|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **Student Nurses’ Association at UCF Orlando – April Board Meeting MINUTES**  **Time Called to Order: 1705**  **Time Adjourned: 1822**  **Location: Zoom Meeting**  **Presiding President: Kendall Neswold**  **Recorded by: Dana Monsalvatge** | | |
| **Attendees Present:** | | **Kendall Neswold, Jake Sandoval, Rebecca Smith, Heather Platche, Tom Gregorich, John Marc Dela Cruz, Bryana Blanco, Kathleen Jaramillo, Erick Gonzalez, Jordyn Watson, Amanda Stack, Dana Monsalvatge, Samantha Cooney, Josee Etienne, Chloe Frye, Kate Dorminy, Brian Peach** | | | |
| **Attendees Absent:** | | **Joyce DeGennaro** | | | |
|  | | | | | |
| **Presenter:** | **Agenda Item/** **Discussion:** | |  | **Action:** | **Follow-up:** |
| **Kendall Neswold-** President | * Approve the minutes * Kendall wants to emphasis the importance of keeping in contact with new board members. Important to communicate with them within a timely manner. * Follow up: * Jake- Top point earners?   Jake is currently working on it.  Mrs. D will print out the certificates on nice paper along with the letter from Dean Sole when Jake announces it.   * Johmarc- More interest in positions?   Johmarc will send out a finally message tonight on Facebook tonight and create a new list of the candidates.  Johmarc will also send the updated list to Mrs. Dorminy and Dr. Peach.   * Jordyn- how are senior superlatives? How is the slide show going? Info sent to Sam about relay for life?   Will send out the senior superlative again.  Still collecting pictures for the senior slideshow.   * Erick- February Newsletter?   Erick sent it to the advisors for approval.  Waiting on feedback.   * Amanda- Info sent to Sam about knight thon? Has Sigma purchased our grey shirts?   Amanda sent the information to Sam.  Amanda will contact Mrs. D in regards to the grey shirts.   * Mrs. D- What did Dean sole say about free SNA cords to seniors?   Mrs. Dorminy will double check on the status of the cords.  Heather suggests extending this offer to the Accelerated students due to the prediction of COVID-19 lasting over the Summer. | |  | * Kendall would like to call a vote to approve the minutes from the last board meeting. Erick seconds. All in favor. Motion passed. |  |
| **Jake Sandoval-** Vice President | * April Guest Speakers: Past Board Members   No Food.  Will be held on Zoom.  May Guest Speaker: TBA.  Emailed a few potential speakers.  Will keep updated.   * IPE Event: Cancelled. | |  |  |  |
| **Rebecca Smith-** Treasurer | * The bank statement has not been generated by Bank of America yet.   Rebecca will created it and send it out as soon as it is really.   * How would we like to have the board sign them?   Kendall suggest doing electronic signature or using time stamp and source for a signature.  Dr. Peach suggest using the application “Hello sign”. Allows multiple people to sign a document.   * Still collecting funds for the Stoles we ordered.   Kendall won’t start collecting the money until we start disrupting the stoles.   * Received refunds on the hotel reservations. * Friendly reminders:   2 officers at the cash box at all times.  All officers can accept membership forms.  Must provide a receipt to get reimbursed.   * Current bank balance: $12,587.24 * Current membership count: 148 | |  |  |  |
| **Heather Platche-** Clubhouse Director | * Checks for both recent orders have been picked up from Becca. * Per T-shirt contact, the company has not shut down due to COVID-19. Waiting on an update for our orders.   Once orders have arrived, they will be counted and stored at Heather’s house until we can return to the CON SNA clubhouse.   * 47 SNA cords in the Clubhouse if needed for graduation. * Options for distributing T-shirts to incoming Accelerated or others interested in items?   Flat rate envelopes: $7.15  Flat rate boxes: $7.65 - $13.20 depending on size needed  Mail by weight: depends on size. How would we do reimbursement for packing supplies/shipping? | |  |  |  |
| **Tom Gregorich-** Accelerated Liaison | * Mentor match planning for 2020 Accel cohort. * Suggests to encourage the new coming Accelerated students to make a Facebook page at the virtual meet and greet. * Promoting next general meeting on FB page.   Looking into posting an announcement on webcourses.  Looking into making an announcement during Adult 2 lecture next week if it’s on zoom. | |  |  |  |
| **John Marc Dela Cruz-**  Legislative Director | * Oriented Josee for legislative director position 3/17; have her assist me with elections * Elections   SurveyMonkey anonymous electronic voting poll already created 3/30; link will be shared during general meeting 4/8.  Mrs. Dorminy will do a visible check to make sure members only are voting.  Will create a poll on zoom during the meeting for the voting.   * Candidates: * Vice President   Sadie Richards  Jenna Maier   * Secretary   Amanda Shover   * Historian   Audrey Been   * Media Director * Community Health Director   Delainey Dietz   * Breakthrough to Nursing Director * Fundraising Director   Hope Wegge   * Will send last reminder on Facebook and extend deadline for applications till Sunday 4/5 2359. * Officer pledge and passing/lighting the candle? Virtual candle app?   Due to the circumstance we will virtually pass the candle.  Afterwards we will create a GroupMe for the new board members and talk with them about their new roles. | |  |  |  |
| **Bryana Blanco-** Fundraising Chair | * Stoles are in Bryana’s apartment, willing to give them to anyone who wants theirs. * Car Wash: Need to collect the $20 security deposit   Not sure how to do that with the circumstances and Chick-fil-a policies.  Waiting for an update.   * Idea of doing a Venmo fundraiser   $1 shoutouts on the SNA and UCF College of Nursing Instagram pages.  Examples of shoutouts  Send a senior a goodbye!  Congratulations to new elects!  Celebrate accomplishing one year of nursing school!  Teacher shout outs!  Congrats new admits!  Jordyn will work with Bryana about access to the Instagram pages.   * Rebecca concerned about tracking money with Venmo. Bryana says that she could do it using her Venmo account and will keep track of the transcriptions to create a paper trail for documentation. Becca will reach out the Amy about getting access to the SNA Venmo account. * Election Voting   Bryana suggest making a google form for voting.  Issue with anonymous versus not.  Please refer to Johmarc’s section of the minutes for the discussion and decision on election voting. | |  |  |  |
| **Kathleen Jaramillo-** Breakthrough to Nursing  Director | * Emailed University HS about the College of Nursing Tour being cancelled. * I will give contact info and other resources I have to the new elect if they want to pursue this for next year.   Currently updating all of my contact info for schools/events I’ve done for the past year for the new elect.  Planning on posting on the junior’s Facebook group more in-depth info about my position to try to gain interest. | |  |  |  |
| **Erick Gonzalez-** Media Director | * February Newsletter sent to advisors for approval. * Planning on combining March/April newsletters d/t Pandemic and lack of participation from cohorts. Will request that every board member write for this newsletter.   Suggested items: time in quarantine, saying goodbye to the seniors, nursing techs experience with COVID-19  Newsletter due by April 24th.  Kendall suggest to mention the newsletter in the April general meeting and to make a post in the cohort Facebook pages.   * Spoke with Bluehost (website host) and it turns out the coupon Abby used only covered domain costs and not web hosting. | |  |  |  |
| **Jordyn Watson-** Historian | * Collection of pictures for slideshow going well, will start putting it together soon! * Going to send out senior superlatives link one more time in hope for more responses. Promote it to your peers!   Question about the delivery method of the certificates.  Kendall suggest emailing the certificates as a PDF.  Bryana, could you make a flyer/visual for me to post before the zoom meeting for promotion?   * Relay 4 Life: Update   “Couchella” replacement event.  Saturday April 18th 1-4pm streamed via FB live. | |  |  |  |
| **Amanda Stack-** Community Health Director | * Knight-Thon is going to be online!   A 20-hour event that does not require for the team to stream the entire event.  Knight-thon is trying to continue with the schedule they had planned but now online.  $11 away from our goal of raising $2,000.  Fundraising is still going on until the end of the first week of April.   * Share-A-Meal coordinators have suspended volunteering until April 15th meaning that March & April Share-A-Meals have been cancelled.   Next scheduled is for May 15th, 2020.  Other ways we can help:  Ordering meals from a restaurant.  Making a contribution.  Donating gift cards (ex. Publix, Target, Walmart, etc.  Kendall likes the idea of the virtual gift card. Kendall wants Amanda to send the email to her.  Kendall wants everyone to make an appearance for relay 4 life and knight-thon for at least 1 hour. Also send the new information to Samantha.  Suggest taking the budget for the April share-a-meal and giving a virtual gift card.  Amanda wants to know if the board wants to split the money into 3 for the 3 different Ronald McDonald houses.  Taking the money from the March and April budget.  Kendall says to screenshot the documentation of the payment.  Rebecca suggest using the SNA credit card for the donations. | |  | * Kendall would like to make a motion to allocate the March and April budget for Share-a-meals of $100 for each of the three Ronald McDonald houses totaling $300 in funds. Erick seconds. All in favor. Motion passed. |  |
| **Dana Monsalvatge-** Secretary | * Curriculum committee meetings cancelled due to campus being closed.   Waiting for minutes from the last meeting for forward the information to the new secretary. | |  |  |  |
| **Advisors:**  **Joyce DeGennaro**  **Kate Dorminy**  **Brian Peach** | * Mrs. Dorminy wants the board members to email her about our opinions on a virtual pinning ceremony. * Faculty wants to hear our ideas to make it special for us. | |  |  |  |