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|  | **Student Nurses’ Association at UCF Orlando – MAY****Board Meeting MINUTES 5/4/2021****Time Called to Order:** 1702**Time Adjourned:** 1746**Location:** Zoom**Presiding President:** Erin Tonkin**Recorded by:** Caroline Porter |
| **Attendees Present:** | **Erin Tonkin, Vanessa Iturri, Caroline Porter, Lauren Fuller, Sarah Stukey, Cynthia Fonseca, Samantha Maiolo, Peyton Hawks, Brian Peach** |
| **Attendees Absent:** | **Monique Csenteri, Megan Donnelly, Leah Utt, Megan Fleming, Kate Dorminy** |
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| **Presenter:** | **Agenda Item/Discussion:** | **Action:** | **Follow-up:** |
| President:**Erin Tonkin** | * **Board Meetings:**
* Tuesday May 4th
* Tuesday June 1st
* Tuesday August 3rd
* Tuesday September 7th
* Tuesday October 5th
* Tuesday November 2nd
* **General meetings:**
* Wednesday May 26th
* Wednesday June 30th
* Wednesday August 25th
* Wednesday September 29th
* Wednesday October 27th
* Wednesday November 17th
* SNA Officer Badges
* Badges are $12.30 each, will have our name, title, and Student Nurses Association” on them
	+ Some years SNA has paid for them, other years officers pay for them themselves
* I have reached out to UCF RSO regarding registering and updating the board info on knight connect-there will be more information on this next month.
* Junior meet and greet will be held virtually in June, be on the lookout for more information.
* Junior Orientation: August 19th in person!
	+ We will go and be able to help with that event
* Excel orientation is May 13th in person at CON, let Mrs. Dorminy know if you can make it, she would love for people to be able to go
* Make sure you have all gained access to your positions email account and are able to log in.
	+ You should be using this email when emailing someone on behalf of your position
* Community Health: Oakland Preserve?
	+ Done over the summer as community health event, is 20 mins away from here, it is gardening that they are taking volunteers for and group volunteers too, just an idea if we want to look into it
 |  | Once we have the new junior accel positions filled we will have a vote if we want to order SNA officer badges and how they will be paid for. Erin will let us know more on the junior meet and great day so hopefully some of us can go and answer all their questions. |
| Vice President:**Vanessa Iturri** | * May 26th General Meeting
	+ Speaker:
		- In contact with Ms. Gonzalez to arrange speakers
		- If she can’t find a speaker let Dr. Peach or Mrs. Dorminy know and they can help us with their connections
	+ Mode of meeting
		- Zoom or in Person?
	+ Food
		- None
* SNA Points
	+ Points are up-to-date
* Emailed Mrs. Judy for the new roster of the new accels and juniors
* Future guest speakers
	+ I would like to do a poll similar to the one we did in seminar to get an idea of what everyone is most interested in.
 | \*\*VOTE\*\*Vanessa makes a motion to have the May general meeting on Zoom.Sarah seconds. **Motion passes****unanimously**. |  |
| Treasurer:**Monique Csenteri** | **Current Balance: $17,514.83**Current Membership Count: 143* Tax update:
	+ I have emailed Mr. Scott to inform him that we have voted and are ready to move forward with the filing process. He responded that the tax filing season is very busy right now, and he will be in contact with me when he is ready to move forward.

 * New budget:
	+ I have put together a budget for each board member with the help of Erin and Megan. I will be emailing everyone individually a full breakdown of your position’s budget plan, and we can make adjustments if needed.
	+ Please view the total officer budget here:<https://drive.google.com/file/d/1jcEN4IaCXCnlYCTuwuCsiEoHcCaQnqR1/view?usp=sharing>
* 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 05/05/2021 @2359.
* April Financial Report:
* <https://drive.google.com/file/d/12A-hAbP-8UtVTtx6QKYSDbb5odnIm7Kb/view?usp=sharing>
* April Bank Statement:
* <https://drive.google.com/file/d/1BUCR8T0qNNcw3QU23kx2T4MxsR_eqFgN/view?usp=sharing>
* April Venmo Report:
* <https://docs.google.com/spreadsheets/d/1SP7EajtmIbhZJRKCDaYBR1XEsAvXjY7BLP2l6VmZzVU/edit?usp=sharing>
* Receipts:
* <https://drive.google.com/drive/folders/128oHy_B7lmOrdsD3X6XEYPmtCDSK7AkS?usp=sharing>
	+ 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 purchase
* Is currently working on the new accels membership
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| Secretary:**Caroline Porter** | * No CC meeting for the month of May
	+ Next CC meeting TBD
	+ If you or anyone you know has any topics want brought up please let me know or give them my email/phone #
* Please fill out the google doc in the Facebook page so I can have an up to date contact list of everyone
	+ Does everyone have access to their SNA positions email?
	+ Make sure your SNA email is correct on the contact list
* I can continue to do the Kahoot games for the general meeting
	+ Gift card for the winner
* I can also do the gift card for the guest speaker
* Would you like for me to make a master calendar?
	+ Yes, would be very beneficial, will send that out when it’s made
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| Legislative Director:**Lauren Fuller** | * Elections will be held on Wednesday, June 30th during the General Meeting
* Will need to make posts on Facebook, GroupMe, listserv email, and Instagram for the new accel group, and will work with Sarah on getting this organized.
* Meeting on zoom? - ballots will be on google drive and sent via the chat
* Resolutions - due in October for state convention
	+ No official dates on this yet
	+ Come up with an idea that you’re interested in that can be implemented. The process is that it has to go through state convention first then is recommended to go to national convention
* Region 3 Director position is still available
	+ Position entails coordinating with all of the nursing schools in our region and keeps an open chain of communication with them and the executive board
	+ Erin has been in contacted with Brooke Parker, and she is interested in running for the position
* State Convention - held in October last year, don’t have official dates yet.
	+ Typically, last week of October
* Tabling was very successful today, a lot of merchandise sold especially the sweatshirts
	+ Got a lot of requests for a knight nurse parent shirt or something similar
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| Clubhouse Director:**Leah Utt** | * Senior celebration tabling was very successful!!
	+ Big thank you to Lauren, Cynthia, Sarah, and Erin for all your help
* Accel clinical supplies also went well
	+ 6 large orders :)
	+ Already voted on this at emergency meeting
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| Accelerated Liaison:**Megan Donnelly** | * Attended Curriculum Committee meeting in April
	+ Next meeting date TBD
* The Mentorship Program has been a HUGE success!!
	+ **37 juniors & 35 seniors signed up!!!!**
	+ Pairings will be finished by May 12th and all senior/junior pairs will be notified via email
	+ Considering date for potential mentor workshop
* Possible Kaplan informational session later this month
	+ Hurst's session was a success in April!
* Currently working on document outlining duties & information to be passed on to new Accelerated Liaison
	+ Access to Accelerated Liaison email account?
* There has been a ton of interest from the new Accels regarding SNA membership & running for board positions in June! I have forwarded two applications (Lingling Huang and Robin Pollard) to Monique for processing - thank you for working so hard!
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| Media Director: **Sarah Stukey** | * Website Updates
* Please send me a photo in your CON polo, scrubs, or black clothing.
* White/Plain background preferred
* Newsletter
* Tentative Submission Deadlines
	+ June 20
	+ September 19
	+ October 17
	+ November 21
	+ January 16
	+ February 20
	+ April 17
* Faculty and Student Spotlights nominations
	+ Anyone who comes to mind send the idea to Sarah
* Board members submit article for **September** and **April** editions as well 1-2 other months
	+ Sign up will be posted on Facebook page
* ucfsnaorlwebmaster@gmail.com
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| Historian:**Cynthia Fonseca** | * Meeting with Christina Gonzalez, Assistant Director of Alumni Engagement on 5/19
* Audrey said that she never received the information for the historian email from the historian before her and she has always used her personal email for everything. I would be more than happy to create a new historian email account-I can work with Erin or advisors if you all want me to follow a specific format, just let me know what you think!
	+ Will try and log into the old one (ucfsnaorlhistorian@gmail.com), if she can’t get into it she is going to make a new one and add it to the contact list
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| Breakthrough to Nursing Director:**Samantha Maiolo** | * Received and currently organizing the resources and contacts
* If you went to elementary through high school locally and have any contacts with science/medical classes or advisors, feel free to let me know! I would love to add as many locations to my list for the fall as possible!
	+ Peyton will email Samantha her high school anatomy teacher, she wanted her to come talk to her class last year but because of COVID it never happened
* In the process of making a formal email to our existing contacts to send out for their fall semester
* **VP-** Junior-Senior Buddies? Do you have access to the old google forms page to use again or will we need to make our own? Do we have a timeline for how this worked last year?
	+ Vanessa does have access to the old google form for this which she will send to Samantha and they will look at it together and start to coordinate that
	+ We would like to start the matching process sooner rather than later so that the juniors can have someone for to be in contact with to answer their questions prior to August and school starting
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| Community Health Director:**Peyton Hawks** | * Straight Street
	+ Monday, 5/24 or Tuesday, 5/25 (waiting for confirmation)
		- Got confirmation today that 5/24 would be best
* RMH Donation Collection
	+ Wednesday, 5/26 (9-10am)
* Upcoming Opportunities
	+ Senior-Student Connection Program w/ Westminster (5 week program)
		- Talk to an isolated/lonely resident over phone call or Facetime for a min of 20 minutes each week
		- Dates are still TBD but most likely June-July
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| Fundraising Chair:**Megan Fleming** | * **Black Knight Nurse Shirt Fundraiser**
	+ $207 profit
* **May Fundraiser**
* **Will be:** Instagram shout outs to anyone who wants to submit one (so the focus is on the incoming junior class and graduating seniors)
* **When**: Mid May to the end of May
* **Price:** $2 per “shout out”
	+ - Payment through Venmo or square app
* I’m going to advertise it through social media, email, and group me
* I will be creating templates that are sent out to participants who will fill it in and send it to me
	+ Once their payment has gone through the shout out will be posted on the UCF SNA Instagram story
* We are probably not allowed to do bake sales, may be able to do car wash but need to check with SGA office about that
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| Advisors:**Kate Dorminy****Brian Peach** | * Would love for us to be a lot more **proactive** about big events coming up in the future:
	+ FNSA meeting likely the last week of October in Daytona
		- Need to figure who all is going, not only board members but also chapter members
		- Think about resolutions to present, board or chapter members
		- How will it be paid for? Usually from money raised by the board as opposed to money coming from the university
			* Preferred to wait till National convention to ask UCF for grants to help pay for travel expenses since the school usually only gives money once a year and that trip is more expensive
		- Alternatives for clinical- Mrs. Dorminy is really helpful in coordinating this
		- Having enough things to sell and who is signing up to sell it
			* Always have to have 2 people at the cash box
	+ National convention April 6th-10th 2022 in Salt Lake City, Utah
		- Want to get as many people from our chapter to go as possibly
		- Think about how were going to raise enough money for that
			* Certainly, asking the university for money to help pay for it
				+ Usually between our legislative director, treasurer, and president submitting an application to the university asking for money
			* A lot of fundraising we can do between now and then
	+ Identify people to run for state and national office, start conversation about them early
		- Helping people with campaign material so they feel they have the whole chapter behind them and they are having to do it all alone
		- Can also help with their speech and having them practice giving it to us
	+ If we do the Kick ball game again we need to plan that earlier
		- It’s a great fundraising event
	+ Also need to start planning Back to school tailgate if we want to do that this year
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