|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Student Nurses’ Association at UCF Orlando – March**  **Board Meeting MINUTES 3/2/2022**  **Time Called to Order:** 16:02  **Time Adjourned:** 17:25  **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, Samantha Maiolo, Peyton Hawks, Megan Fleming, Annaliece Balensiefen, Alexis Wade, Kaitlyn Yu, Kate Dorminy, Brian Peach** | | | | |
| **Attendees Absent:** | **Cynthia Fonseca** | | | | |
|  | | | | | |
| **Presenter:** | **Agenda Item/Discussion:** | | **Action:** | **Follow-up:** |
| President:  **Erin Tonkin** | * **Meeting dates**   + **Board:**     - Wed. March 2nd     - Wed. April 6th (first night of state convention)     - Wed. May 4th (juniors first meeting alone)   + **General:**     - Wed. March 23th       * This is a joint meeting with Villanova, which is why it’s a week early.     - Wed. April 20th     - Wed. May 25th * Everyone has been registered for the convention and hotels have been booked. * Sarah and Sam, have you guys applied for the BTN and media awards for convention?   + Sarah and Sam are working on these applications now. * Are there any plans to visit a junior class to talk about SNA positions?   + March 21st around noon | |  |  |
| Vice President:  **Vanessa Iturri** | * March SNA General Meeting   + Joint meeting with Villanova     - Meeting with the President and Vice President tomorrow morning to air out details.   + Elections   + Food   + SNA Points     - Not up to date. Will update with the new VP (teaching point). * April SNA General Meeting | |  | -Update of SNA points |
| Treasurer:  **Monique Csenteri** | Current Balance: $9,016.69  Current Membership Count: 132   * Tax update:   + We are still waiting to hear back from the IRS about our non-profit application. * Friendly reminders:   + The February bank statement is not available yet on bank of America. This happened last month too, I don’t know why. I will post everything for you guys to sign in the GroupMe once the statement is out. * 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:   + Erin and I attended a meeting with our accountant, Jerry.     - SGA purchased everyone's convention + NCLEX tickets, besides Caroline. You should have all gotten a confirmation email.     - The hotels are booked and everyone is in their requested rooms. Jerry is going to call the hotel and put his SGA card information in for the transaction. He said this needs to be done anytime a week before convention, so there is no rush on his end.     - I also booked the flights, and everyone's tickets are in their emails as well.     - We have spent a total of $10,731.60 on flights and SGA is spending $9,812.75 on convention + NCLEX, and hotels. Jerry said once everything is paid, he will reimburse us for some of the flights and baggage so it will be 50/50.   + I was informed yesterday by NSNA that I am the 2022 Project Intouch grand prize winner for recruiting the most members, which is super exciting. NSNA paid for my ticket to convention + NCLEX and SGA got reimbursed by NSNA for my ticket. | |  |  |
| Secretary:  **Caroline Porter** | * Can make Kahoot game for next meeting * Will be attending next CC meeting 3/15 * Approve February Board Meeting minutes | | \*\*VOTE\*\*  Caroline makes a motion to approve the February 2022 Board Meeting minutes.  Erin seconds.  ***Motion passes unanimously.*** |  |
| Legislative Director:  **Lauren Fuller** | * Elections now open. Encourage people to run, and send them my way if there are any specific questions on running.   + One person applied so far for VP * Election announcement/Q&A with Juniors   + March 14th, or March 21st - Juniors what are your thoughts on either day, or are there other days that would be better?   + Availability of Seniors (especially those with positions up for election)?     - Will be talking with the juniors on March 21st around noon * Will be working on a Convention itinerary over break with all the flight/hotel info just so we all have one document to reference | |  | -Convention itinerary |
| Clubhouse Director:  **Alexandria Moran** | * Worked on merchandise order proposal: <https://docs.google.com/document/d/1Y6yk6zAPTMnLwk2kMQczQ0nEHINJUvb-iBF5YvyWml4/edit?usp=sharing> * Maintaining pre-order records: <https://docs.google.com/spreadsheets/d/1iJXmLjGy7UIYt_mEeWXmuMMAn7JMfvyh-5-wDSCSPRA/edit?usp=sharing> * Designed the upcoming Relay for Life t-shirts: <https://docs.google.com/document/d/1lyrgBdaCTXeAir3SK2wHQxICa3xxiCbjecwW7Im-yQ8/edit?usp=sharing> * Followed up on the possible $1,500 NSNA merchandise stipend * **Approved merchandise to order:**   + 32 Black Knight Nurse Sweatshirt @ $17.88/per = **$572.16**     - (8) Small, (8) Medium, (8) Large, (8) X-Large   + 32 Gray Knight Nurse Sweatshirt @ $17.07/per = **$546.24**     - (8) Small, (8) Medium, (8) Large, (8) X-Large   + Mom Shirt @ $14.42/per = **$461.44**     - (8) Small, (8) Medium, (8) Large, (8) X-Large   + 15 RN hoodies @ $30.58/per = **$458.7**     - (2) Small, (4) Medium, (5) Large, (4) X-Large   + **Total= $2,038.54** * How many SNA graduation cords/stoles will we need at the end of this semester for board members? Should I send out a poll to see how many other members will want to buy an SNA cord?   + Interest poll will be sent out to determine how many cords will be ordered. | | \*\*VOTE\*\*  Alex makes a motion to purchase the pre-order and restock merchandise for the club house at a total of $2,038.54.  Lauren seconds.  ***Motion passes unanimously.*** | -Purchase merchandise  -Poll regarding number of cords to order |
| Accelerated Liaison:  **Emily Jones** | * Next Curriculum Committee meeting:   + Wednesday, March 15th * Let me know if there is anything I can assist or help with | |  |  |
| Media Director: **Sarah Stukey** | * **Last Newsletter Submission Deadline of the semester: April 18th** * All 2020-21 Board Members submit for April edition * When you include a reference, make sure you have a correlating citation. * Include pictures * Let me know any spotlight recommendations * **Renewal of Bluehost this month** * Is there a way to put the SNA card on file instead of having to switch card numbers annually for refund?   + Putting the SNA card on the account will not work because every year a new card is distributed so the card numbers will not be the same.   + Sarah can put the SNA bank account routing number instead if it will allow her, if not she will put in her own card information for the time being and request reimbursement. * Renewal Date is 04/05/2022 | |  | -Payment method on file with Bluehost |
| Historian:  **Cynthia Fonseca** | * I’m sorry that I can’t be here tonight. If anyone has any questions or needs to contact me feel free to text me * I enjoyed attending the alumni meeting a couple weeks ago. Thank you, Mrs. Dorminy, for helping me create my report and for always making me feel so welcome. * Relay for Life   + March 20th 2-10PM   + We have six people registered for our team currently.   + Alex is working on proofs for shirts   + I would love some guidance/assistance on a few things:     - Do we have a tent available or will I need to look into how to get one?     - How can we incorporate “Healing to the Max” into our team theme/fundraising?     - Fundraising ideas? I know the jail has been mentioned-how would we go about that? Any thoughts/suggestions are welcome       * Email ideas to Cynthia * Kickball Event   + 14 RSVPs as of last night.   + Please sign up through Knight Connect if you haven’t already. <https://knightconnect.campuslabs.com/engage/event/7935308>   + Sarah- can you post the flier on our social media?     - Flyer will be posted on social media   + Food- my plan is to get Publix sandwiches, chips and drinks (I may send out a sheet to delegate tasks/ask people to bring things like I did for the BBQ so look out for that)   + Megan is handling the fundraising aspect of the event | |  | -Follow-up email with questions regarding Relay for Life |
| Breakthrough to Nursing Director:  **Samantha Maiolo** | Upcoming Events:   * Hagerty HS Visit - Tomorrow, Thursday March 3rd @ 8am to 10am * TBD Dr. Phillips HS Visit | |  | -Dr. Phillips HS visit date |
| Community Health Director:  **Peyton Hawks** | * Last month: Boys and Girls Club donation drive   + Over 800 donated snacks. Shout out to Emily for donating 100 of them. * **Upcoming events:**   + Spring into Service 3/19 8am-12pm     - Our group was assigned to volunteer at the Scotty Foundation which is a horse rescue rehabilitation sanctuary.   + Knight Thon 3/26     - Join my team <https://events.dancemarathon.com/index.cfm?fuseaction=donordrive.team&teamID=56317>     - Our team has to create a banner and customize shirts. Thinking it would be cheapest to buy plain shirts and puffy paint.     - Bake sale this month to fundraise. If anyone is interested in helping me/sit at the cashbox, please reach out. What day is best for all 3 cohorts? Maybe during the Q/A for juniors?       * March 21st would be best to allow for the board to help   + Autism Walk and Family Fun Day 4/16 8am-12pm     - Sign up was sent yesterday in the GroupMe if anyone wants to join the Knight Nurse team | |  | -Finalized bake sale date |
| Fundraising Chair:  **Megan Fleming** | **March:**   * Kickball game   + Do we have a fundraising rules list anywhere from past games or do I make up my own with the price of each “advantage”?     - Megan and Cynthia can make up their own reasonable prices for each advantage * Instagram fundraiser   + Do you guys want to put the SNA Venmo “UCFSNAORL”   + Or do you think it should be personal Venmo’s and you Venmo SNA the total amount you make at the end     - Personal would be better because it is easier to see who is donating on whose behalf, then the board can Venmo the total they received to the SNA Venmo | |  | -Kickball game advantage prices |
| Advisors:  **Kate Dorminy**  **Brian Peach** |  | |  |  |