

Student Nurses' Association at UCF Orlando – August

General Board Meeting Minutes 08-01-23

Time Called to Order: 1707 PM Time Adjourned: 1907 PM

Location: Room 602

Presiding President: Jamie Lanza **Recorded by:** Trinity Eloriaga

Attendees Present: Jamie Lanza, Alyssa Torres, Sam Garcia, Trinity Eloriaga, Sarah Bell, Cass Moore, Shannon Carter, Nate

Moran, Alondra Bravo, Jesse Bailey, Kiley Nicholson, Kate Dorminy, Brian Peach

Attendees Absent: | Alyssa Torres, Jessica Sayers

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Jamie Lanza	Ice Breaker Question: What is ONE personal goal you have for yourself this school year (can be CON-related but doesn't have to!)?		
	Confirmed Meeting Dates:		
	Board - Tuesday, August 1st (In-Person) @ 5 PM GBM - Wednesday, August 30th (In-Person) @ 5 PM Board - Wednesday, September 6th (In-Person) @ 5 PM GBM - Wednesday, September 27th (In-Person) @ 5 PM Tentative Meeting Dates: Board - Wednesday, October 4th (In-Person) @ 5 PM *Pre-Convention Meeting - Wednesday, October 18th (Hybrid) @ 5 GBM - Wednesday, October 25th (In-Person) @ 5 PM		Jamie will reconvene with confirmed meeting dates at the start of Fall Semester.
	Other Event Dates: August Board Outing - Wednesday, August 16th? @ 7-9 PM What: Mini-Golf Night Where: Congo River Golf Address: 12193 E Colonial Dr, Orlando, FL 32826 What to Bring: comfortable clothes & shoes, water bottles, \$16.50 at door OR \$14.90 at link here		

Link for Volunteers for the following: 2023-2024 SNA UCF Orlando

	Volunteer Sign-Up Sheet	T	<u> </u>
Vice President:	Accelerated 23 Pinning Ceremony is TOMORROW → will need clubhouse director, fundraising director, and two volunteers (ONE still needed) Fall Junior Meet & Greet, Orientation, and Parent Orientation → will need clubhouse director, fundraising director, and board members for the Q&A Fall White Coat Ceremony → will need clubhouse director, fundraising director, and board members as volunteers Class Visits → we will need at least THREE visitors for the board Monday, August 21 - Fall Juniors and Fall Seniors Wednesday, August 23 - Accels Thursday, August 24 - Spring Seniors SNA Back-to-School BBQ - Wednesday, August 23rd @ 6 PM President-Specific Agenda for This Month: - addressing gaps in Diamond Chapter application - passed one community health/legislative resolution at the state or national level — does NEC resolution count for both? - 3+ members of community health committee? - 3+ members of legislative committee? - 6 - 9 newsletters since November 2022? - prepping for fall semester meetings and pre-convention	Everyone: We need one more volunteer for the pinning ceremony! Kiley: For the Pinning Ceremony, items that do not require sizes (cookie, stethoscope holder) can be sold with QR code /electronic payments. Jamie will send the resolution to either Dr. Peach or Mrs. Dorminy to determine standing at the state or national level. Everyone: We need two more newsletters submitted before Jamie sends the application out by Oct 20th.	 Jamie will need the clubhouse director, fundraising director, and board members for the Q&A. Jamie will need the clubhouse director, fundraising director, and board members as volunteers for the Fall White Coat Ceremony. Jamie will need at LEAST 3 members from the board for classroom visits: August 21st, August 23rd, August 24th. Jamie will have sent the resolution to either Dr. Peach or Mrs. Dorminy by the August general meeting. Minimum of two newsletters will be submitted prior to Jamie sending application out by October 20th. Alyssa will follow
Alyssa Torres	 Guest Speaker Plans: August 30th: AdventHealth Daytona Speedway Nurse September 27th: Forensics/Sexual Assault Nurse Examiner (SANE) October 25th: ICU Nurse (TBD) November 29th: Travel Nurse (TBD) December: No Meeting 		up with Dorminy and Peach on upcoming Guest Speaker Plans
	August Meeting Slides: P August 2023 General Meeting Slides.pptx	• Everyone: make sure the	

	● Slides are due NO LATER THAN August 21st by 11:59 PM! Please send me any point sheets you haven't already sent! Community events points too! Straight Street? I would like to have assigned roles for board members for GBMs. All hands on deck:) Sign up sheet for GBM roles: Jesse and Sarah Greeter - Kiley Sign in sheet - Jessi w/ Sam Merch - Cass Food set up/maintenance - Trinity Food pick up (pre-ordered) - Alondra Presenters - Jamie and Alyssa Marketing - Nate for Social Media, Shannon for Accels, Alyssa for Spring and SNA, for fall seniors, Advisors for incoming students (fall juniors and future spring juniors) I would also like to have a Italian Food Potluck for August GBM. Sign up sheet for potluck: Meatballs - Baked Ziti with meat sauce - Mrs. Dorminy Spaghetti - Marinara/red sauce - Kiley Garlic bread - Jamie Plates, forks, spoons, napkins, cups - Sam + Cass Drinks: sprite, coke - Trinity Desserts: brownies, cookies, or cupcakes - Nate Other: anything else you'd like to see -	•	slides are completed by August 21st by 11:59 pm Jesse: Send Alyssa point sheet to Alyssa by August general board meeting Everyone: Please try to get to the meeting room ahead of time to ensure everything is set up before meeting begins Everyone: please sign up for potluck sheet before school begins to ensure we have all needed items for the meeting!	•	Everyone signed up for Italian Food Potluck before the Fall semester begins.
Treasurer: Sam Garcia	Current Balance: \$9,027.86 Current Membership Count: 78				
	July Financial Documents: Not available yet because our statements are not published until the 3rd of every month but expect them soon! - Signing of Financial Documents will be done using HelloSign through Dropbox • This notifies you better as well as lets me know what signatures are still pending! We have officially signed a Partial Proceeds Agreement with All Care Health Services for their BLS/ACLS/PALS classes at UCF!	•	Everyone: A Link to sign financial documents will be sent via email: sign it by August 11th.	•	All board members signed financial documents by August 11th.

Back to School Barbeque

- Membership Forms via Google Forms so that they are much easier to fill out and those waiting in line can have it ready by the time they come up to the table to pay.
 - Physical copies will also be available just in case! Any SNA Board Member is allowed to collect these and bring them to me!
 - Google Form will also be available before the BBQ via QR code posted around CON

State Convention:

- "Lodging within 50 miles of the student's home campus without Vice President or Provost approval" will not be funded
 UCF Student Government Funding Rules and Regulations
- We might want to consider local travel for this convention and focus on fundraising so that we are able to consider lodging for Nationals.
- State Convention being in Orlando is a GREAT opportunity for tabling! We can easily take merchandise and supplies to and from the site.

Membership Video

Idea for Membership Push - Back to School

- Raffle entry for every person who joins SNA within 30 days from the start of their program *this is focused on our new Juniors and the Accels who have already joined - we can announce the winner at the September meeting!
 - Prize can be as simple as a Starbucks gift card or a "must have" nursing school item, like a clipboard for clinicals? Think of something that you would be exciting to receive at the beginning of the school year.

Idea to Increase Involvement in SNA Events

- Establish friendly competition between the cohorts by looking at the average percentage of attendance the cohort with the most participation gets a prize at the end of the semester (most likely during finals)
 - Possibly a 10% discount on one item from the Clubhouse during finals week or we can try to get local restaurants to sponsor food vouchers/catering

 Sam will complete the Membership Google Form by August BBQ

 August BBQ, August 23rd, will complete Membership Google form.

- Sam and <u>Kiley:</u> Come up with fundraising ideas for State Convention.
- Sam and Cass: Discuss what merchandise items can be brought to the convention.
- Membership Push Idea not finalized at August Board Meeting.

Cohort
Attendance
idea not

- Sam will be following up with Kiley to determine possible fundraising ideas by September Board Meeting.
- Sam will follow up with Cass to discuss tabling at State Convention by September Board Meeting.
- Sam will follow up with board members regarding Membership Raffle by the beginning of Fall semester and have it announced at the BBQ event

 Sam will follow up with board

		finalized at August Board Meeting.	members regarding the Cohort Attendance idea by the beginning of the Fall Semester and by the August General Meeting.
Secretary:	2023-2024 Updated Contact List		
Trinity Eloriaga	2023-2024 Updated Contact List		
	Waiting for Curriculum Committee Schedule to be released soon! Hopefully by the first Fall general meeting of the school year so I can introduce it in my Powerpoint slide. Personal Goals: 1. Continue to improve on writing the minutes! I am slowly getting into the groove of things more after every board meeting and I appreciate everyone being patient and bearing with me. 2. Follow up and to be supportive to the board while being efficient with their time. Doing it for the greater good! - Want to create equal opportunity for everyone to discuss during each board meeting! - Will help improve how long board meetings will take. 3. Nate and I: Collaborate on a SNA website calendar to include follow up events, deadlines, and reminders! - This will help us and all members of SNA to keep tract of all of the numerous events that are taking place. Kahoot was a hit last meeting! Just have a few recommendations: - Prior to each general meeting, either Alyssa or I will be signing into Kahoot and having it pre-set before the meeting begins in order for it to run smoothly, and no answers will be shown to members:) SNA EMAILS: Does everyone have access?? - If you plan to not use your SNA emails as the primary email to contact members of SNA, I recommend to check it at least once monthly; can be done during each board meeting.	• Trinity will be collaborating with Nate on a SNA calendar for the SNA website.	Trinity will follow up on Curriculum Committee Schedule and introduce it to new/ previous members at August General Meeting. SNA Calendar for SNA website should be live by the end of August
	- The last thing we would want as the board is for members of the club to not have a clear means of communication with us and us not be of help to them in any way possible!		

	Lifetime Honorable Member: In order for SNA to be continuously supported, a Lifetime Honorable Member is a great way to showcase and recognize one of our top supporters! We have done this in the past and it is a great way to recognize someone who shows their support for us and aids us in funding. Example: Ken Deon was chosen as a Lifetime Honorable Member from the previous year Can be a faculty, staff member or a donator; can even be someone from the board Something that can be looked into more, and have a vote in the Spring. Lifetime Honorable Member will receive a spotlight in the SNA Newsletter in addition to a Thank You card.		Lifetime Honorable Member will be discussed in more detail Spring Semester.
Legislative Director: Sarah Bell	 Final meeting for resolution edits with UT @ Arlington will be happening mid-august If you want to bring forward a resolution with my help, please give me your topic/group members by August 10th (so that there is adequate time for edits, etc). I will be sending a message out to general body members about this as well. Working with Nate (social media director) to promote August elections for legislative/treasurer/president-elect For the pre-convention meeting: Sam is attending, I would like to as well because of the role that the legislative plays at the convention. If we have room for more attendees, who would like to attend/can commit? Ideas/interest for a new resolution? Ideas for encouraging the involvement of pre-nursing students? 	 Sarah and Nate will be collaborating on promoting the August Elections. Preconvention Meeting: Make sure we have at least two people are going (Sarah and Jamie) Mrs. Dorminy has a list of students in the NSP class: can try to speak at one of the APNS meetings) 	 Possible resolution topic submitted by August 10th. Sarah and Nate will have postings for elections by the beginning of Fall Semester. Follow up with Mrs, Dorminyon Q&A session before
Clubhouse Director: Cass Moore	Met with Emily for clubhouse hand-off; Met with SNA advisors Goals:	No action needed.	

	 Streamline purchasing process, pre-order process and delivery Feedback from cohorts (survey) to determine desired merchandise from students/faculty/families Order merchandise for State Convention Update bulletin board with current/new merchandise, SNA membership forms, QR codes, etc. Determine Board Goals for merchandising, income generation, budgeted amount for purchasing & marketing, events where merchandise table is desired/successful Able to organize merchandise tomorrow morning - need a volunteer to transfer, set up and stay before, during and after the event, clean-up, hand-off cashbox/items to Dr. Peach or Ms. Dorminy- unable to attend d/t schedule conflict Clubhouse Clean-up - suggested dates Aug. 14 and/or 15: What is needed/not needed in clubhouse Organizational systems implementation Inventory of current merchandise Transition to mostly online purchasing process Do we have a SNA board shirt for events? Sam and I discussed what is most likely the most popular nursing item! 		• Clubhouse Clean Up will be completed by August 15th.
Accelerated Liaison: Shannon Carter	 Completed handoff with Pearce Copeland. Met with SNA advisors Dr. Peach and Mrs. Dorminy for 1 hour regarding Accel Liaison responsibilities and upcoming events. Figuring out the best way to communicate with my cohort aside from announcement emails. Participation FSNA Pre-Convention Excited to be here! 	No action needed.	Following up with Advisors or Pearce regarding the best ways to communicate with the Accel Cohort.
Media Director: Nate Moran	 Updating social media with new members' photos. Working with Alondra to create flyers for bbq promotion. Get ready with me post for Instagram dedicated to the new cohort before their clincials. Sign up for newsletter writing ■ Board Newsletter Sign-Up 2023 Send me stuff you want promoted for Instagram. 	 Nate and Alondra will follow up with Addition Financial regarding BBQ support! Nate will have newsletters 	 Nate will have Social Media updated by the beginning of Fall Semester. Nate and Alondra will have BBQ flyers created by the beginning of Fall Semester.

		printed for faculty and student lounges (1-2 in each area) • Everyone: Signed-up individuals for the SNA newsletter need to have it completed by the 15th of August	Newsletter articles are sent to Nate by August 15th.
Historian: Alondra Bravo	 Now I have a better understanding of how these meetings go and have met (mostly) everyone Took part of a goal with the social media chair and communications chair: "Using multiple modalities to increase engagement as measured by a 5% increase in posts and followers by December 31." Mentorships with Alumni: Sign ups reopened until August 2 Victoria needs 30+ mentee applications CON Alumni Tailgate: August 31st at 4pm at Fairwinds Alumni Center Nurse Blake: December 11 at 8pm at Dr. Phillips Center: Victoria has offered to donate two tickets to raffle off To enter raffle: Must attend Back to School BBQ AND November 28 Alumni meeting Back to school BBQ - 08/23 @ 5 pm: 	Everyone: If you did not sign up, it is encouraged to do so by tomorrow!	Raffle will be discussed to new and returning members prior to BBQ event.
	Estimate for 70 people: Guest number can be changed up to 24 hours before the event pick up time	• Alondra will send out a RSVP by next week and close it a week beforehand to determine the catering budget.	Will vote on the BBQ budget at the beginning of the Fall semester.

					_		
Breakthrough to Nursing Director: Jessica Sayers	Pulled Pork - Per lb. [Per Pound] Whole Chicken [Whole Chicken] Homestyle Mac & Cheese - Large [Serves 15-18] Silider Buns [Silider Buns] • Raffle off some of the bottles to Great opportunity for showing sales! • Last year, different color cups and then Leah hosted a game. on the bottom of the cups such person would have to find their their match won a prize • Could we recreate? • Are there any games you guys • Do we have any name tags lef • List of things needed for B • Example of last years ☐ Office Fall Traditional Mentor/Mentee -88 sign-ups -closes August 7th -Please consider signing up (we need recommended traditional BSN cohort) https://docs.google.com/forms/d/e/1FAYb8wbdPRfa1A6pmIWdjlXiiR3If7wc((Draft Google Form ☐ any suggestion form out on GroupME next Monday, A Consider signing up as a mentor or tell signing up! Health Leaders Academy day was a sure of the property o	Subtotal: 7 Sales Tay Total amou That were d foff our me represente. Basically, as "Norm r match. Fi could brint from last BQ ter Task Li more fall se NG STUD LIPQLSeQ Eg/viewfor as to improdugust 7th ling your n ccess. hool stude	st BBQ eniors) DENTS MI3MGmrFm ove? Goal: s) ursing frien	ent cohorts was written that to find E-roL1Ng send the	 No action was presented for different colored cups. Everyone: If you have any board games, please bring them to the BBQ! Fall Board Seniors: If you have not signed up, please consider doing so by August 7th. 	•	Alondra will follow up with Board members regarding different colored cups when finalizing BBQ budget. Alondra will follow up with Cass if there are any name tags left from last year in the clubhouse by beginning of Fall Semester. Jessica will send out google form to SNA GroupME August 7th.
	signing up! Health Leaders Academy day was a su	ccess. nool stude	nts octors, after	speaking			

	 held a Q&A (most questions were about study tips, prerequisites, and why I chose nursing) I started sending emails to schools for visits and will make a final decision about Opening Knight by Friday. 		 Jessica will make a final Decision about Opening Knight by Friday, August 4th.
Community Health Director: Jesse Bailey	 Second Harvest Food Bank Virtual Food Drive open until classes start \$6 = 1 point Working on a setting up a back-to-school blood drive in either late August or some time in September. Waiting on an email reply back. 	No action needed.	Jessie will follow up with One Blood regarding blood drive for either late August or in September.
Fundraising Chair:	Succulent Painting Party gross profits → \$92.38!!!		
Kiley Nicolson	 Accel pinning ceremony fundraiser Parent magnets Production cost = \$2.03 each Selling at \$7 for profit of \$4.70 each Cookie goodie bags Production cost = \$3.50 each Selling at? Question: do we have a QR code already printed for our venmo to use at the ceremony? 	• Sam will follow up with Kiley regarding printed QR codes.	
	Collab with historian to raise funds for Back-to-School BBQ	Kiley and Alondra will	Kiley will be following up with Alondra on
	Aimed toward staffBasket raffle? Car cleaning?	be collaborating on a basket	a basket raffle by the beginning of
	August Fundraiser idea: Hugs From Home	raffle for	Fall Semester.
	Care package fundraiser aimed toward parents. Example of Megan's flyer below:	BBQ.	