




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

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


Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Jamie Lanza Elect: Victoria Trautwein	<p>Ice Breaker: What is a goal you have for yourself in 2024 (academic, personal, work-related, etc.) and what is <u>one</u> action you are taking to achieve that goal? 🙌</p> <p>😊</p> <p>Confirmed Meeting Dates: Board - Wednesday, January 10th (In-Person) @ 5 PM GBM - Wednesday, January 31st (In-Person) @ 5 PM</p> <p>Board - Wednesday, February 7th (In-Person) @ 5:30 PM GBM - Wednesday, February 28th (In-Person) @ 5 PM</p> <p>Board - Wednesday, March 6th (In-Person) @ 5 PM GBM - Wednesday, March 27th (In-Person) @ 5 PM</p> <p>Board - Wednesday, April 3rd (During NSNA Convention) @ TBD GBM - Wednesday, April 17th (In-Person) @ 5 PM</p> <p>President-Specific Agenda for This Month: Assignments for NSNA Stellar School Renewal // Due February 7, 2024 → ideally, everyone would have a part in putting this together — including alumni! //</p>	<ul style="list-style-type: none"> Board members/elects will send Jamie appendices and descriptions for 	<ul style="list-style-type: none"> By 2/7, all board members/ elects will have sent Jamie the necessary documents

	<p>Please send 2 to 3 pieces of “supporting evidence” (pictures, letters, emails, social media, etc.) of your assigned section as an attachment along with a few sentences describing each piece to ucfsnaorlpresident@gmail.com by Monday, January 29th @ 11:59 PM. I have attached the 2023 Diamond Chapter application as an example. Don’t worry about formatting, I will do that so it looks cohesive.</p> <p>NSNA Leadership University Honor Society → would like to have the entire board, including elects, and any other GBM attendees apply to this by February 7, 2024 <i>**each applicant will need to “upload a brief letter or email from your chapter’s faculty advisor verifying that you are holding a leadership position and/or participating in chapter activities. Faculty signature is preferred. Your application may be denied if the letter or email does not meet our requirements”.</i></p> <p>UWorld Group Discount (via Tricia Culbreth) → collaborate with SNA UCF Daytona and Cocoa. We would like to include as many students as possible, not just SNA members. I would like to promo on our Facebook and Instagram stories. The interest link is here.</p> <p>Great news! We now have THREE bulletin boards at our disposal. The one outside of 0602, the one next to the clubhouse, and a brand new one on the 3rd floor lounge. I plan on decorating the 0602 one for announcements, and the clubhouse one to promo merch. If you guys have any use for the 3rd floor lounge, please let me know!</p>	<p>their assigned section of the Stellar School Application by 2/7.</p> <ul style="list-style-type: none"> • Jamie will compile the sections, format accordingly, and submit finalized copy to NSNA by 2/7. • Board Members/ Elects: NSNA Leadership University Honor Society applications need to be completed by 2/7. • Jamie will send a UWorld Google Sheets sign-up on GroupMe and Instagram at the beginning of Spring Semester to determine the number of people interested in subscription. 	<p>needed for Stellar School Application.</p> <ul style="list-style-type: none"> • By 2/7, Jamie compiled the sections, formatted accordingly and sent finalized copy of application to NSNA. • By 2/7, all board members/ elects will have completed NSNA Leadership University Honor Society applications.
<p>Vice President: Alyssa Torres</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> • January 31st: Rescheduled AH Daytona Speedway Nurse • February 28th : Nemours Nurse Educator to present on a pediatric related topic (work in progress) • March 27th : Working on attaining a Cruise Ship Nurse <p>January Meeting Slides:  January 2024 General Meeting Slides.pptx</p> <ul style="list-style-type: none"> • Slides are due NO LATER THAN January 22nd by 11:59 PM! 	<ul style="list-style-type: none"> • Everyone: Complete January General Meeting Slides by January 22nd at 11:59 PM. 	<ul style="list-style-type: none"> • By January 22nd, at 11:59 PM, everyone completed January General Meeting Slides.

	<p>Please send me any point sheets you haven't already sent!</p> <p>Are we changing the meeting dates due to the students' schedules?</p>	<ul style="list-style-type: none"> • Everyone: Send any remaining point sheets to Alyssa by January General Meeting. • Students with clinical conflict on meeting dates will Zoom into Meetings. 	<ul style="list-style-type: none"> • By January General Meeting, all remaining point sheets will have been sent to Alyssa.
<p>Treasurer: Sam Garcia Elect: Jayla Call</p>	<p>Current Balance: \$8,262.22 Current Membership Count: 91 (a couple to add in that were sent over break)</p> <p>December Financial Documents</p> <ul style="list-style-type: none"> • Look for a link to Dropbox in your SNA emails and sign ASAP! <p>National Convention</p> <ul style="list-style-type: none"> • Will start to look at costs and work with Kiley and Julianna to come up with fundraisers! • I will most likely not be able to attend national convention but will make sure everyone is set up for success with registration!! <p>Miscellaneous</p> <ul style="list-style-type: none"> • Working on schedule for Jayla to work on transition training (just waiting for my clinical schedule!) <p>Friendly reminders:</p> <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 	<ul style="list-style-type: none"> • Everyone: Sign December Financial Documents by January General Board Meeting. • Sam will start training the incumbent treasurer, Jayla, once Senior Board Members receive Public Health Clinical Schedules. 	<ul style="list-style-type: none"> • By January General Board Meeting, everyone signed December Financial Documents.

<p>Secretary: Trinity Eloriaga</p>	<p>Sent all approved Board Minutes to Nate and General Board Minutes for SNA Website.</p> <p>November General Board Minutes: 11.29.23 General Board Minutes</p> <p>Updated Contact List: 2023-2024 Contact List → I added the Canva account info so Board Members can collab with Nate on event posters with ease.</p> <p>Vote on November Board Minutes: 11.1.23 Board Minutes</p> <p>Once I make note of all upcoming events, Nate and I will collab on making an SNA Upcoming Events poster for SNA website, Student lounge, and 6th floor bulletin. Those will be completed by February Board Meeting.</p>	<ul style="list-style-type: none"> • Jamie makes a motion to approve November Board Minutes. Sam seconds. Motion passes. • Nate and Trinity will make a comprehensive upcoming events poster in Canva and post in locations stated by February Board Meeting. 	<ul style="list-style-type: none"> • By February Board Meeting, Nate and Trinity will have made a comprehensive upcoming events poster and post it in stated locations.
<p>Legislative Director: Sarah Bell Elect: Jenna Koo</p>	<ul style="list-style-type: none"> • March Elections! <ul style="list-style-type: none"> ○ Positions available <ul style="list-style-type: none"> ■ Secretary ■ Media Director ■ Historian ■ Breakthrough to Nursing Director ■ Community Health Director ■ Vice President ■ Fundraising Director ○ Strategy: <ul style="list-style-type: none"> ■ social media post + story ■ Q & A session was not as successful as I had hoped- talking to students in person had a much bigger impact ■ speaking to students at orientations/in between classes? <ul style="list-style-type: none"> • What are the best opportunities to do this? 	<ul style="list-style-type: none"> • Sarah will make several Instagram posts promoting positions available in March by March 	<ul style="list-style-type: none"> • By March General Board Meeting, Sarah will have made several Instagram posts

	<ul style="list-style-type: none"> ○ Eligible students: fall 2025 students in good standing with CON (for secretary, media director, historian, BTN director, community health director) and new spring juniors ○ Updates related to National Convention will come closer to late February/early March 	<p>General Board Meeting.</p> <ul style="list-style-type: none"> ● Representatives from SNA will attend Spring orientation/parent orientation. 	<p>regarding the available board positions.</p>
<p>Clubhouse Director: Julianna Silva</p>	<p>Propose a winter pre-sale</p> <ul style="list-style-type: none"> - Can be available in different colors - Sweaters - Hoodies - Long-sleeve tees <p>Stickers!</p> <ul style="list-style-type: none"> - Sell the stickers at meetings <ul style="list-style-type: none"> - Bowls with stickers and student can pick 5 for \$1-2 - Include in presales - Can we make sets of 5 to sell whenever possible 	<ul style="list-style-type: none"> ● Julianna will set out stickers at General Body Meetings or sale, 5 stickers for \$2. 	<ul style="list-style-type: none"> ● At remaining General Body Meetings, stickers will be sold 5 for \$2.
<p>Accelerated Liaison: Shannon Carter</p>	<p>Brand new semester!</p> <ul style="list-style-type: none"> - My last semester with the current SNA board, I hope to make it a good one and try to get to know you all a bit better. <p>New job!</p> <ul style="list-style-type: none"> - I got a part-time job with Orlando Health - Night-shift, 2 12-hr shifts per week (Monday and Friday). From what I understand, we'll be shifting around meeting days. So, I'll try to make it to as many meetings as I can this semester. Of course, I will be there for the NSNA convention! - 	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed
<p>Media Director: Nate Moran</p>	<ul style="list-style-type: none"> - Working on website updates (achievements and awards) - Going to update the minutes once approved by the board - For SNA event photos please consider the background and upload them to the google drive - If you need a flyer and don't have time to create one just message me the details and I'll do my best 	<ul style="list-style-type: none"> ● Nate will update the website (with achievements and awards), and update minutes once approved by the 	<ul style="list-style-type: none"> ● By January General Body Meeting, Nate will have updated website with achievements, awards, and approved minutes.

	<ul style="list-style-type: none"> - Need to get the SNA card for website renewal (set for auto-renew March 5th) -  Board Newsletter Sign-Up 2023 - Due on the 21st for writing, by the 25th sent to advisors for edits, posted by the end of the month 	<p>January General Body Meeting</p> <ul style="list-style-type: none"> ● Board/ Elects: Upload any photos to Google Drive, and send details of events for Nate to create flyers on Canva. ● Nate will sign out SNA card from Sam for website renewal and renew by March 5th. ● January Lifeline Newsletter Writers: Send articles to Nate by January 21st. 	<ul style="list-style-type: none"> ● By March 5th, Nate will have signed out SNA card and renewed website. ● By January 21st, January Lifeline Newsletter writers will have sent Nate their articles.
<p>Historian: Alondra Bravo</p>	<p>Currently waiting on UCF RWC to get back to me on reserving Lake Claire for the Joyce Degennaro Annual Faculty/Staff vs Students Kickball Game!</p> <ul style="list-style-type: none"> ● Tentative Date: Tuesday, March 26 at 4:30 <ul style="list-style-type: none"> ○ Alternative #1: Wednesday, March 13 at 4:30 ○ Alternative #2: Monday, March 25 at 5:00 	<ul style="list-style-type: none"> ● Board/elects will decide a date for the kickball game during the February Board Meeting. 	<ul style="list-style-type: none"> ● By February Board Meeting, Board/elects will decide a date for kickball game.
<p>Breakthrough to Nursing Director: Jessica Sayers</p>	<p>Spring cohort mentor/ mentee launch was a success! 40 sign ups total and everyone has been introduced to their buddies. Thank you to Alyssa & Mrs.Dorminy.</p> <p>Rebekah May, a senior UCF Nursing student and a member of the President’s Leadership Council wants to increase UCF CON representation in the Leadership Council. She has an 11-slide presentation and would like to present at an SNA meeting. Dr. Peach suggest we could vote on this.</p>	<ul style="list-style-type: none"> ● Jessica makes a motion to allow Rebekah to speak at the January General Body Meeting. Jamie Seconds. Motion Passes. 	<ul style="list-style-type: none"> ● No follow up needed

	<p>Social media 🍌 Breakthrough to nursing</p> <p>Schedule a day and make approved/ appropriate content about CON UCF main campus.</p>		
<p>Community Health Director: Jesse Bailey</p>	<ul style="list-style-type: none"> - Planning to start registering for Knight-Thon soon. - Contacted the office manager again to figure out a date for the OneBlood bus to come to CON. - Planning to do a pregnancy drive with Choices Women’s Clinic. I will be contacting them in the near future to figure out what they need. 	<ul style="list-style-type: none"> ● Jesse will collaborate with CON office manager to pick a date for OneBlood Drive and will get back to board by January General Board Meeting. 	<ul style="list-style-type: none"> ● By January General Board Meeting, Jesse will have collaborated with CON office to determine OneBlood Drive.
<p>Fundraising Chair: Kiley Nicolson</p>	<ul style="list-style-type: none"> ● I am so sorry I can’t be with you guys today due to work! ● Sarah’s idea, the hot cocoa session may or may not be a fundraiser and more of an event. I will leave that up to Sarah to decide if we should charge an entry fee or not. As of now I haven’t confirmed with her if we are proceeding with this so please let me know what everyone decides. ● The basket idea will be a fundraiser and I would like to advertise that to the staff as well as the students to get more traffic. ● Please let me know your ideas and critiques in the comments! :) <p>Hot cocoa study session planned with Sarah</p> <ul style="list-style-type: none"> ● Do we want to do this? ● If yes, we can aim for the end of the month ● We will need a croc pot, hot cocoa mix, disposable travel coffee cups, napkins, marshmallows ● We can possibly have professors volunteer for an hour? <p>Fundraiser idea: New years raffle basket - Theme: “ reset and organize”</p> <ul style="list-style-type: none"> ● Possible items: Calendar, assorted pens, fun stationary, gift card to target, left over CON/SNA freebies (ice pack, syringe pens, “nurse survival kit” bag (if we have them), maybe SNA shirt? 	<ul style="list-style-type: none"> ● Decided to postpone hot cocoa fundraiser until February Board Meeting. 	<ul style="list-style-type: none"> ● Follow up on hot cocoa fundraiser at February Board Meeting.

	<ul style="list-style-type: none">• Those are just some options for the basket and aiming for under \$50 so no emergency meeting hopefully		
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