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|  | | **Student Nurses’ Association at UCF Orlando – April**  **Board Meeting MINUTES 4/13/2022**  **Time Called to Order:** 16:02  **Time Adjourned:** 16:50  **Location:** Zoom  **Presiding President:** Erin Tonkin  **Recorded by:** Caroline Porter | | |
| **Attendees Present:** | **Erin Tonkin, Vanessa Iturri, Monique Csenteri, Caroline Porter, Lauren Fuller, Emily Jones, Sarah Stukey, Cynthia Fonseca, Samantha Maiolo, Peyton Hawks, Megan Fleming, Annaliece Balensiefen, Alexis Wade, Kaitlyn Yu, Kate Dorminy, Brian Peach, Michael Keller, Angela Frantz, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Kaitlyn Mullen** | | | | |
| **Attendees**  **Absent:** | **Alexandria Moran, Morgann Betterly** | | | | |
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| **Presenter:** | **Agenda Item/Discussion:** | | **Action:** | **Follow-up:** |
| President:  **Erin Tonkin** | * Meeting dates:   + Board:     - Wed. May 4th (juniors first meeting alone)   + General:     - Wed. April 20th (early because of finals)     - Wed. May 25th * Upcoming events:   + Do we plan to have a table at the pinning ceremony?     - The juniors plan to table at the ceremony on May 4th at 5pm.   + How much should we sell NSNA cords for?     - Everyone agreed to sell the NSNA cord for $15 a piece which will also allow us to make a small profit. * Post-Convention Housekeeping:   + Building a document with NSNA planning details - timeline leading up to conference, responsibilities by position, other needs, etc. to facilitate another great conference next year (rumored to be in Nashville)   + How to get involved next year: write a resolution, be a delegate, run for office (state or national), sell merch, design the NSNA t-shirt competition, sing national anthem   + Resolution examples: https://www.dropbox.com/s/1cw8sf7o1gqlavv/Final%20Proposed%20Resolutions.pdf?dl=0   + Stoles?     - Lauren and Alex will work on coming up with an idea for these.   + Juniors, add Erin on Facebook so that she can add you to the SNA Board Facebook page | |  | -Kaitlyn will build a document with NSNA planning details. |
| Vice President:  **Vanessa Iturri** | * April SNA General Meeting   + 2020-2021 SNA Board Panelists     - President: Sam Cooney     - Vice President: Sadie Richards (Zoom)     - Legislative Director: Josee Etitenne (Zoom)     - Treasurer: Chloe Frye     - Secretary: Amanda Shover     - Fundraising Director: Hope Wegge   + Forever Knights Committee would like to come and talk about class gift and cords   + Food     - Taco Bell       * Special request please contact me privately   + SNA Points     - Waiting on March attendance | |  | -Vanessa will update the points for the next general meeting. |
| Treasurer:  **Monique Csenteri** | Current Balance:$6,946.56  Current Membership Count: 124   * Tax update:   + We are still waiting to hear back from the IRS about our non-profit application.   + If we haven't heard back by May 9th (180 days from our first notice), Annaliece will call customer account services to check on our application status. * All board members must sign the last page of the bank statement, financial report, and Venmo report. They are available now. Please have these **signed** by 04/13/2022 @ 2359.   + November  **Financial Report**:     - https://docs.google.com/spreadsheets/d/1QynQTDiDKSU-aEYfyk27k4iyF2b815q9/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true   + November **Bank Statement**:     - https://docs.google.com/document/d/1CtNaVOHiPMUfb96g9PKoeFXIkvUm1RsE/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true   + November **Venmo Report**:     - https://docs.google.com/spreadsheets/d/1LYhVeJFAFcyv0ne-sSOg7LVI5yavNZrD7lL1NVDcw3Y/edit?usp=sharing   + November Receipts:     - <https://drive.google.com/drive/folders/1Vi6X6lkb3Rqhs5cbZwqmWPzPNbJusp4H?usp=sharing> * Friendly reminders: * 2 officers at the cash box at all times * All officers can accept membership forms * Must provide a receipt to get reimbursed, reimbursements < $50 need president approval, and reimbursements > $50 need board approval * Encourage Membership all you can * 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 purchases * SGA: All receipts and reimbursements need to be provided to SGA by May 10th. I am in contact with our SGA accountant so we can set up an appointment to go over everything. As of right now, SGA owes us $1,696.26 but if FNSA reimburses us for Caroline’s flight ($437.20+ flight insurance $32), then SGA will need to reimburse us $1227.06). | |  |  |
| Secretary:  **Caroline Porter** | * Approve March Board Meeting Minutes * Kahoot game * Curriculum committee meetings will resume in the Fall * Guest speaker gift card?   + Vanessa and Caroline will pull their budgets together to make gift cards for the panel of guest speakers. * [www.harrybutlerphotography.zenfolio.com](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001tRM8hLft-hZvxckoQhQ-bWvr0RS_nIBTaRkRTYuLFnxP9ZB3oDdx8b91CQ97gxLuMWQMMQPGMCZDBHOfzv8eMZgJeXoUIyFgy3ZwC9z-hGkwy74TRCHIFfdbW--J1_y0L5_GGQOzi1XpiiuMAHeGdI6h48brd1nbFVu0ql0Ov3b8Ztwlt0hbXw%3D%3D%26c%3DCgleQrRhqeZYaPLF_DAv7CLu8QRU_8RchWoDmCj9o12K9lVpboWJXA%3D%3D%26ch%3D4WczaBxmjXDOE-a11tC3yAm84-vlOMU5lJntfsLcGE_0MGWNBJf9tQ%3D%3D&data=04%7C01%7Ccarolineporter%40knights.ucf.edu%7C1e2348e9eb56402ae25208da17bcd133%7C5b16e18278b3412c919668342689eeb7%7C0%7C1%7C637848396983794153%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=s%2Fsb%2BW6x1%2FLP1qz5rQv1HnX3t93sP7puFaYU84X3Mys%3D&reserved=0)   + To access the photos, click on **Client Access**->**Client Galleries**->**NSNA2022**. Use password: **NSNA2022** | | \*\*VOTE\*\*  Caroline makes a motion to approve the March 2022 Board Meeting minutes.  Erin seconds.  ***Motion passes unanimously.*** |  |
| Legislative Director:  **Lauren Fuller** | * Welcome to all the new board members * Upcoming Election at the June General Meeting for Accelerated positions:   + Clubhouse Director and Accelerated Liaison   + Elections will open May 25th and close the night before the June meeting. * Thoughts for next year   + Renewal on Stellar School award through NSNA * Potential for Ethics Committee * Involving incoming juniors and potentially underclassmen in SNA   + Committee positions? | |  |  |
| Clubhouse Director:  **Alexandria Moran** | * Working on tabling plans for graduation and the pinning ceremony coming up * I will be starting up open clubhouse hours again so students have more opportunities to buy merchandise as soon as I am feeling better. * Continuing to workshop new designs for future merch * When are the new upcoming juniors and accels going to be on campus for orientation? Is that a possible tabling opportunity? | |  |  |
| Accelerated Liaison:  **Emily Jones** | * No upcoming Curriculum Committee meetings - ended for academic year * Will be meeting with Mrs. Dorminy to discuss the future of my role coming up * Please let me know if there is anything I can help out with as always | |  |  |
| Media Director: **Sarah Stukey** | Next Newsletter Submission Deadline: April 17th (Sunday)   * ALL board members are required to submit an article   + Upcoming seniors are welcome to participate although this is like a last hurrah for the seniors as they are able to leave some imparting wisdom on their peers * Remember to use APA citations, include pictures of yourself, and have fun with it. * Some ideas for potential submissions would be:   + Advice to upcoming seniors, practicum experience, favorite pathology we have learned about, what your future plans are once graduating   + Willing to discuss any other ideas with you guys just reach out to me, if for some reason you are unable to submit by Sunday night at 11:59 I can extend it to Monday the 18th just reach out to me.   Bluehost Renewal   * Website has been renewed, unable to put a router number to the SNA account, so I will work with my junior counterpart to get the next card set up on the website so I am not charged again next year.   + Total costs that need to be reimbursed:     - $119.35 | | \*\*VOTE\*\*  Sarah makes to be reimbursed $119.35 for the Bluehost website renewal.  Erin seconds.  ***Motion passes unanimously.*** |  |
| Historian:  **Cynthia Fonseca** | * Relay for Life was so much fun. We raised around $300 total as an organization towards fighting cancer and shout out to Annaliece for facilitating delivery of the cards we made to oncology nurses.   + Vote for reimbursement for items paid with my personal card * Thank you to everyone who helped make the kickball event a success. It was such a great time and our grand total raised was $583.05. * Sent a message to the seniors to collect photos for the pinning ceremony video, last day for submissions will be the 18th so I have time to compile them all and get the video to Lisa by the deadline on the 25th   + <https://photos.app.goo.gl/956wrvyskCDLqPY67> * Sent a message out on behalf of Christina Gonzalez with the alumni association regarding volunteering for the reunion next week   + If anyone is interested please contact Christina via her email or let me know ASAP. It’ll be a great opportunity to network and they’re offering the opportunity to stay for dinner and dancing | | \*\*VOTE\*\*  Cynthia makes to be reimbursed $58.66 for items purchased for Relay For Life.  Monique seconds.  ***Motion passes unanimously.*** |  |
| Breakthrough to Nursing Director:  **Samantha Maiolo** | Upcoming Event:   * Hagerty HS: Pre-Med Club Visit   + Wednesday, April 27th @ 1:30pm | |  |  |
| Community Health Director:  **Peyton Hawks** | * My team raised our goal for Knight Thon (over $1000). Thank you, Kaitlyn, Annaliese, and Sarah, for helping reach that goal.   + Something to think about in the future: We raised the most money with the bake sale and Facebook fundraisers so I suggest doing this for the next KnightThon team. * **April Volunteering:**   + Autism Walk and Family Fun day on **4/16 8AM-12PM.** We have our own Knight Nurse Team. It is $20 to register but all funds go towards the Autism Society of Greater Orlando. Reach out to me if you want to join our team.   + Oviedo YMCA BP and Health Screening on **4/30 9-11AM.** YMCA is having their annual Healthy Kids Day event this day and invited us to come take BP on anyone there who wants them. The elderly LOVE to get their blood pressures done. | |  |  |
| Fundraising Chair:  **Megan Fleming** | For this month's fundraiser I thought it would be fun to try something different.   * **“Pie an SNA member”**   + So basically, it’s just shaving cream in a pie tin and people pay money to smash it in your face * **Price:**   + **$2** to pie **one** person, **$5** to pie **three** people, **$10** to pie **everyone** there * **Where:**   + At the **Main Campus on Memory Mall**   + I would like to try and always have at least 5 people at the booth at all times if possible   + Once we pick a date and time I will be sending out a google excel sheet in the GroupMe where you can sign up to work different time slots   + Depending on which date we choose this may be the last SNA event the seniors will attend and it’s going to be fun so everyone should want to show out. * **When:**   + So, for this fundraiser to be a success I would need volunteers (officers or members) to be able to work the pie booth so I want to pick a day that works best for every, here are the options:     - **April 18th: 11am-3pm** (anytime works for me so if there’s better times lmk) the only thing about this date is that it’s so soon I wouldn't get to do much advertising     - **April 20th:** **12-4** (before our general meeting) same problem with this date, not much advertising would be done     - **April 26th: 11am-3pm** (again anytime works because we don’t have class this day so lmk what you guys think) I would prefer this day or the 27th because then we can advertise it at the general meeting the week before     - **April 27th: 11am-3pm** (again anytime works so lmk what you guys think)   + All board members agreed that April 26th from 11am-3pm would work best for everyone’s schedules. | |  | -Megan will send out advertising information for the “Pie an SNA member” event. |
| Advisors:  **Kate Dorminy**  **Brian Peach** |  | |  |  |