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|  | **Student Nurses’ Association at UCF Orlando – FEBUARY****Board Meeting MINUTES 2/2/2022****Time Called to Order:** 16:17**Time Adjourned:** 17:44**Location:** Zoom**Presiding President:** Erin Tonkin**Recorded by:** Caroline Porter |
| **Attendees Present:** | **Erin Tonkin, Vanessa Iturri, Monique Csenteri, Caroline Porter, Lauren Fuller, Alexandria Moran, Emily Jones, Sarah Stukey, Cynthia Fonseca, Samantha Maiolo, Peyton Hawks, Megan Fleming, Annaliece Balensiefen, Alexis Wade, Kaitlyn Yu, Kate Dorminy, Brian Peach, UF SNA Board** |
| **Attendees Absent:** |  |
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| **Presenter:** | **Agenda Item/Discussion:** | **Action:** | **Follow-up:** |
| President:**Erin Tonkin** | * Meeting dates:
	+ Board:
		- Wed. February 2nd
		- Wed. March 2nd
		- Wed. April 6th (first night of state convention)
		- Wed. May 4th (juniors first meeting alone)
	+ General:
		- Wed. January 26th
		- Wed. February 23rd
		- Wed. March 23th
			* This is a joint meeting with Villanova, which is why it’s a week early.
		- Wed. April 20th
		- Wed. May 25th
* Updates:
	+ We received a $500 check from a Mr. Terrel. How should we use these funds? I’d say for convention since we are looking at using more than half of our funds on convention.
		- Everyone agreed to put it toward convention.
	+ NSNA sent us an official constituency certificate for 2021, where should this go?  I also applied for NSNA official constituency for 2021 this past weekend.
		- Erin will take it to the College of Nursing so Mrs. Dorminy and Dr. Peach will keep it there in case we need it for the Stellar Award in the future for proof.
* NSNA Awards
	+ Project Intouch: if you register and recruit 25 NSNA members you win a free trip to convention… Monique do you qualify for this since all NSNA registrations go through your number?
		- Monique is going to look into it more because she is not sure how it will work, and if it’s something separate from what she has already done as for registering people with NSNA.
	+ Sam; BTN award application due March 8th, pick 1 project you’ve done.
	+ Ambassador award: we can nominate one board member who “represents and inspires others”- requires student resume; letter of support; (including but not limited to, involvement in the community, NSNA professional organizations, and advocacy for students or a cause related to NSNA resolution) and completed form.
		- Core Values: 1 member who embodies NSNAs core values
		- Newsletter Award: Sarah can you upload newsletters?
		- Social Media Award
		- Website Award
* Tutoring: Apparently not all students benefited from the program when it happened pre-covid. Seniors who excelled in Patho informally tutored students once prior to exam.
	+ What would benefit students the most? Exam review vs. weekly “help class”? Send out interest poll to Juniors. Exam Reviews probably will be the best course of action.
	+ Note: Doesn’t have to be run by SNA. Where can I read about scope of organization?
		- Check with Lucas Noboa, he helped with assisting implementing the idea before.
* Elections: Can we hold an interest meeting for positions? I’ve talked to Juniors who are interested but they don’t know what each role entails. Applications open 2/23 GBM - interest meeting before or after? Monday during lunchtime, classroom in the CON? Provide food?
	+ Date will be set at a later time when the Juniors get their exam schedule finalized more. Dr. Peach also offered to allow us to come talk at the beginning of his Seminar class.
* If Savannah does not attend convention and Caroline, Alex, Vanessa, and Christian are fully/ partially paid for, will we open it up to more members since our numbers were already approved for 24 people by SGA? When will we know/ have funds from FNSA/ are they willing to reimburse?
	+ As for opening it up to more members it is still debatable, need to consider other factors first i.e. putting money toward state convention, if more than 2 members want to go how do we decide who gets to go, etc.
	+ Willa Fuller said she will register Caroline, still a little uncertain how FNSA is doing their funding for flights, hotel, etc. Mrs. Dorminy would prefer we include Caroline in our numbers just in case. Mrs. Dorminy said she will reach out to help figure out the funding process works.
 |  | * Erin will give certificate of constituency to advisors.
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| Vice President:**Vanessa Iturri** | * February 23rd SNA General Meeting
	+ Tom Weichart
		- Former White House nurse Tom Weichart will speak about his roles as a nurse for the President of the United States.
	+ Food:
		- NA
	+ SNA Points
		- Up to date
	+ Zoom component? Yes, we will do both in-person and on zoom
* March 23rd SNA General Meeting
	+ Joint Meeting with Villanova University
		- In contact with Allison and Natalia about the details of the meeting.
		- Caroline will still make the Kahoot game for this meeting because they are still interested in doing one as well.
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| Treasurer:**Monique Csenteri** | **Current Balance:** $18,892.47 **Current Membership Count:** 129* Tax update:
	+ We are still waiting to hear back from the IRS about our non-profit application.
* Friendly reminders:
	+ The January bank statement is not available yet on Bank of America, and I called customer service because this hasn't happened before. They told me it will be available on February 7th.
		- All board members must sign the last page of the bank statement, financial report, and Venmo report. They will be available on GroupMe within the next week. Please have these **signed** by 02/08/2022 @ 2359.
	+ 2 officers at the cash box at all times
	+ All officers can accept membership forms
	+ Must provide a receipt to get reimbursed
	+ 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
* Convention:
	+ Our request for SGA funding was passed and we are just waiting on an email from the accountant so we can get the funds from SGA.
	+ 1 student said they will not be attending. FNSA will be covering Caroline fully, and Alex, Vanessa, and Christian’s registration fees. Since we will be penalized for not using SGA’s funding, I will be putting out an interest form for 2 to 3 more students. We will have to prioritize seniors or accels that are in psych the 2nd half, or juniors in adult 1 the second half. I will put this interest form in the GroupMe tonight, and give them until Friday to fill out the form. Please spread the word about convention and convince your friends to join us.
	+ I am working on the hotel request form, so please let me know who you would like to room with. There are currently 3 rooms left that fit 4 people, and 1 spot left in a room with Annaliece, Kaitlyn and Alex. I hope to have the form turned in by this weekend.
	+ I plan on buying flights tonight since we already approved our 50%. The latest flights I could find for April 5th are at 6:45-7.
	+ NSNA does not require the booster for attending convention anymore.
		- Will make a note of this if we send out an interest form to take more people to National Convention.
* We received a $500 donation from Mr. Terrel which is so awesome. Erin and I will be emailing or sending him a card to say thank you
	+ Money will be put toward National Convention.
 |  | * Monique will send out the bank statement, financial report, and Venmo report for us to sign.
* Monique will add the $500 donation towards the NSNA budget.
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| Secretary:**Caroline Porter** | * Approve January board meeting minutes
* Next Curriculum committee meeting, Tuesday 2/8
* Kahoot game
* Sent Willa Fuller an email asking about FNSA funding for convention, waiting for a response.

**FNSA Updates**:* FNSA Preconvention meeting September 17, 2022, location TBD
* State Convention in Daytona, October 27-29
 | \*\*VOTE\*\*Caroline makes a motion to approve the January 2022 Board Meeting minutes. Erin seconds.***Motion passes unanimously.*** | * + Caroline will update board on FNSA funding for National Convention for State Board.
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| Legislative Director:**Lauren Fuller** | * We are officially funded through SGA for convention.
	+ Should be receiving an email from the accountant within a week with information on payments.
* Scholarship applications due February 8th for NSNA Foundation - Juniors open to apply.
* Elections open at the February General Meeting and voting at the March General Meeting.
	+ All positions open to Juniors. Talk with anyone who you think would be a good fit.
	+ Q&A - on zoom or in person? Was done on zoom last year.
		- Time and place will be determined at a later time.
* Committee application form has been finalized and posted on the website.
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| Clubhouse Director:**Alexandria Moran** | * Created this sheet to show new merchandise and re-stock items (please open to see): <https://docs.google.com/document/d/1zEbRDuoXttaDmScvY8Ckly_i_Bu0tbqrFcf9u45o_7Q/edit?usp=sharing>
	+ Please vote on which sweatshirt design you prefer.
	+ The sweatshirt designs can be used as t-shirt designs as well. Which would you all prefer as a knight nurse t-shirt?
	+ 3 new items made including two new shirt ideas and a long sleeve option. Everyone ok with the new designs?
		- Alex will send a poll in the board GroupMe for us to vote which is our favorite.
* Created a merchandise pre-order form: <https://docs.google.com/document/d/1Pd88wxYsUprZteGoqgKWnnXZUqJUweMzzL-KYA6RhXs/edit?usp=sharing>
	+ Will be finalized with item images and sent out ASAP until February 23rd at 1700 (the start of our February meeting).
	+ Cash payment option available, but payments will need to be made during the meeting (2/23).
	+ Meeting after the general body meeting (2/23) to approve the final numbers and place the order. Takes 2 weeks to process/arrive.
	+ Can I stock items outside of the pre-orders? I am thinking of adding 50 of each new item to stock the clubhouse.
* Explored pricing additional suggested items including a phone wallet, sweatpants, and a quarter zip. However, the cost of making the items did not make sense for pricing or a profit margin I will continue to look into it.
* Where can I find the link for the committee approval form? Lauren shared the form in the chat of zoom for Alex, form is also on our website.
* Idea was suggested we have a highlight real on Instagram of our apparel in the club house for people to refer to at their convenience in the future.
	+ Alex and Sarah will work together to coordinate this on the SNA Instagram.
 |  | * + Alex will send out pre-order form to members for merchandise.
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| Accelerated Liaison:**Emily Jones** | * Cohort composite photos were a success. A very busy one, but still successful
* Next Curriculum Committee meeting:
	+ Tuesday, February 8th
* Continuing promoting SNA membership & answering questions about national convention - so excited.
* Let me know if there is anything I can assist or help anybody with, as always
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| Media Director: **Sarah Stukey** | * Next Newsletter Submission Deadline: February 20
* Include pictures, references
* Board Members submitting: (heart theme)
	+ Emily
	+ Ideally, I would like to have one more member sign up
* Let me know any spotlight nominations.
* NSNA Applications
* Social Media- In progress (Due March 8th)
	+ Are we allowed to apply for both the Instagram and Facebook ones? Under same application
* Newsletter - Will complete (Due March 8th)
* Bluehost renewal (website)
	+ Domain set to renew on March 6th- 18.99/year
	+ Domain privacy and protection - 14.88/year
		- **Total $33.87**
* Mrs. Dorminy suggested we start making Instagram reals. This will help boost engagement on our social media.
	+ Megan suggested the idea of making a Vlog of our whole trip to National Convention in Utah, which the whole board loved the idea of.
 |   | * + Sarah will update the website and work with Alex on making a highlight real on Instagram of merchandise.
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| Historian:**Cynthia Fonseca** | * Relay for Life
	+ Sunday March 20th
	+ Event theme: Heroes for a Cure
	+ I am still working with the advisors and Max to plan a team theme and Alex to make team shirts
	+ Here is the link for our team if any of you guys want to sign up <http://main.acsevents.org/site/TR?team_id=2613538&pg=team&fr_id=101669&s_locale=en_US&et=f0V0voBlFICdRLeI-2pi4RydPZw-wnTcgBaaxwi2QdPqNnjDFA9HxA&s_tafId=2405139>
	+ I will send the link out tonight in the GroupMe chats
* Kickball Event
	+ Still working on details-first step is figuring out a date (April?)
	+ Mrs. Dorminy-if you have a document of all of the cohorts’ schedules again I would greatly appreciate that
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| Breakthrough to Nursing Director:**Samantha Maiolo** | * Hagerty HS Anatomy Class - Date TBD
	+ Skills Demo, Intro to Nursing School
* Emails are out for this semester & just patiently waiting for their responses
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| Community Health Director:**Peyton Hawks** | * Food Drive for the Boys and Girls club of Oviedo
	+ Boxes on the 6th and 4th floor available from 2/1-2/11
* Straight Street this month-waiting to hear back on dates- either 2/21 or 2/28
* Upcoming:
* KnightThon dance Marathon on 3/26
	+ We have 9 team members so far and have raised $500.
	+ Link to join my team: <https://events.dancemarathon.com/team/56317>

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| Fundraising Chair:**Megan Fleming** | * **January Fundraiser:**
* Knight Nurse socks have been ordered, we sold 42 pairs of them.
* They are estimated to be delivered on Monday February 21st so hopefully once that gets closer I can send out a form of available pick up dates from the CON
* **February Fundraiser:**
* I am making a Valentine’s Day basket raffle that I will begin advertising tomorrow
* $1 = 1 entry into the raffle
* I will be advertising through Facebook, Instagram, Email, and GroupMe
* Instagram flyer with donation slots?
	+ This would cost $0 to promote
	+ Everyone said they would be willing to post the flyer on their story to help raise money for SNA.
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| Advisors:**Kate Dorminy****Brian Peach** |  |  |  |