University of Central Florida – Orlando

Student Nurses Association Agenda

August 21, 2019

College of Nursing

Room: 333

Open: 9:11 am

Close: 10:40am

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| Attendees | Kendall Neswold (President), Jake Sandoval (Vice President), Dana Monsalvatge (Secretary), Johmarc Dela Cruz (Legislative Director), Rebecca Smith (Treasurer), Amanda Stack (Community Health Director), Kathleen Jaramillo (Breakthrough-To-Nursing Director), Jordyn Watson (Historian), Erick Gonzalez (Media Director), Bryana Blanco (Fundraising Director), Heather Plachte (Clubhouse director), Tom Gregorich (Accel Liaison), Joyce DeGennaro (Co-Advisor) |
| Absent | Jordyn Watson and Joyce DeGennaro |
| Motion Passed | * Allocating funds from Jake, Kendall, and Bryana to go towards Knight Thon.
* Heather order as many T-shirts and sweatshirts we have pre-orders form and order an excess not to order more than $600.
* To exempt a bake sale in the month of august for this one time.
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| Item | Discussion | Outcome |
| **President:** Kendall Neswold | * Back to school BBQ
* Attire for SNA board members
* Possibly getting a gas or charcoal grill?
* Kendal call Mrs. Deatrick for her grill.
* Erick says list will be coming out with roles for the BBQ
* Be there at 1600 to set up.
* Things to add to raffle basket
* Getting bean bags for corn hole game
* Need to set up several stations
* Bryana and Tom grill station
* If it rains will be moved to 602
* Key points to discuss during orientation
* Anyone has something specifically to say when we present
* About our organization and what we do
* Bryana says emphasizing that it looks good for jobs and it’s a good way to make connections. Trying not to focus just on grades. Builds confidence in nursing. Talk about NCLEX night.
* Jobs for everyone for orientation
* Get there @7:30 and will set up from there
* Great selling opportunity for merchandise
* Suggested agenda items:
* Volunteers for white coat ceremony: Jake, Becca, Jordan, and Kendall

Bryana: asking about selling Delany’s badges at the white coat ceremony. Delany will not be attending but we will be selling her badges through SNA. |  |
| **Vice President:**Jake Sandoval | * Back to School BBQ
* Kathleen and I are working on Sr./Jr. Buddy System after meeting.
* Hearing about it in the next week. But most likely tonight
* Tabling Event
* Starts @5 but have to be there at @4:30
* Promoting SNA for pre-nursing students
* No guest speaker for August
* Because of Back to school BBQ
* Guest speaker for September: Lisa Bowman (AH Children’s CNO)
* Any recommendations for future guest speakers let Jake know
* NCLEX Night in the works
* Not in august because everyone is stressed with back to school and will start in September.
* Suggest Dr. Leli to come to one of the NCLEX nights or ask her for questions
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| **Secretary:**Dana Monsalvatge | * Getting in contact with Dr. Diaz about the Fall schedule for curriculum committee meetings.
* Will be hearing from her later tonight.
* Volunteering at junior cohorts Orientation.
* Volunteering at “Opening Knight” for SNA tabling event.
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| **Treasurer:**Rebecca Smith | * Bank Balance: $9,726.45
* Upcoming Expenses:
* Back to School BBQ
* Kendall and Johmarc, don’t forget to do the Financial Training
* New Debit Cards
* Will talk to Mrs. D when she comes back
* Budget Rearrangement Proposals to accommodate a minimum of $200 for Knight-thon.
* How do we want to go about dividing the money?
* Jake suggests doing a potluck Or taking money from our board members budget that they aren’t using as much when needed
* $50 from Bryana’s budget from badge reels to go to
* $50 from Kendall and $50 from Jake? To go to Amanda for knight thon
* Erick talking about adding $30 to the back to school BBQ for supplies. And potentially more for raffle prizing and other supplies. Talking the money from Jake for the August foods since it would be for the back to school BBQ.
* Kendall Calls to vote to take $50 from Bryana…… to go towards knight thon
* Kendall calls to a vote to allocate $75 of Jakes funds for back to school BBQ
* All in favor and vote is unanimous
* Motion passed
* Everyone needs to have the point of sale app downloaded, if you have any questions or need the login, come speak with me!
* Everyone that is coming to orientation and white coat ceremony needs it!
* Board members with expiring memberships:
* Johmarc 10/1/19
* Kathleen 8/31/19
* Jake 7/5/19
* Jordyn 7/5/19
* Friendly Reminders:
* Please make sure to have 2 people at the cash box
* Please track cash through the Point of Sale App
* Before buying supplies for meetings and events, please make sure to check the clubhouse. We have a wide variety of supplies that can be used.
* Any officer can accept membership forms and payments
* Membership counts: 177
* Mrs. Deatrick suggest potential memberships from concurrent membership from those who are finished with the associate’s part of nursing degree and want to be a part of UCF’s SNA.
* Will discuss with Mrs. D to make sure it does not interfere with Diamond Chapter.
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| **Breakthrough to Nursing:** Kathleen Jaramillo | * Finalized dates for September tabling events
* Oviedo HS: Tuesday, September 10th at 11:00 am-12:30 pm
* University HS: Monday, September 23rd at 11 am-12:30 pm
* Upcoming finalized dates:
* Timber Creek HS Career Fair: Wednesday, October 2nd at 8:50 am-11:45 am (Set-up at 8:20 am)
* Northlake Park Community School STEM Night: Friday, November 8th at 5:30 pm-8:00 pm
* Will be in contact with high schools to plan for career fairs & elementary schools for teaching events in October & November
* Opening Knight: Sunday, August 25th from 5:00 pm-8:00 pm
* Set-up at 4:30 pm
* Volunteers: Kathleen, Jake & Dana
* To bring: SNA Tablecloth? (in club-house), Laptop, SNA poster board, Candy, Flyers (Bryana will make the flyer)
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| **Community Health:** Amanda Stack | * Upcoming Share-a-meals
* Share-A-Meal for August 21st lunch was canceled (in a timely matter)
* Doing 2 share-a-meal in September to make up for canceling them in August
* Future Share-A-Meals in September: September 3rd Dinner (4-6pm) & September 30th Dinner (4-6pm)
* Interested in still making a board member Share-A-Meal
* Potentially doing if after the elects are selected to have a bonding experience.
* Pole will be created for the best dates and times
* Talked to Rosellen Kraus about making an event with the blood drives
* Maybe in October
* Change of employee so waiting for whoever takes her position to reach out to me
* KNIGHT-THON
* Donor drive is open
* Putting budget towards the donor drive
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| **Legislative Director:** Johmarc Dela Cruz | * Welcome back!
* Resolutions- DUE OCTOBER 5TH
* Working on the resolution to increase awareness of undertreated pain epidemic and improve pain management in nonverbal children
* Resolution Style Guide Link: https://www.scribd.com/document/411150761/Forming-a-Resolutions-Committee-Guidelines#from\_embed
* Submission Link: <https://form.jotform.com/fnsacommunication/2019-resolution-submission-form>
* Elections for elect positions at general meeting 9/25
* FNSA Pre-Convention and Leadership Retreat 9/21 0800-1500 at UCF CON
* Allocations
* Need to get quote for the hotel rooms
* Will start working on CRT (Conference, Registration & Travel) funding request form
* Need to attend 2 CRT committee meetings (Mondays 1530) with Rebecca to present information once form is submitted
* Attended SGA Fiscal Workshop 7/30
* Sent updated SNA 2019-2020 bylaws to Erick 6/27
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| **Historian:** Jordyn Watson | * Back to school BBQ!!!
* Help set up at 4pm aug26th
* Anyone have cornhole etc?

 -Heather has corn hole board * Serving utensils from last meeting?

 -we have utensils* Anyone comfortable with a grill?
* Assigned tasks for event: Johmarc, Bryana, Amanda, dana serve food, Erick grill food?; Jake and Kathleen promote finding Junior/Senior buddies; Kendall and tom mingle and help introduce cohorts, Rebecca take entrance and membership fees, heather promote entrance to raffle/help sign ups (any donations from clubhouse for prizes?)
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| **Media Director:** Erick Gonzalez | * Website has added pictures, but we still need a group photo of the board
* Take another picture at the back to school BBQ and at FNSA convention.
* 2 SNA members have joined the committee. Looking to have at least two more members join preferably one from the accelerated class and basic class of 2021.
* Back to school BBQ: Delegation of tasks and what to assist with. All officers please be present at 1600 to help set up.
* If you meet a new junior talk to them! Make them feel welcome!
* Jordyn and I concur that we would like an increase in our respective budgets due to financial constraints with gathering supplies for the BBQ.
* Officer newsletter assignment sheet will be distributed soon.
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| **Accel Liason:**Tom Gregorich | * Planning UCF SNA participation at annual convention
* October 23rd, 24th, and 25th
* Set up table and sell merchandise.
* Bringing resolutions to states.
* Alumni membership program trying to get it started.
* Promoting SNA to accelerated cohort.
* Strategizing ways to increase accel student participation.
* Hosting Pre-convention at UCF
* FNSA September 21st (President and Vice President from 8:00-3:00pm) need members to come and help out. Information session. Volunteering be here at 7:00am.
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| **Clubhouse director:** Heather Plachte | * Order placed for clinical supplies for the incoming cohort.
* Total of 36 orders
* Total income $3,464
* Cost of supplies $2,603.44
* Order #100099197 placed 8/12
* Still awaiting shipment confirmation
* 2 new orders came in on 8/19. Will collect payment and place a separate order.
* If supplies can’t be passed out at orientation 8/22, can they be distributed on the first day of classes?
* Sell it at the BBQ and give them their orders.
* Students can potential still order supplies but won’t have the supplies until after the first week.
* I plan to place an order for more Knight Nurse sweatshirts and for tee shirts at the beginning of the Fall semester. I will bring photos of the design I was considering.
* preferably pre-order them but there will be some that we will order for the FSNA convention and National convention.
* Pre-orders for the first 2 weeks of school.
* Board to approve doing the pre-order forms this month
* Waiting to hear back about pricing for the T-shirts
* If so then she’ll make the order forms today.
* Suggested agenda items:
* The school has earned a total of 3 free stethoscopes, but they will ship separately for clinical supplies. What would we like to do with those?
* Either add them to raffle basket or re-sell them to make up for different budgets for knight-thon
* Heather makes a motion order as many T-shirts and sweatshirts we have pre-orders form and order an excess not to order more than $1,000. Bryana seconds the motion
* Kendall states that $1,000 is too much for excess on top of the pre-ordered merchandise. Suggested changing amount to $600 for an excess amount for extras.
* Motion addendum Heather makes a motion order as many T-shirts and sweatshirts we have pre-orders form and order an excess not to order more than $600.
* All in favor.
* Vote unanimous. Motion passed.
* Selling T-shirts for $20
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| **Fundraising:** Bryana Blanco | * Hugs from Home
* Pre-orders at orientation to only parents or guardians
* Printing out pre-order forms soon
* Starting to sell them starting 8/22
* $15 for pricing
* Bags only cost $3.74
* $11.74 profit
* Final proposed budget
* Decals Approval

 -members voted on design -Cost $3.50 for decal  - adding them onto tumbler cups will cost $7.50* Calling to vote in the case on the cup adding $3.50 making a profit of $9 per bag. All in favor.
* Bake Sale Approval Dates
* Call a vote to exempt a bake sale in the month of august for this one time. All in favor. Motion passed
* Fundraising Ideas and Dates
* Fall:
* Hugs from Home
* Orders accepted from August 22nd-September 6th
* Items to be expected to be distributed either first or second
* Week of October depending on supplies
* Food Fundraiser (Chipotle, Blaze, etc)
* October
* Pie a Professor potential in November
* Spring:
* Car Wash
* Senior Gifts
* Similar from hugs from home
* Suggested agenda items:
* Questions regarding SNA’s polos and badges
* Talk with Mrs. D about getting the badges and polos
* Jake asked about questions percentage for chipotle and blaze fundraiser. Bryana states at that its 15%.
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| **Advisor:** Mrs. Deatrick | * Mrs. Deatrick suggest potential memberships from concurrent membership from those who are finished with the associate’s part of nursing degree and want to be a part of UCF’s SNA.
* Will discuss with Mrs. D to make sure it does not interfere with Diamond Chapter.
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