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|  | **Student Nurses’ Association at UCF Orlando – OCTOBER****Board Meeting MINUTES 10/05/2021****Time Called to Order:** 17:02**Time Adjourned:** 18:02**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, Cynthia Fonseca, Sarah Stukey, Samantha Maiolo, Peyton Hawks, Megan Fleming, Kate Dorminy, Brian Peach, Annaliece Balensiefen, Alexis Wade, Kaitlyn Yu** |
| **Attendees Absent:** |  |
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| **Presenter:** | **Agenda Item/Discussion:** | **Action:** | **Follow-up:** |
| President:**Erin Tonkin** | * Future Board Meetings:
	+ Tuesday, November 2nd
	+ December meeting typically a “Christmas party” so we can discuss what date works best either today or at the next board meeting :)
		- Will not be a formal board meeting
* Future General Meetings:
	+ Wednesday, October 27th
	+ Wednesday, November 17th (this is not the last Wednesday because of Thanksgiving)
* Officer badges for our President Elect, Treasurer Elect, and Legislative Director Elect will be $36.90. This is not in my budget; however, I believe I can just approve the purchase since it is under $50, is this correct?
	+ Yes, since they are under $50, Erin is able to approve this purchase without a vote
* Diamond Chapter:
	+ For Diamond Chapter a large area of points come from having standing committees with one leader and at least 3 members for Community Health, Legislative, and Breakthrough to Nursing. There were established committees in all previous years.
		- If we can go ahead and try to establish committees prior to convention in order to receive our max amount of points
	+ We will also lose points because we have no representatives on the board or in state committees.
		- Nothing we can do about this now, but we can help promote people to run for positions this year so that next year Kaitlyn can include it in the Diamond Chapter and they are awarded points
		- All board positions are open at convention; however, if elected positions must be filled through October 2022
	+ Another note is that they would like us to have 3+ legislative events, in previous years they did voter registration drives so this is something to brainstorm on.
	+ We also receive points if we have at least 25 members attend convention
* Typically, whenever new board members are elected we have a candle lighting ceremony to pass down the torch. I am prepared to proceed with this tonight virtually, however I wanted to put the idea of potentially choosing a date to do this in person. Our board did not get to have a “real” candle lighting ceremony so for the sake of tradition and getting back to a more normal I’d at least like to consider the idea.
	+ New elects preferred to have an in-person candle lighting ceremony and will be held in May after all new officers have been elected
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| Vice President:**Vanessa Iturri** | * October 27th SNA General Meeting
	+ Guest speakers:
		- Jennifer Hooper-IV team/PICC team experience
			* Also asked her if she could do a hands on activity (i.e. practice IV insertions, etc.)
	+ Food:
		- Publix Subs
			* Any other ideas for a budget under $120?
			* Everyone was in agreeance to do prepackaged subs again
	+ SNA Points
		- Up to date
* November 17th SNA General Meeting
	+ Guest Speaker: L&D: High Risk?
		- Everyone liked this idea for the next guest speaker
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| Treasurer:**Monique Csenteri** | * Current Balance: $19,559.39
* Current Membership Count:  125
* Tax update:
	+ I mailed the final version of our 1024 form to the IRS. We should be hearing back within the next 90 days about our non-profit status.
	+ Mail will be sent to Dr. Peach or Mrs. Dorminy at the CON
* 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 10/05/2021 @ 2359.
	+ September **Financial Report**:
		- [Financial Report July 2021- april 2022.xlsx](https://docs.google.com/spreadsheets/d/1lQ7BrgAiz-p125jzGKHN1H53rtocru8N/edit?usp=sharing&ouid=116804384623224111037&r)   tpof=true&sd=true
	+ September **Bank Statement**:
		- <https://docs.google.com/document/d/14Y0IyeNNlQlwPzu69ilylS_g5wy0QULC/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true>
	+ September **Venmo Report**:
		- <https://docs.google.com/spreadsheets/d/1W3xAZkkUmz4hIuFDkDCI7Z_hg_uL1Cf-/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true>
	+ Receipts:
		- <https://drive.google.com/drive/folders/1f8mt5rHaZckoO8jrzmGK7GGj83llxiP6?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 purchases
* Convention update:
	+ I still have not seen any information about pricing for the convention on the FSNA website.
	+ Last year SNA covered 50% of the ticket cost for the FSNA convention. Is that still something we would like to do?
		- Everyone was in agreeance to cover 505 of the ticket cost
	+ Mrs. Dorminy, once pricing is out and I purchase tickets, should I let the students know to email you which clinical day they will be missing if they have to miss one?
		- Mrs. Dorminy would prefer to go ahead and know now or as soon as possible who is planning to attend convention so she can make sure they have approval to miss clinical
	+ Could everyone on the board fill out the interest form please:) https://forms.gle/HBvUmTnZJuBz5zkY8
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| Secretary:**Caroline Porter** | * Need to vote to approve September board meeting minutes
* Will continue to make the Kahoot game for the next general meeting
* Made a survey for the CC meetings that I will be sending out tomorrow in the GroupMe
	+ <https://forms.gle/oFuVs22JDnGMafxM8>
	+ Next meeting is 10/12/21
	+ Dr. Peach will send Erin the minutes from the last CC meeting for her to include in the diamond chapter
* I have updated the google calendar
	+ <https://calendar.google.com/calendar/u/1?cid=dWNmc25hb3Jsc2VjcmV0YXJ5QGdtYWlsLmNvbQ>
* I was going to write a thank you card to Dean Sole for the tickets to the Nurse Blake show
 | \*\*VOTE\*\*Caroline makes a motion to approve the September 2021 board meeting minutes. Erin seconds.***Motion passes unanimously.*** |  |
| Legislative Director:**Lauren Fuller** | * Voting Procedures
	+ Voting Members of the Board:
		- President, President-Elect, Vice President, Treasurer, and Secretary, Legislative Director, Fundraising Director, Community Health Director, Breakthrough to Nursing Director, Clubhouse Director, Historian, Media Director, Treasurer Elect, and Legislative Elect.
	+ Accelerated Liaison, Treasurer-Elect, and Legislative Director-Elect have no voting authority.
* Convention
	+ Still no word on pricing/itinerary - expect an emergency meeting to approve funding
	+ We will need delegates so once the schedule is made available I will be sending out a google form for everyone's availability
	+ Thoughts on reaching out to other UCF SNA groups for a watch party of convention?
		- Not sure what the itinerary looks like, and if we would all be able to meet but it is something to keep in mind.
		- Lauren will reach out to Cocoa and Daytona campuses and see if they are interested
* Bylaw updates
	+ Definition of quorum per the bylaws is ⅔ majority of voting members of the board including President, Vice President, and one consultant.
	+ Any updates to the bylaws just need notification to the general members and then we as a board can vote on proposed changes.
	+ Vote on amendment to the bylaws - Article V Expenditures: “Should this organization disband, the current bank balance will be used to pay off any debts owed, and then donated to the UCF College of Nursing Scholarship fund.”
* Committees
	+ At the board discretion to establish committees
	+ There are 5 standing committees: Break Through to Nursing, Community Health, Clubhouse, Legislative, and Fundraising
		- There is a 6th listed: Traditions and events
	+ I found a committee application form - leadership positions, delegate in the past, and just describing why the person wants to be on the committee is all that is required.
	+ Can continue to use this form but I am also open to suggestions.
* Election Voting
	+ Going forward it is recommended that for elections we go back to voting with paper and pencil because there were some discrepancies with online voting and the number of attendings member and votes
 | \*\*VOTE\*\*Lauren makes a motion to amend the bylaws, Article V Expenditures, to read “Should this organization disband, the current bank balance will be used to pay off any debts owed, and then donated to the UCF College of Nursing Scholarship fund.” Monique seconds.***Motion passes unanimously.*** | * Lauren will create an outline to send out on the available positions open for election with FNSA at the upcoming convention.
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| Clubhouse Director:**Alexandria Moran** | * I was hoping to have a final order proposal for sweatshirts, t-shirts, and a new long sleeve shirt design ready for this meeting today. I still have not yet heard back. I will be calling and emailing the company all this week to ensure that I can get everything ordered as soon as possible.
* Learned how to make a QR code for the online shop to advertise for future virtual conferences.
	+ Will I be able to share a QR shop code at the upcoming October conference? What have shop advertisements looked like at past virtual conferences?
		- Not sure on details of setting up shop at convention, can ask the Region 3 director about more details for state convention
	+ Am I able to put pictures of volunteer models on the virtual shop to better highlight the fit of the items?
		- At the beginning of nursing school students sign a photo clause for the UCF College of Nursing that allows for their photos to be used so this may be included, if not cropping out faces could be an alterative
		- Ask Jessica Simmons or Carolyn Petagno to help clarify about this form and how it applies to SNA
* Based on item feedback I have received, I inquired about a few new items including a reusable key chain straw and quarter-zip jacket. Are these items everyone would be interested in for a future order?
	+ Everyone liked both of these ideas; a badge reel was also a suggested item to create and sell
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| Accelerated Liaison:**Emily Jones** | * Next Curriculum Committee meeting is **Tuesday, October 12th**
	+ I will be sending out the same survey from Caroline to my cohort tomorrow
		- Caroline will add another question to it to help distinguish which cohorts are filling out the survey
* Looking forward to the Convention this month (:
* Also looking forward to attending the Knight Nurse Mentorship kickoff on the 20th now that the program has started (yay!)
* As always, let me know if I can help out in anyway
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| Media Director: **Sarah Stukey** | * Lifeline Newsletter
	+ Thank you to all the board members who participated by submitting an article for the Lifeline Newsletter!
	+ October 8th was supposed to be the deadline for the next Newsletter, but I would love to change it to next Friday the **15th!**
		- Reminder I do have both Caroline and Vanessa signed up to submit articles for this upcoming edition
		- Junior-elects if you would like to submit something let Sarah know or you can sign up on the google form on the board Facebook page
	+ Following deadline is going to be November **19th** and I need a few more board members to commit to writing something for that edition, I do have Cynthia already down for the November edition.
	+ Please continue to send me both student and faculty member spotlight submissions! This could be a clinical professor or a peer that you really saw shine in the hospital or someone you notice is doing a great job exemplifying what it means to be a Knight Nurse student!
* Social Media
	+ I would love to start student takeovers on our Instagram account to make it a bit more personable! Wanted to see if there was an interest in the board prior to developing the ideas further.
		- Multiple board members said they would be interested in doing an Instagram takeover
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| Historian:**Cynthia Fonseca** | * I am so excited that the Knight Nurse Alumni mentorship program has finally begun and I have heard lots of great feedback from the seniors who are participating :)
* Senior composites
	+ Wednesday October 27th 0800-1330
	+ Clarification-is this mandatory or optional?
		- This is an optional event
	+ I will send out a reminder with all of the information in the GroupMe prior to the sign up deadline
	+ Possibly doing tabling at this event
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| Breakthrough to Nursing Director:**Samantha Maiolo** | * Upcoming Events:
	+ Major Exploration Weekwith Mrs. Fassano - **Wednesday, October 6th from 10:30am to 12pm**
		- Caroline will be attending as well to help do a Q&A
	+ University HS Anatomy Classes - **Thursday, October 14th from 10am to 2pm**
* Past Event:
	+ Flu Vaccine Education Tabling!
		- Went very well, everyone was super engaged in the activity
		- Sam will send pictures from event to Erin and Cynthia
		- Submission to try to win the Monthly Theme Award
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| Community Health Director:**Peyton Hawks** | * **October Volunteering:**
	+ Straight Street
		- Tuesday, October 19th 5-7pm
	+ Tabling event for Bone Marrow Drive hopefully sometime this month-waiting for confirmation.
* **Updates:**
	+ EDC will no longer be using CFDMT because of COVID, so we are no longer signed up to volunteer :(
		- Trying to find what company they are using now to see if we could still volunteer, if anyone could help me figure that out I would be very thankful!
		- Another possibility could be volunteering as the ground control team, they assist people at the event, ensure people are hydrated and help seek out sick people to bring them to the med tent.
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| Fundraising Chair:**Megan Fleming** | * October Fundraiser:
	+ Halloween Spooky Basket
		- Will include:
			* Clinical clipboard
			* Knight Nurse water bottle
			* Winner’s choice of apparel item
			* Candy
			* $10 chick-fil-a gift card
			* Knight nurse yard sign
		- Each $1 donation = 1 entry into the basket raffle
		- Will begin advertising and accepting donations October 13th and will pull the raffle winner at the General SNA October meeting
* Do we have any knight nurse socks??
	+ Mrs. Dorminy does not have any more personally, but if Megan emails Ashley Aken she may have some
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| Advisors:**Kate Dorminy****Brian Peach** | **Mrs. Dorminy-*** Doing an article in the Newsletter is a great way to later add future to your portfolio or resume to show that you care and are passionate about certain topics you choose to right about rather than just stating this in a future interview
* With Instagram takeovers the littlest things may be helpful to share (i.e. your night before clinical routine, how you set up your study guides, etc.), just think of what may be a benefit to the juniors and pre-nursing students
* On Nov 1st faculty will be holding trick-or-treating around the CON and you can judge their pumpkin carving contest!
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