible eyes on them https://docs.google.com/forms/d/e/1FAIpQLSfAB_zDuROcVIXe0FwoinnRDFx9ZhokEuHG0DoiRFaMV5FhQ/viewform?usp=sf_link ***BINDING ○ November - 11/9 Thanksgiving themed - individually wrapped slices of pumpkin pie ○ https://docs.google.com/forms/d/e/1FAIpQLSdL3wIzGBdmn_iNRTbCII7UtCML3SnGP-5hPul6SY2uSo5fWg/viewform?usp=sf_link **BINDING ○ November - 11/30 The week before finals week - Winter themed - hot chocolate cookies **If you dont think this will be a successful bake sale please tell me now and we can take it off the table ○ https://docs.google.com/forms/d/e/1FAIpQLSdOFgNpDJZI5uD46jskSlgCKgOPSKZ-8sWMf5CXLwmtQ7wRHg/viewform?usp=sf_link ***BINDING ● Time for bake sales 11:00 to 14:00 - I understand this interacts with class times but we are all not in class at the same time so ideally we will have coverage for this amount of time. Juniors will also be added soon to help out with bake sales 		- No followup needed

- Location of Bake Sale: Main lobby one table two people at all times
- Within our bylaws a bake sale is to be conducted once a month excluding the month of July.
 - Rules:
 - Bake sales are to be conducted within the first-floor lobby of the CON
 - There is a table hidden within the student lounge (where you microwave your food) right as you walk in, walking to the wall you directly see, it's hidden behind a shelf of magazines.
 - Advertising (described down below)
 - **its best to send out your mass email day of the bake sale
 - Baked Goods
 - Items can be homemade, or store bought
 - For each item a member donates 2 SNA points are granted to members
 - Use this to entice members to donate goods
- If the item is homemade:
 - Ensure donating members list ingredients to prevent risk of allergies
 - INDIVIDUALLY WRAP THE ITEM
- Every board member needs to table at least one bake sale this semester. I will be sending out a sign up sheet with times
- Each board member is strongly encouraged to donate a bake sale item each month - example a box of publix cookies -

Monthly raffle basket -\$2 entry for the basket people can enter as many times as they want the flyer that will be sent out to all the cohorts every month with a qr they can scan it will include their name how many times they would like to enter and the method of payment

- September will not have one - We have contacted Ice n Bites and are waiting on a response from them. I will be contacting them by phone on Thursday during my lunch at Clinical to follow up if we still have not heard back from them.
- October Spooky themed basket - Tay I would like 2-4 items from the clubhouse that you have extras of or are trying to get rid of for each basket

- November - Finals survival week basket - care package for finals week

A flyer will be sent out at the beginning of each month to promote the fundraisers of the month - This flyer will be made in Canva

- I want to delegate this task to someone where it is their responsibility
- Or we rotate who does the flyer each month

November

Grateful grams - \$1 grateful grams people can send to someone they are thankful for

- Open to everyone - Students, faculty
- Soft launch at the mid November bake sale
- Will table the following week on November 16th specifically for grateful grams
- 10:00 to 14:00 time giving faculty more time to access this
- Sign up Form
https://docs.google.com/forms/d/e/1FAIpOLsDKwumJSnNkVeD8gqA6c35QBNSbHdfxmLx-FhGG117WkvfQBg/viewform?usp=sf_link ***BINDING
- Will include funny nursing play on word type messages and a piece or few pieces of candy
- Depending on the amount that are purchased - I will need assistance with making all of the grams
- On that monday of thanksgiving week the officers in each cohort will hand out the grateful grams in their cohort

Replacement to the Formal

- Rom CON Movie Night is a Potential name idea, I am open to other suggestions
- 10/17 or 10/19 & Starts at 6 and ends at 8:30 - 9???
- In room 602 tables will be pushed to the back so people will bring a blanket or cushion to sit on
- Ticket will be \$8 will include entry for themselves and a date and include popcorn
- We provide snacks and beverages available for purchase
- I am thinking one to two raffles so we aren't taking away from the movie
- To decide on the movie, We launch a poll on the SNA for them to select from
- Fall feel good rom coms to see what people would be most interested in watching
- I think this will help with a high attendance turn out
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White coat cookie profit - spent \$120 all of the cookies sold they were \$6 a piece

	<ul style="list-style-type: none"> • gross profit: \$288 • net profit: \$168 <p>White Coat Ceremony Shoutouts - \$1 shoutout , 4 shoutouts 3 people filled out a google form and paid \$1, another lady purchased one at the white coat ceremony and donated \$10 for the shoutout</p> <ul style="list-style-type: none"> • Profit was \$13 <p>First Exam goodie bag</p> <ul style="list-style-type: none"> • 19 responses, supplies are donated for this • Profit of \$95 • The first exam for Juniors is on 9/12 this upcoming Monday, if anyone is free to help me on saturday put these together that would be greatly appreciated 	<p>***Vote***</p> <p>Kate makes a motion to purchase a contactless square payment system for \$54.44+tax. Morgan seconds. Motion passes unanimously</p>	
<p>Advisors:</p> <p>Kate Dorminy</p> <p>Brian Peach</p>		<p>- No action needed</p>	<p>- No followup needed</p>