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|  | | **Student Nurses’ Association at UCF Orlando – SEPTEMBER**  **Board Meeting MINUTES 09/07/2021**  **Time Called to Order:** 17:00  **Time Adjourned:** 18:18  **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, Kate Dorminy, Brian Peach** | | | | |
| **Attendees Absent:** | **Cynthia Fonseca** | | | | |
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| **Presenter:** | **Agenda Item/Discussion:** | | **Action:** | **Follow-up:** |
| President:  **Erin Tonkin** | * Board Meetings:   + Tuesday September 7th   + Tuesday October 5th   + Tuesday November 2nd * General meetings:   + Wednesday September 29th   + Wednesday October 27th   + Wednesday November 17th * Diamond Chapter: Looking back at Diamond Chapters from previous years I’ve found a lot of really cool events and ideas that might be exciting to bring back. Some of these events include renting out a space in the Student Union to have Nurse Blake come speak, Legislative Director holding a voter registration drive, and more information on committees. I’m going to send you all a copy of the 2019 Diamond Chapter so you can look at the section on your position for some potential inspiration, I have found it interesting to read about how amazing our chapter has been! * Also, on the topic, I’ve already reached out to some of you but please bear with me if I reach out to you asking for “proof” of activities relating to your position. This could be email exchanges, photos of the event, flyers, attendance sheets etc. Thank you all for your help already! * Maybe me, Lauren, and Monique can attend a Junior’s class for a brief announcement regarding elections (I found out about them this way in essentials)? I know this was done through Mrs. D last year but maybe Mrs. Breit would be willing to let us speak if she’s still teaching that course?   + Lauren and Monique are both willing to go speak to the juniors with Erin. Lauren will email Mrs. Breit about coming to one of her upcoming classes. * Nurse Blake tickets on 10/2. Dean Sole gave us 4 tickets, two of which were requested to go to Vanessa and I, but we are both willing to vote/make sure the tickets are divided fairly. Is anyone interested?   + Vanessa suggested the idea if there was more than 4 people wanting to go, we can split the cost of extra tickets between all of those who want to go since they only cost $35 a piece and include the 4 free tickets so it was fair and no one feels left out. * All officers have completed the new RSO training and our form for re-registration has been submitted since the beginning of August. It has not yet been approved so I will be emailing them to see what the delay is.   + RSO training was completed by:     - President: Erin Tonkin     - Vice President: Vanessa Iturri     - Secretary: Caroline Porter     - Breakthrough to Nursing Director: Samantha Maiolo * UCF Event policies * <https://www.ucf.edu/coronavirus/document/events-planning-considerations/> * Masks are encouraged at events * We must maintain a list of all guests present at any event for at least 60 days following the event * Extra hand sanitizers at all events * Food can be served, but it cannot be eaten indoors. Pre-packaged food on the way out of indoor events is still allowed. * RSVP system encouraged and we should be sending out information regarding UCF policy (staying home if sick, wearing masks, etc.) | |  |  |
| Vice President:  **Vanessa Iturri** | * September 29th General Meeting:   + Guest Speakers:     - Mary Nelson, BSN, RN, CCRN     - Daniel Olivia, BSN     - Kendall Neswold, BSN   + Zoom component?     - Yes, there will be one since this is encouraged through UCF’s event policy   + Knight Connect RSVP     - Last year, Knight Connect was preferred, however we can still continue to do our signup sheets and inventory lists of who is attending     - Events also have to be approved before they are posted so try to create and submit the event applications early incase revisions are needed.   + Food     - Publix       * Subs       * Water and Soda       * Chips * Can I buy Amazon Gift Cards for this month and the next two months for our Guest speakers?   + Should be okay, however we have to hold a vote for purchases over $50   + We can give gift cards to all the guest speakers along as we are staying in budget for the meetings   + Caroline offered to help use her budget when needed to purchase gift cards to help Vanessa stay in her monthly meeting budget * The point system will remain the same to where if members attend the general meeting they will receive one point regardless if they attend in person or online so that way we have a better turn out and continue to follow UCF’s COVID-19 Event policies | |  |  |
| Treasurer:  **Monique Csenteri** | **Current Balance: $19,994.74**  Current Membership Count: 112  Tax update:   * We are coming to the end of the filling process. With that being said I was informed that there is a user fee of $600 for filling as a nonprofit to the IRS that is separate from the $262.50 filing fee we originally voted on. * Erin, Mr. Scott said that our bylaws are not officially signed. He sent me a declaration that our president has to sign confirming that our bylaws are complete. I have emailed you the declaration.   + Lauren, have the bylaws been updated to include the dissolving of funds?     - Bylaws have not been updated yet, still need to hold a vote at the general meeting     - Signoff will have to wait until after the general meeting vote has passed to amend the bylaws to state that if our chapter was to be dissolved the remaining funding would be donated to the University of Central Florida College of Nursing. * 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 09/7/2021 @ 2359.   + August Financial Report:<https://docs.google.com/spreadsheets/d/1qT0TpaufZlwjEOKMhYH1RE5VbeZMHvbX/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true>   + August Bank Statement:<https://docs.google.com/document/d/1PDykLOe9QufuGOhyILh_qq72nm5q64IY/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true>   + August Venmo Report:   <https://docs.google.com/spreadsheets/d/1RgWrffGM00A0Vx5TjhpQC24nN5oDIEgT/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true>   * Receipts: <https://drive.google.com/drive/folders/1fLBBFxb8Qa5b2hu0w8T7geDaZhdiE42?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 * I had a transfer student (Stacy) from UCF Daytona campus who was already a member of SNA ask about membership. I was able to contact Daytona’s treasurer and ask about how to proceed. She sent $10 to us for our local chapter fee.   + Vanessa, I received a breakdown of Stacy’s SNA points/hours and I forwarded them to you.   + Vanessa will match all the points for Stacy’s hours received * We had a great outcome at the BBQ! We made $624 ($173.54 profit) * BBQ entry: $70 * Memberships: $509 * Raffle tickets: $25 * Merch: $20 | | \*\*VOTE\*\*  Monique makes a motion to spend $600 to file as a nonprofit to the IRS.  Erin seconds.  ***Motion passes unanimously.*** |  |
| Secretary:  **Caroline Porter** | * Next CC meeting is next Tuesday September 14th * I will make the Kahoot game for the next general meeting * Need to approve both June and August 2021 board meeting minutes * We received an email from a student wanting do an interview with some of the board members about how COVID-19 has impacted SNA   + Emily and Vanessa can go to the interview with Mrs. Dorminy on Thursday at 12:30pm over zoom | | \*\*VOTE\*\*  Caroline makes a motion to approve both the June and August 2021 board meeting minutes.  Erin seconds.  ***Motion passes unanimously.*** |  |
| Legislative Director:  **Lauren Fuller** | * Elections on September 29th at the General Meeting   + So far, I have had one application for President-Elect   + I have sent out an email reminder through Ms. Judy that hopefully went out today.   + Lauren, Monique, and Erin will attend on the junior’s classes to discuss and answer questions about the upcoming election * Resolutions   + Caroline and Savannah Duke are writing a resolution!! If you need any help writing please reach out! * Convention   + Still not sure on the format of convention/itinerary/costs. I have emailed one of the VP’s listed on the website, as well as the President to try and get some information. I will keep you all updated.     - Dr. Peach reached out to Willa Fuller, who is the executive director of FNSA, she is the one that told him state convention would be in Orlando this year. Since then FNA convention has moved to virtual so he would not be surprised if FNSA convention gets moved online as well since she is the executive director of both.       * He will update us as soon as he has heard back from her regarding the format of convention   + Have reached out to the SGA Senate for clarification on funding requests. Just so we can apply for the appropriate funds for state and national convention.     - Monique may have a previous document about how the funding works which she will look for and forward to Lauren to help with clarification.   + Interest form for members to attend convention?     - Is it counted as a clinical day?       * Yes, if students want to attend state convention it may count toward ONE clinical day * Bylaw Amendments   + After talking with Dr. Peach, we were thinking that rather than voting individually on members to join committees, we amend the bylaws to not require voting to join a committee.     - Possibly change it to where it is a board vote, not a general body vote so that way changes to the committees can be made easier and as needed based on the discretion of the leading board member, while also being recorded on the minutes     - We can also create a cap on how many people can join each committee to help create some accountability to the committee members.     - Suggested we send out an interest screening form to the general body to see how many people would be interested in joining a committee prior to trying to amend the bylaws       * Everyone was okay with moving this plan into action   + Monique can we meet to figure out the wording of dissolving of funds amendment to bylaws?     - Monique and Lauren will figure out the wording then send it to the board to confirm as a courtesy prior to taking it to a general body vote   + Open meeting dates - January, May, September     - Everyone still ok with these being open meetings for non-members?       * All board members agreed that these meeting dates are okay * Once we figure out wording for both I will send notice to the members 10 days prior to meeting per bylaws to be voted on during the general meeting. | |  | - Follow-up on if State Convention will be held in person or over zoom  - Follow-up on due date for resolutions being due for state convention  - Follow-up on wording of possible bylaw amendments |
| Clubhouse Director:  **Alexandria Moran** | * Reorganized the clubhouse room. May need help one day to disinfect the room and dispose of unneeded items.   + Am I able to dispose of old posters?     - If there is no use for them, feel free to throw them away * Should I be advertising and tabling older, limited quantity items such as stickers and coffee mugs?   + Can put these into raffle and give away baskets if we don’t want to restock them * I sent out emails to two different companies regarding shirt, sweatpants, and sweatshirt pricing/design. I will be sending out a poll amongst the board for design preference as soon as I hear back. * Will we be needing any decorations for our October meeting? I found a box full of Halloween-like items :) * Has it been announced whether the state convention in October will be virtual or in-person?   + Format of convention will be announced soon | |  |  |
| Accelerated Liaison:  **Emily Jones** | * I know resolutions were mentioned at the last board meeting, but would love to be able to promote being able to write one within the accel. cohort! I would be interested in coming up with ideas for one, so getting some other people involved would be awesome. (: * Knight Nurse Mentee apps. closed this past Friday - do we know an expected date that mentees and mentors will be connected so I can pass on that info.? (or just estimate it may be a few weeks)   + Mrs. Dorminy will inquire with Ms. Christiania about when connections will be made between the mentor and mentees * As always please let me know if there’s anything I’m able to help with in any way! * Are there state board positions available for FNSA that students are able to run for? Is that a thing I can promote?   + Region 3 Director is still looking for someone to run for their position   + All board positions are available on the State and National level this year   + We have a vacant position for the College of Nursing with UCF’s SGA that can also be filled | |  | -Follow-up on when connections between mentors and mentees will be made |
| Media Director: **Sarah Stukey** | * Lifeline Newsletter   + Just a reminder, this is one of the months where each of the board members is asked to submit an article to be contributed to the newsletter.   + Better sooner rather than later in case of revisions or citing issues   + Deadline for article submission is Sep. 19th * Interview about SNA’s growth and outreach during the pandemic   + Only a few officers need to participate   + Zoom or in-person option   + Emily and Vanessa can go to the interview with Mrs. Dorminy on Thursday at 12:30pm over zoom * Social Media Questions   + Are underclassmen on the pre-nursing track able to be members or get involved?     - Pre-nursing students are allowed to attend the open meetings, but we need to follow up to see what else they can be involved in, pretty sure you have to be within the realms of the College of Nursing to be involved | |  | - Follow-up if underclassmen on the pre-nursing track are able to be members or get involved. |
| Historian:  **Cynthia Fonseca** | * Thank you SO much to all of you for your help with the BBQ! I am so happy that it was a success and I couldn’t have pulled it together without all of your help :) * Special shoutout to Sarah, my planning buddy for tackling all of the challenges with me and making it happen! * Knight Nurse Mentee applications were due on Friday   + I hope that there was a good number of applicants and I can’t wait for the mentees and mentors to get connected! * Senior composites in October   + Will connect with Mrs. Dorminy for updates/more information   + October 27th is technically the official day | |  |  |
| Breakthrough to Nursing Director:  **Samantha Maiolo** | * University HS Anatomy Classes - Pending Wednesday, September 22nd from 8am to 12pm   + “Teach In” - Any suggestions?     - Could teach topics pertaining to what they are already learning     - Let Sam know if you have any other ideas * Major Exploration Week with Mrs. Fassano - Wednesday, October 6th from 10am to 12pm   + Q&A, Activity?   + Thinking about doing the word collage activity - “What does nursing mean to you?” or “What is one word you think describes a nurse?” * Oviedo HS Medical Club Meeting- Date TBD   + Teaching VS, Q&A * Lake Nona Middle School STEAM- Tabling Event on Wednesday, December 8th from 5pm to 7pm * #1 - Possible Vaccine event - September’s B2N Theme is Vaccination Education (we can submit our event for a cash prize!) & I thought if we were able, we could set up a Prize Wheel & have each color be a certain question about the importance/different T/F facts about vaccinations, then give a piece of candy just for trying? Just wanted to put it out there :) * #2 - Thoughts on a “Mental Health Day”/ Game break time?   + Board Games, Jackbox TV, Wii/Mario Kart   + Something for students to take a break & just relax for a little?   + Not sure where/when this would take place, but just a thought to try to create healthy methods of stress relief | |  |  |
| Community Health Director:  **Peyton Hawks** | * Donation drive for UCF’s Victim Services.   + Wednesday morning, 9/22 * We got approval to help administer the flu vaccine this month at the CON. I’m just waiting to hear back for all the details. * I sent everyone an email yesterday with a sign up for the heart walk! Mrs. Dorminy said in the past they had made T-shirts for all the participants to represent SNA and I would love to try and do that if possible. I will be working on T-shirt designs, reach out to me if you want to help. * Mrs. Dorminy- Is the vaccine volunteering limited to seniors/accels only?   + Juniors have to be checked off on IM injections before they are allowed to participate, however this skills check off does not usually take place until the end of the semester * Erin received an email from the American Heart Association and their relay they have coming up on September 19th. They are looking for volunteers for temperature screenings   + Erin forwarded this email to Peyton who responded saying we are available and requested time slots for which they need our help.   + Peyton will let us know when she hears any more details about this event | |  | -Follow-up on details about American Heart Association Relay volunteering event |
| Fundraising Chair:  **Megan Fleming** | * Upcoming Fundraiser is September 8th (which is tomorrow) and it’s a partial proceeds with Chipotle!   + It’s the Chipotle on Alafaya (464 N Alafaya Trl Ste 111, Orlando, FL 32828)   + It goes from 5pm - 9pm * October Fundraiser: Spooky basket   + Each $1 donation to SNA = 1 entry   + Purchase an entry through google forms   + Basket will contain: Halloween candy, Knight Nurse merch, Chick-fil-a gift card   + Merch: sweatshirt, water bottle, clipboards, socks, masks?   + I’ll start promoting the basket at the beginning of October   + Stop allowing purchases on October 24th   + Pull the name of the basket winner at the SNA meeting on October 27th * Would you guys all want to go to Chipotle together tomorrow like we did for the Chop 5 partial proceeds? If so, what time works best?   + Yes, Megan will put a poll in the groupme chat to see what time works best for us all to go together * Do we know when the clubhouse will be getting more sweatshirts? | |  |  |
| Advisors:  **Kate Dorminy**  **Brian Peach** | * For those of you who want to write a resolution, write about something you are passionate about as that passion will come across in your presentation   + Request a meeting with Andrew Todd, UCF CON librarian, as he can help get the ball rolling on an idea at least because theses will probably be due sooner rather than later for state convention | |  |  |