




Student Nurses' Association at UCF Orlando –
April Board Meeting Minutes
Time Called to Order: 1325 PM
Time Adjourned: 1 PM
Location: Room 602
Presiding President: Jamie Lanza
Recorded by: Trinity Eloriaga

Attendees Present:	Jamie Lanza, Alyssa Torres Victoria Trautwein, Sam Garcia, Jayla Call, Trinity Eloriaga, Sarah Bell, Julianna Silva, Shannon Carter, Nate Moran, Alondra Bravo, Jessica Sayers, Kiley Nicholson, Chelsea Costa, Kate Dorminy, Brian Peach
Attendees Absent:	Jesse Bailey (Tabeling at NSNA)


Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Jamie Lanza Elect: Victoria Trautwein	<ul style="list-style-type: none"> ● Ice Breaker: Graduating seniors — what is one piece of advice you have for the incoming board? Elects — what is one way we can support you in your transition this month? We will miss you! ❤️😊 ● April Board Meeting Date ● Wednesday, April 17th @ 5:00 PM ● Possible May Board Meeting Date ● Thursday, May 9th @ 4:30 PM at CON (room in progress) ● Alumni Q&A Roster → Will have finalized roster w/ specialties for advertising purposes by Sunday, April 7th. Was waiting on work schedules to be posted. <i>Everyone please wear black business casual for our final meeting for updated website board photos!</i> ● State of the Clubhouse → Before we graduate, we need to assess the state of the clubhouse, and dedicate a day (after practicum is completed) to taking inventory and organizing. ● Bulletin Boards → I have all the supplies, will be decorated prior to 	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed

	<p>graduation!</p> <ul style="list-style-type: none"> ● Cords and Stoles → \$12.00 for graduating GB MEMBERS, will be selling after next two Critical Care lectures, Stoles are free to use until after graduation, \$50.00 to purchase. Please send money to SNA account by the final GBM! Will need to reorder for August graduations! ● REMINDER FOR GRADUATING SENIORS 🎓: This is the time to start formally training your elects? <p>My Personal Goals for UCF SNA Orlando (w/ Updates):</p> <ol style="list-style-type: none"> 1. <i>Fostering inclusion, specifically making efforts to include the accelerated and spring cohorts.</i> 2. <i>Bonding as a board, hosting outings purely for the purpose of engagement and fun.</i> 3. <i>Collaborating with our legislative director and advisors to instill a basic understanding of Robert's Rules and meeting etiquette of professional organizations in all board members.</i> 4. <i>Submitting an application for (and winning) Diamond Chapter.</i> 5. <i>Submitting an application (for renewal) of Stellar School.</i> 6. <i>Having at least ONE resolution pass at FSNA state convention and ONE resolution pass at NSNA national convention.</i> 7. <i>Accumulating enough total membership to have at least THREE delegates at NSNA convention in April 2024.</i> 8. <i>Having ONE member of our board or general body pre-slate and run for the National Student Nurses Association (NSNA) national board.</i> 9. <i>Having everyone who plans to attend national convention submit an application for the NSNA Leadership U honors society.</i> 10. <i>Electing an NSNA Honorary Member to express our appreciation for anyone in the community who goes above and beyond to help our organization.</i> 		
<p>Vice President: Alyssa Torres Elect: Isabella Parron</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● April 17th: Alumni Q&A Panel ● May: TBD ● June: TBD ● July: No Meeting <p>April Meeting Slides:  April 2024 General Meeting Slides.pptx</p>	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> • Slides are due NO LATER THAN April 10th by 11:59 PM! <p>For April meeting:</p> <ul style="list-style-type: none"> • Candles • Fall Senior Top 3 Point Earners (#1 Brianna Ferrin (8 points), #2 Nina Alpert (5 points), and TIE for #3 is Sarah Beck and Mia Parra (4 points)!) will receive a certificate, cord, and a letter of recommendation from advisors at this meeting. <p>Please send me any point sheets you haven't already sent! We will be announcing the Senior top point earners at the April meeting, and I need to make sure all points are up to date!</p> <p>Fixed Volunteer Point Sheet: Includes all cohorts so please use this one from now on :)</p> <p>w TEMPLATE 2024 Volunteer Points Sheet .docx</p> <ul style="list-style-type: none"> • Sam, could you make the Dropbox signature for completing the meeting slides again? • Are we doing the Senior Junior Mentor/Mentee Buddy Program for the incoming Accelerated cohort? 		
<p>Treasurer: Sam Garcia</p> <p>Elect: Jayla Call</p>	<p>Current Balance: \$5,296.97</p> <p>Current Membership Count: 110 (and counting)</p> <p>Financial Documents</p> <ul style="list-style-type: none"> • Look for a link at the start of next week! <p>No new updates other than I am working on making training videos for Jayla/future Treasures and leaving them in the Google Drive to reference!</p> <p>https://drive.google.com/drive/folders/1cVdHpBL56WP1vr3HpZdSAyAEj2PhwwxB?usp=drive_link</p> <ul style="list-style-type: none"> • Next video will be how to do the Financial Docs so please be patient with me as I work to get those out to everyone for signatures! <p>Friendly reminders:</p>	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed

	<ul style="list-style-type: none"> ● Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement ● Reimbursements < \$50 need president approval ● Reimbursements > \$50 need board approval 		
<p>Secretary: Trinity Eloriaga</p>	<p>Vote on all remaining Board/ Emergency Minutes:</p> <p>1.8.24 Board Minutes https://docs.google.com/document/d/1JwNSiiCpAWx-mm7FUknO9tfEpKYcIaA8/edit?usp=sharing&oid=110954716184896649252&rtpof=true&sd=true</p> <p>1.31.24 General Board Minutes https://docs.google.com/document/d/17EFu_ctYQ9UrLGJWqz-JBjMTXvWh9ejA/edit?usp=sharing&oid=102040194794733240600&rtpof=true&sd=true</p> <p>2.3.24 Board Minutes https://docs.google.com/document/d/1LUTP7YTjuWpnGEtsyxOuw6SBh13E_ItR/edit?usp=sharing&oid=110954716184896649252&rtpof=true&sd=true</p> <p>2.13.24 Emergency Minutes https://docs.google.com/document/d/1NgSvPe_jjR-v_rzC-qTd_mRMtvYaGTZ/edit?usp=sharing&oid=110954716184896649252&rtpof=true&sd=true</p> <p>2.28.24 General Board Minutes https://docs.google.com/document/d/1XQM1sJHFJwJzq48GengiBU-oDRbp4cCO/edit?usp=sharing&oid=102040194794733240600&rtpof=true&sd=true</p> <p>2.28.24 Emergency Minutes https://docs.google.com/document/d/13T8xyVib9g05d_HtvujS-uCm6f1DZgVd/edit?usp=sharing&oid=110954716184896649252&rtpof=true&sd=true</p> <p>3.6.24 Board Minutes</p>	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed

	<p>https://docs.google.com/document/d/1mvvl3JONqaw_sJGwfpFdMzgKqWCe0SsW/edit?usp=sharing&ouid=110954716184896649252&rtpof=true&sd=true</p> <p>3.27.24 General Board Minutes</p> <p>https://docs.google.com/document/d/1lcqMdHuoiEG9tZPyHHkf55dK9_ndH1hK/edit?usp=sharing&ouid=110954716184896649252&rtpof=true&sd=true</p>		
<p>Legislative Director: Sarah Bell Elect: Jenna Koo</p>	<p>We had a great election last meeting! So excited to welcome all the new board members!</p> <p>Convention</p> <ul style="list-style-type: none"> - Off to a great start! - Reminders: We are representing the school <ul style="list-style-type: none"> - Caucus 4/3 1800-2000 with Florida board - Location TBD - Convention schedule is attached for anyone who would like to keep a copy on hand <p>https://www.dropbox.com/s/wrqqzqaf3bpbk7vbq/Annual%20Convention%20Schedule.pdf?dl=0</p> <p>It's time to set up formal handoffs to elects! This means organizing google drives, talking one-on-one with them, answering any questions, etc.</p> <ul style="list-style-type: none"> - Please schedule a time with them to meet in person for about an hour (if you haven't done so already). Make sure to give a description of what you do, any relevant contact information for events, sponsors, speakers, etc., advice on planning for certain events (including anything you wish you had done differently/could have done better to help them have success), and provide your contact info + remind them that you are available for questions as they start their role. Please remember to change passwords/verification phone numbers to the new board to avoid calls and emails randomly and save yourself the frustration and time! <p>Filling Secretary position</p> <ul style="list-style-type: none"> - Reach out to fall cohort? Give time window? 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed

	Use brooke zaidman (spring cohort)- give her priority or talk to fall first? Keep in mind that it would be the same division as it is not considering jesse bailey is ‘technically’ supposed to be a fall cohort position but is spring		
Clubhouse Director: Julianna Silva	<p>Ordered merch during NSNA convention!</p> <p>The total on amazon was \$44.05: consisting of badge reels and stickers. So far we are making profit and have been getting good traffic. Keep it up everyone!</p> <ul style="list-style-type: none"> - Plate Frames: \$18.66  <p>I currently cannot locate my plate frame template, therefore I cannot make a motion today. I am trying to find it asap in order to make a motion asap.</p>	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Accelerated Liaison: Shannon Carter	<p>Accel Mentorship Program</p> <ul style="list-style-type: none"> - Mentor application preparation for senior Accels; Mentee application for incoming junior Accels - Promotion at future Meet & Greet with Accel juniors <p>Accel Open House/ Meet & Greet</p> <ul style="list-style-type: none"> - Preparation (How should I prepare?) 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Media Director: Nate Moran	<ul style="list-style-type: none"> • Working on updates • • Creating handoff report for brianna 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Historian: Alondra Bravo Elect: Chelsea Costa	<p>Senior Video for Pinning Ceremony</p> <ul style="list-style-type: none"> • All photo submissions are in! 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed

	<ul style="list-style-type: none"> Currently creating the video, then will send to Mrs. Dorminy and Dr. Peach for approval by 4/10 <p>Alumni Meeting</p> <ul style="list-style-type: none"> April 23 @ 6-8pm “Alternative Roles in Nursing” Will send an email out to Mrs. Judy, so everyone is invited :) 		
Breakthrough to Nursing Director: Jessica Sayers Elect: Samantha Quinto	Congratulations to our new elects !! Emailed this morning 4/3 about East River High School <ul style="list-style-type: none"> Career Fair 4/18 9am-12pm Yet to Confirm 	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed
Community Health Director: Jesse Bailey	<ul style="list-style-type: none"> Plan to do handoff by the end April General Board Meeting. 	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed
Fundraising Chair: Kiley Nicolson	<ul style="list-style-type: none"> No updates. Have fun at convention! 	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed
Advisors: Kate Dorminy Brian Peach	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed