



Student Nurses' Association at UCF Orlando – November

Board Meeting Minutes 11/02/2022

Time Called to Order: 1616 pm

Time Adjourned: 1756 pm

Location: Room 602

Presiding President: Kaitlyn Yu

Recorded by: Michael Keller

Attendees Present:	Kaitlyn Yu, Morgann Betterly, Annaliece Balensiefen, Michael Keller, Alexis Wade, Pearce Copeland, Taylor Thomas, Angela Frantz, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Jamie Lanza, Sarah Bell, Sam Garcia, Kate Dorminy, Brian Peach
Attendees Absent:	Leah Hutchinson

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Kaitlyn Yu	<p>Upcoming Dates:</p> <ul style="list-style-type: none"> ○ Nov 30th - General ○ Jan 4th or 11th - Board (still during break) - VOTE <ul style="list-style-type: none"> ■ Re-evaluate spring schedule for future Board meeting dates/times ○ (Jan 9th - School starts) <ul style="list-style-type: none"> ● Diamond Chapter Reflections <ul style="list-style-type: none"> ○ Next year needs: Maintain consistent Lifeline newsletters, join state and national level committees, more legislative events, pre-nursing membership and buddy program. ● Changing of SNA Point Reward System <ul style="list-style-type: none"> ○ In the Council of School Presidents (COSP) at state convention, ways to increase involvement were discussed. Instead of top three, an option to award every member who accrues 35 points a cord was proposed. ○ 30 cords - \$4.50 per unit (amazon cost) = \$135 total ● NSNA Funding <ul style="list-style-type: none"> ○ ~\$2,800 since May 2023. ○ Previous estimated costs for Nationals was ~\$7,500. ○ Suggestion: \$100/person by Jan 3rd ○ Additional fees will be based on how much we fundraise/gain from 	<p>***Vote***</p> <p>Kaitlyn makes a motion to vote on date of the January board meeting, between the fourth and eleventh. Alexis seconds. 3 votes for the 4th. 11th majority.</p> <p>Motion to change incentive for point system to be any member who accrued 35 pts will get an SNA cord. taylor seconds. motion passes unanimously.</p>	<p>Kaitlyn will coordinate with the board and advisors to decide time for meeting and submit meeting times to rest of board before winter break.</p> <p>Deferred to the next meeting for Kaitlyn and Annaliece to look into financial ramifications.</p>

	<p>sponsorships</p> <ul style="list-style-type: none"> ● Hospital/Organizational Sponsorship <ul style="list-style-type: none"> ○ Will be working with Annaliece, Pearce, Dr. Peach and Mrs. Dorminy ○ First, is this allowed via Spending Policy? Checking with CRT Chair ○ How much should we aim to raise? ○ Sponsorship Letter Templates: https://www.qgiv.com/blog/sponsorship-letter-samples/ ○ For Preventing NEC Resolution: National Association of Neonatal Nurses (NANN), Orlando Health Winnie Palmer Hospital for Women and Babies, AdventHealth for Children, Nemours Children’s Health ○ For Mental Health Awareness Resolution: American Psychiatric Nurses Association (APNA), National Alliance on Mental Illness (NAMI), Florida Nurses Association (FNA) <ul style="list-style-type: none"> ■ Cannot be written until authors decide on topic ○ For National Convention Attendees overall: FNA, hospitals we work at ○ What can we offer in return? Mention in resolution resolved statement, mention sponsorship through social media (SNA and CON?), commemorative placard or certificate? ● NSNA Timeline: <ul style="list-style-type: none"> ○ December: Finalize travel roster <ul style="list-style-type: none"> ■ proposed to board: 12 Board members + 5 Elects + Resolution authors + 1 APNS member ○ Week of January 11th: Submit CRT Bill (Must submit bill request 8-10 weeks prior to funding deadline) ○ April 3rd-7th, 2023: Pre-Convention Meeting ○ April 12th-16th, 2023: Convention 		<p>Kaitlyn and Annaliece will bring up feasibility and finances at the next board meeting...</p> <p>Kaitlyn will coordinate with board members to follow the timeline.</p>
<p>Vice President: Morgann Betterly</p>	<ul style="list-style-type: none"> ● Guest speaker calendar is getting swapped around a bit, will share updated copy once I can get it finalized <ul style="list-style-type: none"> ○ Ambber Harms can’t speak at the November meeting, potentially rescheduling her to February or work with Peach and Dorminy to plan another ○ Tom Weichart (White House Nurse) has agreed to come speak at the November meeting ● Have been in touch with the VP of SNAP-Villanova to begin planning our joint meeting. <ul style="list-style-type: none"> ○ Will be the March meeting ● Sending VP/Fundraising Elect positions to Nationals <ul style="list-style-type: none"> ○ Elected at the end of February, convention in April. Only gives them just over a month to prepare for convention. 	<p>***Vote***</p> <p>Morgan makes a motion to not send Fundraising Elect and</p>	<p>Morgann will update the board on plan at the next board meeting.</p>

	<ul style="list-style-type: none"> ○ At that point flights, hotels are already paid for (could be wrong), what happens if they can't attend ○ Have the next board reassess financial and logistical feasibility. 	<p>Vice-President Elect to national convention for the 2022-2023 school year. Alexis seconds Motion passes unanimously.</p>	
<p>Treasurer: Annaliece Balensiefen</p>	<ul style="list-style-type: none"> ● Current balance: \$9,257.72 ● Current membership count: 82 ● NSNA treasurer certification program completed online during convention ● Hospital sponsorship <ul style="list-style-type: none"> ○ Faculty will work with Annaliece to contact the UCF foundation.. ● Cash box policy <ul style="list-style-type: none"> ○ NSNA Treasurer Handbook: Internal Control Recommendation (“Cash, checks, and check receipts are kept in a secure place and locked up prior to making the deposit. Funds collected at convention meetings and fund raising activities should be counted with two people present. Both individuals should sign off on the report of receipts.”) ○ Voted on Language to enter into Policy and Procedures Document: One Faculty advisor or two SNA board members must be present at all times with the cashbox. Board members can qualify for solitary cashbox management if they participate in UCF’s Student Activity’s <i>Financial Training Workshop</i>. ● National convention line budget: 📄 National Convention Estimated Costs <ul style="list-style-type: none"> ○ State board member registration covered by the State board. ○ Hotel costs - waiting till the national board sends out group discount rates. ● All board members must sign the last page of the bank statement, financial report, and Venmo report. These reports are available now. Please sign all three today. If you are unable to, please sign by 11/4/2022 at 2359. ● Friendly reminders: 	<p>Alexis makes a motion to add in *language* into Policy and Procedures 22-23 document in Appendix B. Motion passed unanimously.</p>	<p>Annaliece will coordinate with Kaitlyn come up with reasonable requests and details relating to use of funds and then include Katie Korkosz and Christina Gonzalez.</p>

	<ul style="list-style-type: none"> ○ ***2 officers at the cash box at all times except for the treasurer ○ All officers can accept membership forms ○ Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement <ul style="list-style-type: none"> ■ Reimbursements < or = to \$50 need president approval ■ Reimbursements > \$50 need board approval ○ Everyone can encourage membership recruitment ○ 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 		
Secretary: Michael Keller	<ul style="list-style-type: none"> ● Approve Board Meeting Minutes <ul style="list-style-type: none"> ○ W 9-07-22_BoardMinutes.docx ○ W 10-05-22_BoardMinutes.docx ● Other minutes <ul style="list-style-type: none"> ○ W 10-17-2022_EmergencyBoard.docx ○ W 10-12-2022_EmergencyBoard.docx ● Board Contacts <ul style="list-style-type: none"> ○ Updated board contact list W 2022 Board Contact List.docx ○ Updated organizational chart W SNA Chapter Board Organizational Chart 22-23.docx ● Google drive link to photos I took are here: <ul style="list-style-type: none"> ○ 10302022_SNA.StateCon ● Next UC Committee meeting is 11/8 ● Last board meeting we discussed: <ul style="list-style-type: none"> ○ Annaliece/Angela - amazon wishlist ○ Alexis - rest of bylaw votes 	Michael makes a motion to approve the September and October Board Meeting Minutes. Morgann Seconds. Motion passed unanimously.	No follow up needed
Legislative Director: Alexis Wade	<ul style="list-style-type: none"> ● Amend bylaws to allow Accel Liaison to be a voting member <ul style="list-style-type: none"> ○ Historical reason given is related to preventing a split vote. ○ Vote delayed related to assessment of historical precedent. ● Robert's Rules Practice to educate board for National Convention <ul style="list-style-type: none"> ○ Will occur in January, February, and March, 	No action needed	Alexis will present an amendment to the board at the next board meeting to make accelerated liaison a voting member.

	<ul style="list-style-type: none"> ○ Will make alterations to an existing resolution to allow for pro/con statements and amendments to be made. ○ Goal: 30-45 minutes ○ Alexis will run and Michael volunteered to be parliamentarian. ● National Convention Updates: National board has not provided updates. ● Cash Box Policies and Procedures Update ● BCA Shirts and Donations <ul style="list-style-type: none"> ○ Potential to make next year's proceeds go into Mrs. D's scholarship. 		
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Clubhouse Director:
Taylor
Thomas

- **Current activities or updates related to position**
- State convention went really well! We raised
 - 10/27 \$575
 - 10/28 \$443
 - Total of \$1018 in sales
- We make \$13.80 on each sweater sale compared to \$11.40 with each tshirt sale. "Eat, Sleep, Repeat" had the best margin at **\$14.53** and was the third most popular item.
- We didn't sell any tank tops with the coming winter and some miscellaneous items sold, notably two mugs and a few vinyls.

Merch Item	Coffee PRN	ABC.PQ R	Eat, Sleep..	NCLEX coming	Coffee, scrubs,	Mugs/Vi nyl	Unk
Totals	\$180	\$360	\$180	\$20	\$20	\$15	\$243
# Sold	9	12(15?)	6	1	1	3	8
\$ x TRNS	\$20	\$30	\$30	\$20	\$20	\$5	???
Purchase	344/40=	810.20/50=	773.99/50=		387/45=		
cost x Item	8.60	16.20	15.47	???	8.60	???	???
Revenue x Item	11.40	13.80	14.53		11.40		

No action needed

No follow up needed

\$1,018							
Profit	\$102.6	\$165.6	\$87.18	\$11.40	\$11.40	???	???

- The most profitable items are the ABC sweaters so far and we can think about reordering items for future events/ ucf goods. (see agenda)
- **Pick Point People and support:** I know around the holidays could be a selling point. I'll try to organize an emergency meeting for reordering. 11/02 to 11/15. (5 minutes)
- **Reordering Merch**
 - Larger Dad shirts
 - Mom Shirts
 - XL Knight Sweaters, Large Grey
 - Caffeine
- **For nationals I think our best sales items will be high quality stickers, badge reels, and socks. (10-15 minutes)**
- American Solutions for Businesses? (They did our water bottles and compression socks in the past) jivey@americanbus.com
 - Julius Ivey was our point person in 2021

Accelerated Liaison:
Pearce
Copeland

Next UC Meeting: Tuesday, November 8th

- I will now be able to attend due to moving Adult I simulation to an alternative time slot, please forward any concerns from the traditional cohorts to me so that I may present them on Michael's behalf

Breast Cancer Awareness: shirts are in, it's distribution time

- Email will be sent out to all individuals that ordered a BCA shirt with details involving pickup dates & times, payment options for those with cash/card, and instructions to present receipt at pickup
- Pickup dates & times:
 - 11/7: 11:30-12:30
 - 11/8: 11:00-12:30
 - 11/9: 11:30-1:30 (same time as November Bake Sale)

No action needed

No follow up needed

	<ul style="list-style-type: none"> ○ do we have a payment... ● If unavailable for any times presented, reach out to the Accel. Liaison to set up an alternative pickup dates & time <p><u>Hospital sponsorships/funding</u>: please touch base with me before reaching out/sending any emails, please & thank you :)</p>		
Media Director: Angela Frantz	<ul style="list-style-type: none"> ● Send newsletter submissions on time 	No action needed	No follow up needed
Historian: Leah Shinn	<ul style="list-style-type: none"> ● Senior Composite photos are done. ● Alumni event 11/15 <ul style="list-style-type: none"> ○ At Fairwinds alumni center. ○ Please text (239)476-0224 that you can come if you can. ○ Gift bar - list of things that people can donate for new nursing students ○ Pearce, Michael, and Sam volunteered 	No action needed	No follow up needed
Breakthrough to Nursing Director: Caroline Rose Tytar	<ul style="list-style-type: none"> ● Lake Nona Middle School STEAM Night <ul style="list-style-type: none"> ○ 11/10 @ 6pm r/t blood pressure screening ● CPR with Prepared People <ul style="list-style-type: none"> ○ Room 650A reserved for 11/8 (Caroline) and 11/15 (Pearce) from 1000-1300 ○ 30 minute setup, 3 hour class ○ 25 attendees per day ○ Board member present at class to collect registration ○ Annaliece will be running finances. ○ We will need a board to accept payment from the company. ● Points for committee involvement <ul style="list-style-type: none"> ○ 1-2 points in a semester for committee members who help with event preparation, running, or planning ○ Hopefully this will increase participation ○ Tabled to next Board Meeting <ul style="list-style-type: none"> ■ Committee leaders need to arrive with a definition of committee involvement. 	No action needed	No follow up needed

<p>Community Health Director: Olivia Kennell</p>	<ul style="list-style-type: none"> ● Heart walk is on 11/12, the link to sign up is in GroupMe ● Appointed a committee member to help me co-lead the dance marathon ● Committee member step up to plan a blood pressure screening for the month of January ● Decroom - will be limited space r/t hospital limitations ● Bone marrow donor drive has not been planned yet 	<p>No action needed</p>	<p>No follow up needed</p>
<p>Fundraising Chair: Leah Hutchinson</p>	<ul style="list-style-type: none"> ● <u>October Fundraisers:</u> <ul style="list-style-type: none"> ○ Breast Cancer Awareness shirts - net profit of \$205.16 ○ Bake Sale - net profit of \$227.00 ○ Spooky Raffle Basket - net profit of \$38.00 ● <u>Upcoming Events:</u> <ul style="list-style-type: none"> ○ 11/9 - November Bake Sale 12:30 am - 14:30 pm (set up at 12:00 and clean up until 2:30) ○ We need two board members to be with the cash box <ul style="list-style-type: none"> ■ The Senior traditional cohort has a test on this day so we will possibly need the help of the accelerated members on the board. ○ wait for accells get out at 12 ○ We launch grateful grams designs at the bake sale and start selling ○ Kate will be making pumpkin pie, we need SNA members to donate items ● 11/14 - Rom CON Night <ul style="list-style-type: none"> ○ We want to promote this event as much as we can. We can make announcements during classes to help promote. ○ Haven't gotten much interest in this ○ Tickets are \$5 per person or \$8 for two people ○ Each ticket includes free candy ○ Additional items will be for sale - drinks, popcorn, other snacks. ○ Poll to decide the movie is in the google form that they fill out when signing up <ul style="list-style-type: none"> ■ Options are: Coco, You've got Mail, Practical Magic, and Knives Out ■ board will add in one option and members will decide what ● 11/ 16 - Grateful Grams Tabling 10:00am-2:00pm <ul style="list-style-type: none"> ○ We need two board members to be with the cash box and explaining the designs. ○ Each gram will be \$3 and come with a bag of candy and gram on a piece of cardstock. 	<p>No action needed</p>	<p>No follow up needed</p>

	<ul style="list-style-type: none"> ○ They can fill out the google form if they want us to fill it out for them or they can fill it out themselves with preprinted grams. ○ Grateful grams will be delivered to classes and faculty on November 21st. ● Finals Raffle Basket <ul style="list-style-type: none"> ○ Raffle will open on November 21st and close on November 30th. ● Welcome Package for Spring Traditional Cohort <ul style="list-style-type: none"> ○ Pens, individually packed snacks, gum, Keurig cups, personal messages from parents in a little bag :) ○ Send out in December to parents, deliver at orientation or first day of class in January ○ Mrs. Dorminy, when is the parent orientation and student orientation. ● Amazon Wish List <ul style="list-style-type: none"> ○ Non-students purchase items on Amazon wish list, then SNA sells the items to the cohorts at lower price than the original ○ Timeline: <ul style="list-style-type: none"> ■ November — Create list ■ December — Advertise to parents and faculty/staff ■ January — Open to students to purchase 		
Advisors: Kate Dorminy Brian Peach	●	●	●