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|  | **Student Nurses’ Association at UCF Orlando – General Meeting MINUTES** **Time Called to Order: 1700****Time Adjourned: 1858****Location: Zoom****Presiding President: Samantha Cooney****Recorded by: Amanda Shover** |
| **Attendees Present:** | **Samantha Cooney, Chloe Frye, Sadie Richards, Hope Wegge, Amanda Shover, Josee Etienne, Amber Keller, Audrey Been, Natalie Klosinski, Delaney Dietz, Megan Donnelly, Leah Utt, Kate Dorminy, Brian Peach, Monique Csenteri, Erin Tonkin, Lauren Fuller** |
| **Attendees Absent:** |  |
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| **Presenter:** | **Agenda Item/ Discussion** | **Action:** | **Follow-up:** |
| **Samantha Cooney-** President | * NSNA Convention Preparation
	+ Creation of a Groupme for all attendees
	+ ***Caucus to be held on final day of convention***—ALL members to discuss what we learned, what we gained from attending, wrap up, etc.
	+ ***Voting closes at 4PM on FRIDAY April 9th***
		- In person? Live at CON!
		- **\*\*VOTE\*\***

*Samantha proposes a motion to have the caucus to be held in person at the College of Nursing.* *Hope seconds.* ***Motion passes.*** * General Meetings
	+ February 24th
	+ March 31st
	+ April 21st
* Board Meetings
	+ March 2nd
	+ April 5th (first night of convention)
* Graduation cords and stoles
* Suggested Item🡪 Future Board/General Meeting with Villanova University SNA
	+ Board meeting would include session as a whole then breakout rooms for individual officer positions
	+ General meeting would include shared guest speaker with merged Powerpoint objectives
	+ March would be the best meeting
	+ Dr. Peach will share contact and email to Sadie.
 | **\*\*VOTE\*\***Chloe proposes a motion to do further research on buying stoles before the end of the month. Chloe will send out design options before moving forward. Samantha seconds. ***Motion passes.*** **\*\*VOTE\*\***Chloe proposes a motion to have the position of each officer on one side of the stole. Samantha seconds. 10 votes for. 2 against. ***Motion passes.***  | Amanda will coordinate the Groupme for National Convention once all names are submitted.  |
| **Sadie Richards-** Vice President | * February 24th general meeting
	+ Speaker to be announced
		- Invited Lisa Bowman, Chief Nursing Officer at AH Women and Children’s Tower
		- No response yet, but I will keep you updated
* F2F or Zoom?
* No food
* Sponsor
	+ Still no confirmation
	+ Will update you all if I get a confirmation
* March 31st general meeting
	+ Speakers:
		- Darleen A. Williams, Clinical Nurse Specialist for Emergency Services, ORMC
		- David Townsend, Clinical Sepsis Coordinator, ORMC
	+ Speakers prefer to speak in person
	+ Topic:
		- ‘Sepsis S.U.C.K.S’
 | **\*\*VOTE\*\***Sadie makes a motion to hold the February General Meeting in person. Samantha seconds. 6 for.5 against.***Motion passes.*** The Zoom option will be offered. We will encourage people who are running for election positions to come in the live setting.  |  |
| **Chloe Frye-** Treasurer | **Current Balance: $16,176.14**Current Membership Count: 139* Revisit Amanda Stack T shirt reimbursement for $132

Friendly reminders:* 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 2/7/21 @ 2359. Please please please have this signed promptly.
	+ January Financial Report:<https://drive.google.com/file/d/17IFzNV1Nb3gFdJGtJt09799bLqGnEtB4/view?usp=sharing>
	+ January Bank Statement:<https://drive.google.com/file/d/1fM--BpfZ7RXbxfOB8HptKVL32EGlbYvY/view?usp=sharing> (don’t sign this one, just for viewing)<https://docs.google.com/document/d/1NWGBzocxpWzR8yesZZLMobuPlCUS0UNJdk48FGnRa6w/edit?usp=sharing> (sign this one, it did the weird thing again)
	+ January Venmo Report:<https://docs.google.com/spreadsheets/d/1mZnJ57zxDbKs6sJMLWH14MFi1-c0NfKRIw-_hlW-URg/edit?usp=sharing>

Receipts:<https://drive.google.com/file/d/1sYcOdf4XG5G1mHd_LhWN8jPAxxsTujFR/view?usp=sharing><https://drive.google.com/file/d/10wR0dylU6jv3Jo5QQYDBO_sruqBP8od1/view?usp=sharing> * Amanda Stack is wanting to be reimbursed for shirts and supplies she purchased for Knight-Thon last year.
	+ $132: She had a budget of $100 for Knight-Thon. There was NO vote made on this purchase and she was overbudget
 | **\*\*VOTE\*\***Samantha makes a motion to allocate funds for Megan Wheeler’s (accelerated student) conference registration fees because of a miscommunication error on our part. Hope seconds. Motion passes. Have Megan fill out the interest form link so Chloe can have her contact information to be able to register her.  | Dr. Peach will take the idea of selling Amanda Stack’s shirts to Sigma Theta Tau.  |
| **Leah Utt-** Clubhouse Director | * Sweatshirts are here!!!
	+ Info about pickups will be sent on Wednesday
* Tabling today during Accel composite pictures :)
* 43 cords in stock
* Storefront options: 2/24 and 2/25 for junior students

* **Selling at National Convention:**
* Fundraise through a “Student Activity Tile”
* We must set up our own system for payments and shipping
* Storefront 🡪 Square Website:
	+ No monthly fee but 2.9% +30c a transaction
	+ App fees 3.5% + 15¢ fee
	+ Sync with inventory in the app
	+ Offer shipping and pickup
	+ Instagram integration
	+ No custom domain
* Shipping 🡪 Shippo:
	+ No monthly fee
	+ Integrates with Square and calculates shipping cost so that customer pays the shipping fee
		- Instead of a flat fee that may over/under charge
	+ Creates shipping labels and packing slips
	+ Discounted shipping
	+ Tracking
	+ Free returns
 | **\*\*VOTE\*\***Leah makes a motion to create a Square website storefront with Shippo app for shipping. Amber seconds. Motion passes.  |  |
| **Megan Donnelly-** Accelerated Liaison | * Accelerated Cohort Composite Photo TODAY!
* Curriculum Committee Meeting 2/9

* Starting to think about setup for Mentor/ mentee applications over the next two months
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| **Josee Etienne-**Legislative Director | **National Conference*** UPDATE: Forms have been submitted to SGA
	+ It is still virtually- SADLY

Resolutions* You are still welcomed to submit a resolution for national convention, now that you have a better understanding of what they entail.
* I will be updating the state one to specify it towards national status.

Poster* Does anyone want to submit a poster on behalf of our chapter this year for nationals.

Conference schedule* ***\*\*\*Mandatory\*\*\**** *The schedule is now published. Delegates have to also be available on April 1st and 2nd from 1600-1900 for resolutions and house of delegates*
* I was wondering if Seniors could also get the recording for that Monday and Tuesday🡪 YES! Ask permission from other professors if needed.
* https://www.nsnaconvention.org/schedule.html

**Election*** Spring election will be taking place.
* Spring (7 positions are open to Junior SNA members)
* VP
* Secretary
* Historian
* Media director
* Community health director
* Breakthrough to Nursing director
* Fundraising director
* I have not received any emails of interest or bios yet.
	+ We need to work on advertisement.
		- Socials & Dr. Peach Courses (Feb 9th &23 @1300)
		- DEADLINE: February 23
 |  | Josee is going to contact a friend in Greek Life to get a quote from a potential cheaper vender.  |
| **Hope Wegge-** Fundraising Chair | **Blaze Partial Proceeds*** Great turnout → **$60 profit**
* Check is being sent to CON (3rd floor?)

**Valentine’s Day Basket Raffle*** Basket similar to October but Valentine’s Day themed
* **Would include**:
	+ \*Merch (Knight Nurse sweatshirt, water bottle, face mask)
	+ Valentine’s Day compression socks, candy, other goodies
* **Price**: $1 donation to SNA  = 1 entry
	+ Payment through venmo or square app
* Advertise through social media, email, group me by Friday, winner announced the week of Valentine’s Day
* Participants fill out google form
* **Cost**: Budget under $50

**March Fundraiser*** Something geared towards the 2021 Traditional graduates
* Shirt, yard sign, etc.?
	+ A lot of interest in the yard signs from all cohorts and alumni!

**Uworld*** 89 responses
* When should I send the representative the names to get it going?
	+ Plan to get in contact with representative this week to send out emails!
 | **\*\*VOTE\*\***Hope makes a motion to have a Valentine’s Day themed basket raffle priced at $1 per entry for the February fundraiser. Chloe seconds. ***Motion passes.***  |  |
| **Natalie Klosinski-** Breakthrough to NursingDirector | * Lake Nona Middle School is having a STEM virtual day → demonstration using the SIM lab → ideas? No interest from the general meeting.
* Possible virtual CON tour? Decide a date and time and advertise as such.
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| **Amber Keller-** Media Director | **Next Newsletter Submission Deadline: February 21**Include pictures, references        Board Members submitting: (heart theme!!!)          **Delainey****Josee****Natalie****Sadie**Let me know any spotlight nominations!**NSNA Applications**Social Media, Website - Completed     Newsletter - Will complete**Bluehost**    Upcoming expense: April 5, 2021          Web hosting ($95.28)          Domain (Free) | **\*\*VOTE\*\***Amber makes a motion to pay the $95.28 to Bluehost before April. Chloe seconds. ***Motion passes.***  |  |
| **Audrey Been-** Historian | * Need to reach out for graduation video from last year to see an example
* Will remind people on GroupMe to gather their existing photos in preparation for submission when the time comes
* Relay for Life
	+ Date is still TBD
* Will enter in the COVID photo contest for national convention
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| **Delaney Dietz-** Community Health Director | * Hygiene kit collection February 2nd - 16th
	+ Kit preparation: February 16th (5 PM)
	+ Straight Street: February 22nd or 23rd
* Knight-Thon
	+ Moved to March 20th
	+ In-person, with restrictions (2-4 hour shifts)
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| **Amanda Shover-** Secretary  | → CC Meeting 2/9→ I can continue to do the Kahoot for the next general meeting!  |  |  |
| **Advisors:****Kate Dorminy****Brian Peach** |  |  |  |