



**Student Nurses' Association at UCF Orlando – February**

**Board Meeting Minutes 2/01/2023**

**Time Called to Order:** 1643 pm

**Time Adjourned:** 1817 pm

**Location:** Room 321

**Presiding President:** Kaitlyn Yu

**Recorded by:** Michael Keller

<b>Attendees Present:</b>	Kaitlyn Yu, Morgann Betterly, Annaliece Balensiefen, Michael Keller, Alexis Wade, Pearce Copeland, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Kaitlyn Mullen, Kate Dorminy, Brian Peach
<b>Attendees Absent:</b>	

<b>Presenter:</b>	<b>Agenda Item/Discussion:</b>	<b>Action:</b>	<b>Follow-up:</b>
<b>President:</b> Kaitlyn Yu	Meeting Dates <ul style="list-style-type: none"> <li>● Feb 22nd - General</li> <li>● Mar 1st - Board</li> <li>● Mar 29th - General</li> <li>● April 5th - Board</li> <li>● April 19th - General</li> <li>● April 26th to May 2nd - Exam week</li> <li>● *Board - 4:30pm               <ul style="list-style-type: none"> <li>○ In the event you cannot attend, please notify Kaitlyn and the advisors the week prior.</li> </ul> </li> <li>● *General - 5pm</li> </ul> Elect Badges <ul style="list-style-type: none"> <li>● Purchasing new elect badges for VP Elect and Fundraising Elect for next month — \$13.70/badge</li> </ul> NSNA Convention <ul style="list-style-type: none"> <li>● <b>Sponsorship Update</b> <ul style="list-style-type: none"> <li>○ Peach and Dorminy obtained \$4,000</li> <li>○ Removes \$200 personal contribution to those attending</li> </ul> </li> <li>● <b>Draw Hotel Lottery:</b> <a href="https://wheelofnames.com">https://wheelofnames.com</a> <ul style="list-style-type: none"> <li>○ Girls: Shannon Harrington (back up: Maria Orellana and then Tina Vilhelm) and Leah Hutchinson</li> <li>○ Boys: Jesse Bailey</li> </ul> </li> </ul>	Annaliece makes a motion to ask Leah Hutchinson to fill the	Kaitlyn will notify Leah Hutchinson and members who won the lottery they

	<ul style="list-style-type: none"> <li>○ I will email results tonight to everyone!</li> <li>● Constituency form will be filled out by the end of this week</li> </ul> <p><b>Clubhouse Director Vacancy</b></p> <ul style="list-style-type: none"> <li>● Emily Bailey and Hannah Endebrook from the Accel Cohort are interested but not members.</li> <li>● Email will be sent out to Accelerated cohort asking for interest emails to be sent to the Legislative director email.</li> </ul> <p><b>President Elect // Next Year</b> New Board</p> <ul style="list-style-type: none"> <li>● Current executive board and board of directors to meet individually with new elect members to discuss responsibilities and specifics for upcoming 2023-2024 school year</li> </ul> <p><b>Valentine's Day Telegrams</b></p> <ul style="list-style-type: none"> <li>● There's a stack left over from past SNA boards.</li> <li>● Kaitlyn will forward them to Kate to support fundraising.</li> </ul> <p><b>NSNA Convention</b></p> <ul style="list-style-type: none"> <li>● Looking into <b>awards</b> this week: <a href="https://nsnaawards.weebly.com/introduction.html">https://nsnaawards.weebly.com/introduction.html</a>.</li> <li>● Leadership U: <a href="https://www.nsnaleadershipu.org/about.html">https://www.nsnaleadershipu.org/about.html</a> <ul style="list-style-type: none"> <li>○ Course that individuals can take for school credit pending on UCF Approval</li> </ul> </li> </ul>	<p>15th spot on the CRT Bill. Kate seconds. Passes unanimous.</p>	<p>will have a free hotel room for the convention.</p> <p>Alexis will send an email to Accelerated cohort to ask for qualified individuals with a deadline of February 13th and update the board via Groupchat.</p>
<p><b>Vice President:</b> Morgann Betterly</p>	<ul style="list-style-type: none"> <li>● Guest Speaker Plans: <ul style="list-style-type: none"> <li>○ February 22nd: Labor and Delivery/CNM (Ambber Harms)</li> <li>○ March 29th: CRNA (HCA)</li> <li>○ April 26th: NICU (HCA)</li> </ul> </li> <li>● February General meeting will be our joint meeting with Villanova, please keep an eye on the GroupMe for updates regarding how the meeting will be run <ul style="list-style-type: none"> <li>○ Slides are due NO LATER than February 14th at 11:59 PM</li> <li>📎 February 2023 Joint General Meeting Slides.pptx</li> </ul> </li> <li>● SNA Points <ul style="list-style-type: none"> <li>○ Please confirm membership and confirm their cohort</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<p>Annaliece and Caroline will cooperate to update and streamline check-in documents.</p>

<p><b>Treasurer:</b> Annaliece Balensiefen</p>	<p>Current balance: \$10,016.04 Current membership count: 86</p> <ul style="list-style-type: none"> <li>• Spring cohort message will be sent through Jamie</li> <li>• Potential contact spring cohort on the 10th in Assessment.</li> </ul> <p>National convention</p> <ul style="list-style-type: none"> <li>• Approved CRT bill: \$5,283.46</li> <li>• Motion to purchase plane tickets: \$4,429.95</li> </ul> <p>All board members must sign the last page of the bank statement, financial report, and Venmo report.</p> <p>Friendly reminders:</p> <ul style="list-style-type: none"> <li>• 2 officers at the cash box at all times except for financially trained officers</li> <li>• All officers can accept membership forms</li> <li>• Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement</li> <li>• Reimbursements &lt; or = to \$50 need president approval</li> <li>• Reimbursements &gt; \$50 need board approval</li> <li>• Everyone can encourage membership recruitment</li> <li>• Bank card must be signed in and out in order to use it</li> <li>• Every purchase made with the SNA card requires a receipt to be sent to the treasurer within 48 hours of purchase</li> </ul>	<p>Annaliece makes a motion to make the final purchase of plane tickets for the price of \$4,429.95. Pearce seconds. Passes unanimously.</p>	<ul style="list-style-type: none"> <li>• No follow up needed</li> </ul>
<p><b>Secretary:</b> Michael Keller</p>	<ul style="list-style-type: none"> <li>• Next UC Meeting 2/14</li> <li>• Meeting Minutes <ul style="list-style-type: none"> <li>◦ <a href="#">W 01-11-23_BoardMinutes.docx</a></li> <li>◦ Completed late so I will defer to next board meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No action needed</li> </ul>	<ul style="list-style-type: none"> <li>• No Follow up needed</li> </ul>
<p><b>Legislative Director:</b> Alexis Wade</p>	<ul style="list-style-type: none"> <li>• NSNA schedule and color-coded document will be coming out in the next few weeks for us to all use</li> <li>• No update on convention registration for Annaliece and me <ul style="list-style-type: none"> <li>◦ Diane M. and other contacts will be</li> </ul> </li> <li>• Resolution has been submitted, and they have all of the documents</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed</li> </ul>	

	<ul style="list-style-type: none"> <li>● Currently, we have the numbers to have two delegates in the House of Delegates plus an alternate <ul style="list-style-type: none"> <li>○ Alexis and Sarah (Jamie alternate)</li> </ul> </li> </ul> <p>Convention expected behaviors:</p> <ul style="list-style-type: none"> <li>● Carpooling to the airport on the morning of the flight out and on the way back from the airport <ul style="list-style-type: none"> <li>○ Make sure that you text Alexis and Kaitlyn who you are carpooling with so we know that everyone has at least one other person with them</li> </ul> </li> <li>● Everyone must arrive at the airport at least two hours before the flight to allow for time to get through TSA <ul style="list-style-type: none"> <li>○ Please make sure you have your boarding pass and any necessary identification such as your license out before you go through TSA!</li> </ul> </li> <li>● Business casual attire is required for all of convention.</li> <li>● You are required to attend sessions/workshops <ul style="list-style-type: none"> <li>○ Reach out to other board members and find someone who also wants to attend those workshops as a buddy group.</li> </ul> </li> <li>● Please do not go off on your own alone. If you need to go back to your room, make sure you are with a buddy at that Mrs. Dorminy, Dr. Peach, and Kaitlyn are aware of where you are going and who you are going with.</li> </ul>		<p>Alexis will forward a carpool document by 2/7.</p>
<p><b>Clubhouse Director:</b> Taylor Thomas</p>	<ul style="list-style-type: none"> <li>● Found a potential retailer for badge reels. <ul style="list-style-type: none"> <li>○ <a href="https://greekhouse.org/">https://greekhouse.org/</a> otherwise I think the best option will be DIY options or Etsy</li> <li>○ Kaitlyn will be looking into badge reel supplies for fundraising</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>
<p><b>Accelerated Liaison:</b> Pearce Copeland</p>	<ul style="list-style-type: none"> <li>● Accel. Composite photo day was today</li> <li>● UC Meeting dates are TBD pending a change in availability for faculty and staff <ul style="list-style-type: none"> <li>○ Continue to direct curricula concerns to the appropriate representatives</li> <li>○ Updates regarding meeting dated will be sent out in the cohort GroupMe</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>
<p><b>Media Director:</b> Angela Frantz</p>	<ul style="list-style-type: none"> <li>● Send me your newsletter articles</li> <li>● If you missed yours over break please just email them to me for this upcoming issue or for a later issue (indicate so on the google form)</li> <li>● Please encourage interest when you can</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>

	<ul style="list-style-type: none"> <li>● <a href="#">Newsletter Sign-Up</a></li> </ul>		
<b>Historian:</b> Leah Shinn	<ul style="list-style-type: none"> <li>● DEI multicultural event - 28th</li> <li>● Relay for Life is on 3/25-26 4pm-8am- we're gonna have shifts. mark your calendars this one is really important. Just like the BBQ we should have every officer here for this.</li> <li>● Alum meeting the 21st, if you can come it'd be great, I've still never had anyone but me come to an alum meeting, womp womp</li> <li>● Kick-ball game potential days: <ul style="list-style-type: none"> <li>○ March 22th after 1630 pm depending on scheduling</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>
<b>Breakthrough to Nursing Director:</b> Caroline Rose Tytar	<ul style="list-style-type: none"> <li>● Prepared People <ul style="list-style-type: none"> <li>○ Anticipated BLS classes <ul style="list-style-type: none"> <li>■ 2/28, 3/7, 4/11</li> </ul> </li> <li>○ ACLS classes are in progress</li> </ul> </li> <li>● Lake Nona STEAM Night <ul style="list-style-type: none"> <li>○ will be contacting CON leadership</li> </ul> </li> <li>● Orange Technical College Career Fair - 3/9</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>
<b>Community Health Director:</b> Olivia Kennell	<ul style="list-style-type: none"> <li>● Blood pressure screening event on 2/4 at Oviedo YMCA from 9-11am. <ul style="list-style-type: none"> <li>○ Only one person has signed up.</li> <li>○ Jamie will forward Link to Spring Cohort</li> </ul> </li> <li>● Relay for Life is on 3/25-26 <ul style="list-style-type: none"> <li>○ Team Link will be sent in GroupMe.</li> </ul> </li> <li>● April 1st is Dance Marathon <ul style="list-style-type: none"> <li>○ Fundraising idea requests</li> <li>○ Donation basket at bake sale and meetings</li> </ul> </li> <li>● Toy drive for Easter coming up for Dec Room</li> <li>● Blood drive unfortunately. Waiting for a response from contacts from OneBlood. <ul style="list-style-type: none"> <li>○ Sarah bell will be helping with obtaining contacts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>
<b>Fundraising Chair:</b> Kaitlyn Mullen	<ul style="list-style-type: none"> <li>● ROM CON Movie night planning is in the works <ul style="list-style-type: none"> <li>○ Link sent for RSVP</li> <li>○ February 13th</li> <li>○ Popcorn is included in ticket price, candy and drinks available for purchase</li> </ul> </li> <li>● Hugs from home care packages will be giving out this month <ul style="list-style-type: none"> <li>○ 4 purchases</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>

	<ul style="list-style-type: none"> <li>● february bake sale</li> <li>● february valentine grams <ul style="list-style-type: none"> <li>○ February 8</li> <li>○ Kaitlyn volunteered and committee will be contacted</li> </ul> </li> </ul>		
<b>Advisors:</b> Kate Dorminy Brian Peach	<ul style="list-style-type: none"> <li>● Dr Connor reached out regarding the upcoming strategic planning meeting for the college. <ul style="list-style-type: none"> <li>○ Looking for a student representative on March 6th 8am - 4pm</li> <li>○ at Double Tree Hotel</li> <li>○ Alexis volunteered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No Follow up needed</li> </ul>