



Student Nurses' Association at UCF Orlando – April

Board Meeting Minutes 4/10/2023

Time Called to Order: 1614pm

Time Adjourned: 1731pm

Location: Room 650a

Presiding President: Kaitlyn Yu

Recorded by: Michael Keller

Attendees Present:	Kaitlyn Yu, Annaliece Balensiefen, Michael Keller, Alexis Wade, Pearce Copeland, Emily Bailey, Angela Frantz, Leah Shinn, Caroline Rose Tytar, Olivia Kennell, Kaitlyn Mullen, Jamie Lanza, Alyssa Torres, Sam Garcia, Trinity Eloriaga, Sarah Bell, Kate Dorminy, Brian Peach
Attendees Absent:	Morgann Betterly

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Kaitlyn Yu	<p>Meeting Dates</p> <ul style="list-style-type: none"> ● April 19th @ 1700 - General ● (April 26th to May 2nd - Finals Week) ● May 3rd @ 1630 - Board - first solo meeting for incoming board <ul style="list-style-type: none"> ○ Traditional seniors also have pinning this night @1700 ● May 6th @ 0900 - Commencement ● May 31st @ 1700 - General - first general body meeting as new board <ul style="list-style-type: none"> ● April 11th Accel Meet & Greet - Virtual <ul style="list-style-type: none"> ○ 3 representatives ● May 3rd Senior Recognition Ceremony <ul style="list-style-type: none"> ○ Emily to sell merch with help ○ Kate to host fundraiser ○ 4 volunteers for handing out pamphlets ● May 11th Accel Class of '24 Orientation <ul style="list-style-type: none"> ○ Emily for merchandise ○ Kate if she wants to sell/raffle items ○ 3 to 4 board members for Q&A 	<p>Kaitlyn makes a motion to make a purchase for a 100 nsna colored honors cords. Pearce seconds. Vote passes unanimously.</p>	<p>Jamie will coordinate with Dorminy and Peach to schedule further board and general body meetings.</p>

<p>Vice President: Morgann Betterly</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● April 26th: NICU Nurse: Christine Mena from HCA Osceola ● May 24th: TBD <p>April Meeting Slides: Meeting slides</p> <ul style="list-style-type: none"> ● Slides are due NO LATER THAN APRIL 11th by 11:59 PM ● Please send me any point sheets you haven't already sent ● We will be announcing the Senior top point earners at the April meeting ● vacant board positions <ul style="list-style-type: none"> ○ Two individuals are interested elect has ○ Several have reached out to Dorminy and Alexis 	<p>No action needed</p>	<p>Alyssa, Dorminy and Sarah will coordinate elections by next general body meeting.</p>
<p>Treasurer: Annaliece Balensiefen</p>	<ul style="list-style-type: none"> ● Current balance: \$6,083.36 ● Current membership count: 107 ● All board members must sign the last page of the bank statement, financial report, and Venmo report. Please sign by 4/9/23. ● March Reports: <ul style="list-style-type: none"> ○ May 2022 - April 2023 Financial Report.xlsx ○ March Venmo Statement ○ March Bank Statement ○ Receipts: March <p>Convention registration emails: (Kaitlyn, Olivia, Caroline, Pearce, Jamie, Sarah)</p> <ul style="list-style-type: none"> ● Please forward emails received from NSNA for Convention <p>Friendly reminders:</p> <ul style="list-style-type: none"> ● 2 officers at the cash box at all times except for financially trained officers ● All officers can accept membership forms ● Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement ● Reimbursements < or = to \$50 need president approval ● Reimbursements > \$50 need board approval ● Everyone can encourage membership recruitment 	<p>No action needed</p>	<p>No follow up needed</p>

	<ul style="list-style-type: none"> ● 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	Vote on Meeting minutes <ul style="list-style-type: none"> - Board meeting minutes 03-01-23_BoardMinutes.docx For your information <ul style="list-style-type: none"> - Emergency board meeting minutes 03-29-23_EmergencyBoard.docx - Contacts 2023 Board Contact List.docx - Board organization chart 	Michael makes a motion to approve the march board meeting minutes. Alexis seconds. Vote passes unanimously.	No follow up needed
Legislative Director: Alexis Wade	<ul style="list-style-type: none"> ● For Juniors Attending NSNA: convention team volunteer will be eligible for a refund of your convention registration based on the number of events you volunteer for. <ul style="list-style-type: none"> ○ Refund Percentages: ○ 6 events = 50 percent refund of 2023 ○ 12 events= 100 percent refund of 2023 ○ Link to register: https://www.nснаconvention.org/volunteer.html ● Delegates and Alternates: linked below Delegate Resources from NSNA. Please make sure that you read over the documents <ul style="list-style-type: none"> ○ https://www.nснаconvention.org/delegate-resources.html ● Delegates, Alternates, and Resolution Authors: Please make sure that you are all in attendance at House of Delegates (excluding resolution authors who are not delegates). Also, the time of the resolution presentation at NSNA has yet to be determined. All resolution authors should make sure that they are available during House of Delegates hours. ● NSNA Schedule: Schedule document 	No action need	No follow up needed
Clubhouse Director: Emily Bailey	<ul style="list-style-type: none"> ● Current goal is to update the square website with our current inventory. ● I'll have the equipment order form out for the new accel's by the end of the week ● Cord discussion - 50 at \$4/each or specific number for \$7/each <ul style="list-style-type: none"> ○ 15 for traditional cohort based on points ○ 3 for accelerated cohort 		Emily will work with Kaitlyn to identify pre-orders, purchase chords,

	<ul style="list-style-type: none"> ○ 62 potential graduates - need for purchase ○ Kaitlyn has created a purchase form ● Stoles... ● Stethoscope holders ● Knight nurse sweaters <ul style="list-style-type: none"> ○ Sweat shirts: S-2 M-7 L-6 XL-5 (Current supply: S-1) ○ Hoodies: S-4 M-6 L-6 XL-5 ○ Total count of units: 43 units ○ Shipping arrival (as of April 10th): April 24th ○ \$20 to print at previously stated amounts. ○ Total cost with tax and delivery: \$1,017.74 	<p>Emily makes a motion to approve a purchase of \$1017.74 to restock black knight nurse sweatshirts and hoodies. Pearce seconds. Michael abstains. Motion passes unanimously.</p>	<p>and organize distribution date and time and will share with board plans by next general body meeting.</p>
<p>Accelerated Liaison: Pearce Copeland</p>	<ul style="list-style-type: none"> ● No more UC meetings ● On the horizon: <ul style="list-style-type: none"> ○ New accelerated cohort=Accel. Mentorship program ○ Accel. Senior slideshow 	<p>No action needed</p>	<p>No follow up needed</p>
<p>Media Director: Angela Frantz</p>	<ul style="list-style-type: none"> ● Check the doc to check when you should write an article for the newsletter ● If you've had an event or something cool, send pictures to media director to post about it ● I had to use my personal credit card to renew our hosting permissions on our website. I would like to motion to reimburse me the total of the costs and to replace all renewal cards on the website with the SNA card, to prevent this from occurring again. ● Cost: \$119.35 – within annual operating budget 	<p>Angela makes a motion to reimburse Angela \$119.35 and to replace all renewal cards on the website with the SNA card. Pearce seconds. Vote passes unanimously.</p>	<p>No follow up needed</p>
<p>Historian: Leah Shinn</p>	<ul style="list-style-type: none"> ● Photo Circle Link - Add your photos for our senior slideshow ● Thank you to Liv and Kate for being amazing at Relay 	<p>No action needed</p>	<p>No follow up needed</p>
<p>Breakthrough to Nursing Director: Caroline Rose Tytar</p>	<ul style="list-style-type: none"> ● 4/11 - BLS Class with Prepared People ● Visits to Arbor Ridge and Evans Elementary <ul style="list-style-type: none"> ○ TBD 	<p>No action needed</p>	<p>No follow up needed</p>

Community Health Director: Olivia Kennell	<ul style="list-style-type: none"> ● Relay for Life – Complete ● The blood drive – Complete ● Good luck to the next board 	No action needed	No follow up needed
Fundraising Chair: Kaitlyn Mullen	<ul style="list-style-type: none"> ● April bake sale: 04/19 @ 1000 - 1300 ● 3/3 White Coat Ceremony Cookie Profit - \$141 ● 3/30 Bake Sale profit - \$70 <ul style="list-style-type: none"> ○ This sale was on main campus ○ Further bake sales will be at con ● In Contact with Chop 5 for partial proceeds ● 4/27 Pie an SNA member 10 am to 1pm 	No action needed	Kate will coordinate with Dorminy and Peach for including faculty and dates for rescheduling.
Advisors: Kate Dorminy Brian Peach	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ●