



**Student Nurses' Association at UCF Orlando – May
 Board Meeting Minutes 5/11/2022**
Time Called to Order: 1602pm
Time Adjourned: 1830pm
Location: Zoom
Presiding President: Kaitlyn Yu
Recorded by: Michael Keller

Attendees Present:	Kaitlyn Yu, Morgann Betterly, Annaliece Balensiefen, Michael Keller, Alexis Wade, Alexandria Moran, Emily Jones, Angela Frantz, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Kate Dorminy, Brian Peach
Attendees Absent:	Kaitlyn Mullen

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Kaitlyn Yu	<ul style="list-style-type: none"> • Vision and Objectives reviewed <ul style="list-style-type: none"> ○ be an organization that promotes leadership and education with and through members ○ increase member diversity, involvement (nursing and otherwise, with other campuses), and attendance (at meetings and conventions) ○ improve media presence to promote involvement • Robert's Rules / Bylaws / Policies reviewed • <u>Meeting Dates:</u> <ul style="list-style-type: none"> ○ May 11th - Board ○ May 25th - General ○ June 1st - Board ○ June 29th - General ○ Aug 3rd - Board ○ Aug 31s - Back to School BBQ ○ Sept 28th - General ○ Oct 5th - Board ○ Oct 26th - General ○ Nov 2nd - Board 	<ul style="list-style-type: none"> • No action needed • No action needed • No action needed 	<ul style="list-style-type: none"> • No follow-up needed • No follow-up needed • Faculty members will follow up with students they do not hear from by the end of Week 1

	<ul style="list-style-type: none"> ○ Nov 30th - General • Diamond Chapter (due in Oct.) / Stellar School Award discussed (Due est. Feb.) <ul style="list-style-type: none"> ○ keep any media r/t SNA activities... PHOTOS NECESSARY • One-on-one Meetings w/ Faculty • Potential Future Plans: <ul style="list-style-type: none"> ○ new FB group and assess twitter ○ amend bylaws to include social media committee ○ amend policies concerning absences 	<ul style="list-style-type: none"> • No action needed • All board members set up a one-on-one meeting with assigned faculty if they have not done so already by the end of Week 1 of the semester. • Will discuss social media later in the May board meeting. Kaitlyn will examine wording of the current absentee policy and bring suggested changes. 	<ul style="list-style-type: none"> • Revisit these topics at the June board meeting • No follow-up needed • Kaitlyn will bring suggested changes to the absentee policy to the June board meeting.
<p>Vice President: Morgann Betterly</p>	<ul style="list-style-type: none"> • Future Speakers for General Meetings are Confirmed <ul style="list-style-type: none"> ○ May: Dr. Jayne Willis on Nurse Admin/CNO <ul style="list-style-type: none"> ■ UK psych nurse students (with Ms. Dever) <ul style="list-style-type: none"> • ‘cultural/educational exchange’ • presentation would be overview of curriculum • Discussion and vote about giving UK advisor and students time to speak 5-10 minute before or after the meeting ○ June: Jenna Snyder on Oncology Nursing 	<ul style="list-style-type: none"> • ***VOTE*** Kaitlyn motions to amend plans for May general meeting to include UK advisor being given 5 minutes before the keynote to speak and introduce students and holding a question and answer period after the 	<ul style="list-style-type: none"> • Morgann will give update on May general meeting at June board meeting

	<ul style="list-style-type: none"> ○ August: Sarah Rose Thornton and Haley Sehgal on Pediatrics/PICU • Speakers will be given a suggestion of 30 min for a time limit • Mentor/Mentee Program Starting up <ul style="list-style-type: none"> ○ waiting for interest and tentative student list • General meeting slides will be due Tuesday before meeting • Discussion and vote about whether to keep both the general meeting and the BBQ for August 	<p>meeting with the UK nursing students. Morgann Betterly seconds Vote passes unanimously</p> <ul style="list-style-type: none"> • Morgann and Mrs. Dorminy will connect with Ms. Dever and students to review the plan for the SNA meeting. • No action needed • Morgann will work with Leah to finalize the list • All officers will send slides to Morgann by May 23rd • ***VOTE*** <p>Morgann motions to keep both the general meeting and the barbecue for August. Motion seconded by Alex Moran.</p> <p>For: Morgann Betterly, Annaliece Balensiefen, Michael Keller, Alexis Wade, Alexandria Moran, Leah Shinn, Caroline</p>	<ul style="list-style-type: none"> • No follow-up needed • Morgann and Leah will present progress at the June board meeting • No follow-up needed • No further follow-up
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		Rose Tytar, Olivia Kennell Abstain: Kaitlyn Yu, Angela Frantz Oppose: -none-	
Treasurer: Annaliece Balensiefen	<ul style="list-style-type: none"> • Current Balance: \$7,816.13 and current Membership Count: 125 • Tax Update <ul style="list-style-type: none"> ○ It has been over 180 days since the IRS notified us to expect an update for our tax-exemption status. ○ Dr. Peach said the IRS is behind on responding to taxpayers, but we need to make sure we submit proper form to IRS • All board members must sign the last page of the bank statement, financial report, and Venmo report. • SGA <ul style="list-style-type: none"> ○ SGA accountant is still waiting for the reimbursement check from the convention. ○ once they receive it, we will be reimbursed \$1993.81 • Budget for planned events was discussed (e.g. BBQ) 	<ul style="list-style-type: none"> • No action needed • Annaliece will attempt to call the IRS to clarify our tax status • All board members need to ensure signing of three statements by 5/12/22 • Annaliece will follow-up with the SGA accountant to confirm receipt of check • Annaliece will send a budget for planned events 	<ul style="list-style-type: none"> • No follow-up • Annaliece will report on tax update at June board meeting • Annaliece will give report on compliance at June board meeting • Annaliece will give report at the June board meeting. • Annaliece will report on budget for planned events at the June board meeting.
Secretary: Michael Keller	<ul style="list-style-type: none"> • Approve April Board Meeting Minutes 	<ul style="list-style-type: none"> • ***VOTE*** Motion to approve April board meeting minutes by Michael. Kaitlyn seconded. 	<ul style="list-style-type: none"> • No additional follow-up needed

	<ul style="list-style-type: none"> • SNA Board Organizational Structure / Contact Info • Kahoot Game <ul style="list-style-type: none"> ○ gift cards - type, process, and budget ○ possibility of an option between gift and gift card in future ○ Will theme Kahoots around speakers. • Next Curriculum Meeting Next Fall - Dr Luzincourt and Peach as Contacts 	<p>Vote passed unanimously. Minutes will be posted by Angela on the website.</p> <ul style="list-style-type: none"> • Michael will share organizational structure and board member contact info with all officers for review before the May general meeting, before working with Angela to upload it the website and shared on social media before the June board meeting. • Michael will create a Kahoot for the May general meeting • Dr. Peach will contact Dr. Luzincourt and Roger Ly to ensure Michael receives all committee minutes and e-mails 	<ul style="list-style-type: none"> • Michael will report on progress at the June board meeting • No follow-up needed • Michael will report to the board after the first curriculum meeting
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Legislative Director: Alexis Wade</p>	<ul style="list-style-type: none"> • Robert’s Rules review <ul style="list-style-type: none"> ○ Make a motion -> person second -> vote Financial training and establishment of RSO Officers through Knights Connect • Amend bylaw Article 6 section 1 A subsection B- bio due two weeks before meeting? <ul style="list-style-type: none"> ○ current - “Candidates must submit a bio two (2) weeks before the election in order to be pre-slated on the election ballot.” ○ proposed draft - “Candidates must submit a bio two (2) one (1) weeks before the election in order to be pre-slated on the election ballot.” ○ discussed time frame -> week before (due to PowerPoint/approval constraints) • Committees and involvement <ul style="list-style-type: none"> ○ six current committees - currently in the process of looking into used / unused r/t diamond chapter / etc. ○ looking into social media committee 	<ul style="list-style-type: none"> • No action • Kaitlyn, Annaliece, Alexis, and Morgann will complete authorized user courses. Kaitlyn, Annaliece, and Alexis will complete financial training before the June board meeting <ul style="list-style-type: none"> • ***VOTE*** <p>Morgan motions to move forward in amending the bylaw article 6 section 1b from “...two (2) weeks...” to “...one (1) week...” Morgan motioned Kaitlyn Yu seconded Vote passed unanimously</p> <ul style="list-style-type: none"> • Alexis will review the requirements for the Diamond chapter award before the June meeting 	<ul style="list-style-type: none"> • No follow-up needed • Alexis will report on the status of officer training at the June meeting. • Amendment to bylaws will be sent out for members to vote on at the June general meeting • Alexis will report on Diamond chapter committee requirements at the June board meeting
<p>Clubhouse Director: Alexandria Moran</p>	<ul style="list-style-type: none"> • Sold \$970 of merch at the senior traditional pinning ceremony • Worked to organize the new accel clinical item pre-order <ul style="list-style-type: none"> ○ 12 clipboards ordered and 6 stethoscopes 	<ul style="list-style-type: none"> • No action • Alex will connect with Mrs. 	<ul style="list-style-type: none"> • No follow-up needed • Alex will report on distribution at

	<ul style="list-style-type: none"> ○ will be distributing items next week • Accelerated cohort care baskets • Trying to promote Clubhouse Committee involvement (and other committees as well) amongst the new accels • Alex will be organizing inventory over the next few weeks so everything is nice for the new future Clubhouse Director 	<p>Dorminy about best time to hand out stethoscopes and clipboards.</p> <ul style="list-style-type: none"> • Alex will meet with Emily and Mrs. Dorminy before the June board meeting to create a plan for baskets and distribution • Alex will discuss the clubhouse committee at the general meeting • Alex will organize inventory before the June board meeting 	<p>the June board meeting</p> <ul style="list-style-type: none"> • Alex will report on care basket progress at the June board meeting • Alex will report on accels interested in the clubhouse committee at the June board meeting • Alex will report on the clubhouse condition at the June board meeting
<p>Accelerated Liaison: Emily Jones</p>	<ul style="list-style-type: none"> • Incoming accels were officially matched with their new buddy / senior accel as of last Thursday. <ul style="list-style-type: none"> ○ turnout of 35 junior accels matched with 23 participating senior accels • Coming up <ul style="list-style-type: none"> ○ Emily will be attending accelerated student orientation tomorrow to answer any and all questions AND also promote her position and SNA. ○ Possible fundraising idea as suggested by Mrs. Dorminy: care packages for incoming accels 	<ul style="list-style-type: none"> • Emily will pass on the process used as a suggestion to incoming liaison during handover • Emily will collaborate with Alex and send over slide(s) to Mrs. Dorminy today to include 	<ul style="list-style-type: none"> • Emily will give report on buddy program at the June meeting • Emily will give report on orientation and on the care package project

		<p>in the presentation. Emily will discuss with Alex and Kaitlyn about ideas/promoting care packages.</p>	<p>at the June board meeting.</p>
<p>Media Director: Angela Frantz</p>	<ul style="list-style-type: none"> • Will be updating the website in the coming months <ul style="list-style-type: none"> ◦ Auto renewal for website payment will need to be corrected with updated payment sometime this year • Summer SNA events: If any events occur over the summer/throughout the year for SNA that the media director is not in attendance for, DM (direct message) to SNA Instagram Account so that they can be posted to social media • More to come on the newsletter, but please make sure to contribute the newsletter and nominate students/faculty <ul style="list-style-type: none"> ◦ Anything can be DM'd to the SNA Instagram, or messaged to Angela on group me • Angela is looking into establishing a media committee to improve online presence/website 	<ul style="list-style-type: none"> • Now that the new credit cards are in, Angela will work with Annaliece to set up website autopay renewal for the next year. • No action • Officers will submit articles/nominations before the May general meeting, and Angela will encourage members to submit nominations and articles at the May general meeting • Angela and Alexis will review chapter bylaws 	<ul style="list-style-type: none"> • Angela will give update at the June board meeting • No follow-up at this time • Angela will report on newsletter progress at the June board meeting • Angela and Alexis will report on formation at the June board meeting

	<ul style="list-style-type: none"> Officer photos are needed for the SNA website 	<p>and meet to discuss formation</p> <ul style="list-style-type: none"> All officers will send nice photos in scrubs or SNA polos to Angela for website upload before the May general meeting 	<ul style="list-style-type: none"> Angela will report on progress at the June board meeting
<p>Historian: Leah Shinn</p>	<ul style="list-style-type: none"> Beginning preparations for the BBQ in the fall. <ul style="list-style-type: none"> tentative plan document out soon for collaboration with Angela <ul style="list-style-type: none"> (Monday/Wednesday possible r/t very tentative class schedule) Meals individual packed vs buffet r/t covid was discussed budget for this event at issue - will communicate with treasurer Leah will be attending Alum retreat July 19th Discussed possibility of opening up the general Alum meetings to all SNA members to increase student engagement 	<ul style="list-style-type: none"> Tentative plan document out soon for collaboration with Angela. Leah will look into meal options and costs No action Leah will meet with Mrs. Dorminy to discuss, as she is the chair of the alumni board 	<ul style="list-style-type: none"> Leah will present the plan at the June board meeting and will discuss officer role assignments Leah will report on options and costs at the June board meeting Leah will report on Alumni retreat at August board meeting Leah will report back on meeting at June board meeting
<p>Breakthrough to Nursing Director: Caroline Rose Tytar</p>	<ul style="list-style-type: none"> Summer project <ul style="list-style-type: none"> Junior/Senior buddy program 	<ul style="list-style-type: none"> Caroline will edit last year's Google form and will send to incoming juniors via e-mail 	<ul style="list-style-type: none"> Caroline will report progress at June board meeting

	<ul style="list-style-type: none"> • Future events <ul style="list-style-type: none"> ○ UCF Opening Knight (August before classes start) ○ Discussed possibility of connecting SNA membership with APNS ○ Discussed possibility of bringing APNS students to state and national convention. Dr. Peach reported APNS has funding for travel, but he was unclear on the amount. ○ Tour of CON? (Potentially in spring) <ul style="list-style-type: none"> ■ tour stim labs, teach skills, student nurse panel, mini info session with Ms. Fasano ■ who would need to be contacted 	<p>after CON Meet & Greet</p> <ul style="list-style-type: none"> • Caroline will communicate with Mrs. Breit to discuss potential joint APNS-SNA membership and to determine potential for APNS funding to bring them to convention, and setting up tours. 	<ul style="list-style-type: none"> • Caroline will report on her meeting with Mrs. Breit at the June meeting
<p>Community Health Director: Olivia Kennell</p>	<ul style="list-style-type: none"> • Discussed May events <ul style="list-style-type: none"> ○ <u>May 24th 5-7:30</u> - Straight Street ○ Second Harvest Food bank - virtual food drive • Discussed June Events <ul style="list-style-type: none"> ○ Planning a date in June with Second Harvest for in person ○ In contact with a retirement home to host a bingo night / activity • Discussed potential September event at the Ronald McDonald house where we can go and cook/serve a meal! • Olivia is interested in reestablishing a Community Health Committee and other ways to promote and ensure attendance 	<ul style="list-style-type: none"> • Olivia and Angela will advertise May events on SNA social media channels by May 15th • Olivia will firm up dates/times for these 2 events, and arrange advertisements with Angela/advertise at May general meeting • Olivia will firm up dates with the Ronald McDonald House • Olivia will review the bylaws 	<ul style="list-style-type: none"> • Olivia will report on May events' attendance at the June board meeting. • Olivia will report on June events' attendance at the July meeting • Olivia will give an update at the June meeting • Olivia will give an update at the June meeting

<p>Fundraising Chair: Kaitlyn Mullen</p>	<ul style="list-style-type: none"> • Have reached out to Dr. Peach about fundraisers for over the summer <ul style="list-style-type: none"> ○ partial proceeds over the summer potentially ○ forward any restaurant suggestions ○ will keep board / members updated on information about fundraiser potentials • Discussed winter formal for all nursing cohorts <ul style="list-style-type: none"> ○ potential interest, food / dance, etc. 	<ul style="list-style-type: none"> • Dr. Peach sent Kaitlyn guidance on fundraisers. Kaitlyn will plan fundraisers for the next 2 months. Kaitlyn will meet meet with Angela in the next 2 weeks to plan fundraiser advertisements. • Kaitlyn will look into potential venues and costs 	<ul style="list-style-type: none"> • Kaitlyn will discuss June and July fundraisers at the next board meeting • Kaitlyn will report back at the July meeting.
<p>Advisors: Kate Dorminy Brian Peach</p>	<ul style="list-style-type: none"> • Discussed accelerated student cohort orientation 5/12 @ 10a-12noon • White coat ceremony- usually late august before orientation 	<ul style="list-style-type: none"> • No action • No action 	<ul style="list-style-type: none"> • No follow-up needed • At the June board meeting, identify potential volunteers to work at the White Coat ceremony and to work at the merchandise table. The clubhouse director will discuss merchandise they will sell at the event.