



Student Nurses' Association at UCF Orlando – October
Board Meeting Minutes 10/4/2023
Time Called to Order: 1705 PM
Time Adjourned: 1923 PM
Location: Room 333
Presiding President: Jamie Lanza
Recorded by: Trinity Eloriaga

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

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Jamie Lanza Elect: Victoria Trautwein	<p>Ice Breaker: Name, position, semester/cohort. What is your favorite Halloween/autumn movie and why? 🎃👻</p> <p>Confirmed Meeting Dates: Board - Wednesday, October 4th (In-Person) @ 5 PM GBM - Wednesday, October 25th (In-Person) @ 5 PM Board - Wednesday, November 1st (In-Person) @ 5 PM GBM - Wednesday, November 29th (In-Person) @ 5 PM SNA Board Holiday Party - Thursday, December 7th @ 6 PM <u>December Off</u></p> <p>President-Specific Agenda for This Month:</p> <ul style="list-style-type: none"> - constituency application has been submitted to Mikala - completing Diamond Chapter application <ul style="list-style-type: none"> - FNSA awards addressed within application: legislative, community health, communications (social media/newsletters), breakthrough to nursing, recruitment - FNSA award that need submitted separately by Friday, October 6th: <ul style="list-style-type: none"> - Dean/Director of the Year - Jess/Jesse - Faculty Excellence - Sam/Trinity & Alyssa/Kiley - Star RN - Sarah/Alondra 	<ul style="list-style-type: none"> • Jamie will have Diamond Chapter application completed by SNA State Convention. • Board Members working on FNSA awards: Have it 	<ul style="list-style-type: none"> • By SNA State Convention, Jamie will have Diamond Chapter completed. • By October 6th, FNSA awards will have been completed and submitted.

	<ul style="list-style-type: none"> - Pennies PRN? Do we want to veto this? - FNSA scholarships — link can be found here <p>My Personal Goals for UCF SNA Orlando (w/ Updates):</p> <ol style="list-style-type: none"> 1. Fostering inclusion, specifically making efforts to include the accelerated and spring cohorts. 2. Bonding as a board, hosting outings purely for the purpose of engagement and fun. 3. 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. Submitting an application for (and winning) Diamond Chapter and Stellar School. 4. Having at least ONE resolution pass at FSNA state convention and ONE resolution pass at NSNA national convention. 5. Accumulating enough total membership to have at least THREE delegates at NSNA convention in April 2024. 6. Having ONE member of our board or general body pre-slate and run for the National Student Nurses Association (NSNA) national board. 7. Having everyone who plans to attend national convention submit an application for the NSNA Leadership U honors society. 8. Electing an NSNA Honorary Member to express our appreciation for anyone in the community who goes above and beyond to help our organization <p>EVERYONE - Reminder — all board position holders have an assigned advisor to report to (regularly 😊). Although Dr. Peach and Mrs. Dorminy often work collaboratively to advise the board, for specific questions, comments, and concerns, please report to your assigned advisor.</p> <ul style="list-style-type: none"> - Dr. Peach: President, Treasurer, Legislative Director, B2N Director, Media Director, Secretary - Mrs. Dorminy: VP, Community Health Director, Clubhouse Director, Accel Liaison, Historian, Fundraising Director 	<p>completed by October 6th.</p> <ul style="list-style-type: none"> • Board Members: FNSA scholarships are due 10/23. 	<ul style="list-style-type: none"> • By 10/23, Board Members interested in FNSA scholarships will have submitted their application.
<p>Vice President: Alyssa Torres</p>	<p><u>Guest Speaker Plans:</u></p> <ul style="list-style-type: none"> • October 25th: ICU/ Instagram influencer • November 29th: Aesthetic Nurse Practitioner • December: No Meeting • January: Rescheduling AH Daytona Speedway Nurse (TBD) <p><u>October Meeting Slides:</u> 📄 October 2023 General Meeting Slides.pptx</p> <ul style="list-style-type: none"> • Slides are due NO LATER THAN October 16th by 11:59 PM! 	<ul style="list-style-type: none"> • Everyone: Complete Board 	<ul style="list-style-type: none"> • By October 16th at 11:59 PM, Board


	<p>Please, send me any point sheets you haven't already sent! Sept. GBM :)</p> <p>Please, use new Volunteer Point Sheet (not for GBM sign-in): TEMPLATE 2023 Volunteer Points Sheet</p>	<p>Slides by October 16th by 11:59PM</p> <ul style="list-style-type: none"> ● Everyone: Send point sheets by October General Board Meeting. 	<p>Members will have Board Slides Completed.</p> <ul style="list-style-type: none"> ● By October General Board Meeting, any missing point sheets will have been sent to Alyssa.
<p>Treasurer: Sam Garcia Elect: Jayla Call</p>	<p>Current Balance: \$7,500.76 Current Membership Count: 74</p> <ul style="list-style-type: none"> - September Financial Documents <ul style="list-style-type: none"> ● Look for a link to Dropbox in your SNA emails! ● Please sign documents by October 15th!!! <p>Fall Knight Nurse Merch! Pre-order form has been sent out via GroupMe - next step is putting out through social media and emails via Ms. Judy!</p> <ul style="list-style-type: none"> ● Will work with Julianna once we have the responses in order to get everything ordered :) <p>State Convention Registration!!!! ☰ State Convention Cost Breakdown</p> <p><u>Friendly reminders:</u></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 ● Reimbursements < \$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 	<ul style="list-style-type: none"> ● Board Members: Sign September Financial Documents through link found in SNA emails. ● Sam will be collaborating with Julianna regarding Pre-Order Merch Forms to be discussed by November Board Meeting. ● Sarah will let Sam know the number of interested people for possible raffle by next Wednesday 4pm. Schedule Emergency meeting. 	<ul style="list-style-type: none"> ● By October 15th, all Board Members will have signed September Financial Documents. ● By November Board Meeting, Sam and Julianna will have discussed with Board regarding Pre-Order Merch Forms.

<p>Secretary: Trinity Eloriaga</p>	<p>Updated Board Contact List 2023-2024 Board Contact List Approve Following Minutes:</p> <ul style="list-style-type: none"> - 08-01-23 Board Minutes 08-01-23 Board Minutes - 09-06-23 Board Minutes 09-06023 Board Minutes <p>-Will be sending Nate remaining Minutes by tonight. <u>Upcoming Curriculum Committee Meeting: 10/10</u></p> <ul style="list-style-type: none"> - Let me know if you have any ideas, or concerns, that I can share at this upcoming CC meeting! - Note: any ideas/ concerns <u>cannot</u> be related to the Faculty personally, it is based on the Curriculum of the classes itself. <p>Temporary Solution for Calendar for SNA Website:</p> <ul style="list-style-type: none"> - Monthly ‘Upcoming Events’ Canva Poster for SNA homepage Until we figure out Website Situation: 	<ul style="list-style-type: none"> ● Trinity makes a motion to approve August Board Minutes. Jamie Seconds. Motion Passes. ● Trinity makes a motion to approve September Board Minutes. Sam seconds. Motion passes. ● Board Members: Let Trinity know any comments, questions, or suggestions regarding Curriculum Committee by 10/10. ● Trinity and Nate will be collaborating on Upcoming Events Flyer and will have posted flyer on 6th floor bulletins, Student/Faculty lounge, and shared on Social Media/ SNA website by October General Board Meeting. 	<ul style="list-style-type: none"> ● By 10/10, any comments, questions, or suggestions regarding Curriculum Committee will be shared to Shannon. ● By October General Board Meeting, Upcoming Events flyer will have been posted on SNA website, Social Medias, 6th floor bulletins, and Student/Faculty lounge.
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UPCOMING EVENTS
OCTOBER/NOVEMBER

- OCT 4** SNA BOARD MEETING (IN PERSON) [a1] 5 PM (333)
- OCT 10** CAREER FAIR AT INTERNATIONAL COMMUNITY SCHOOL
- OCT 10** CURRICULUM COMMITTEE
- OCT 18** PRE-CONVENTION MEETING [a1] 5PM
- OCT 21** CLEAN THE WORLD VOLUNTEER OPPORTUNITY 9-12
- OCT 23-24** STUDENT NURSES ASSOCIATION CONVENTION [a1] EMBASSY SUITES BY HILTON ORLANDO LAKE BUENA VISTA SOUTH
- OCT 25** GENERAL BODY MEETING (IN PERSON) [a1] 5PM (602)
- NOV 1** SNA BOARD MEETING (IN PERSON) [a1] 5PM
- NOV 4** AHA HEART WALK [a1] 8 AM
- NOV 6** SENIOR COMPOSITE 8:30-3PM *ROOM 650B (\$25 PER STUDENT NO CASH)
- NOV 28** ALUMNI MEETING (HYBRID) 6-8PM
- NOV 29** GENERAL BOARD MEETING (IN PERSON) [a1] 5PM (602)

<p>Legislative Director: Sarah Bell Elect: Jenna Koo</p>	<ul style="list-style-type: none"> ● Resolution will be turned in this Friday (final review tonight/tomorrow) ● Welcome to the board, elects! We are happy to have you here. ● Preconvention briefing immediately following today’s meeting <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1jLcqVJIo9umPu-_ueK2aBTiZVPNAN2m6OZVMV0yH7uI/edit?usp=sharing ● Treasurer-elect and legislative-elect do not have voting power at meetings (but we do want to hear your thoughts/ideas and coming to meetings is important to prepare for next year!) 	<ul style="list-style-type: none"> ● Sarah will have Resolution submitted by 10/6. 	<ul style="list-style-type: none"> ● By 10/6, Sarah will have submitted the Resolution.
<p>Clubhouse Director: Julianna Silva</p>	<ul style="list-style-type: none"> - New merchandise ideas. <ul style="list-style-type: none"> - Badge reels - Bucket hat - Nursing fanny pack - Stickers 	<ul style="list-style-type: none"> ● Julianna will discuss future merch items for upcoming Spring Semester by November Board Meeting. 	<ul style="list-style-type: none"> ● By November Board Meeting, Julianna will have discussed future merch ideas for upcoming Spring Semester.
<p>Accelerated Liaison:</p>	<ul style="list-style-type: none"> ● <u>Curriculum Committee Meeting 10/10:</u> ● Please let me know if you have any comments, questions, or suggestions. 	<ul style="list-style-type: none"> ● Board Members: Let Shannon know any comments, 	<ul style="list-style-type: none"> ● By 10/10, any comments, questions, or

<p>Shannon Carter</p>	<ul style="list-style-type: none"> ● Suggestions may include: Adding or removing classes, changing class order, or number of credit hours associated with a class, making a class pass/fail or grades, etc. <p><u>SNA Holiday Party:</u></p> <ul style="list-style-type: none"> ● December 7th @ 6pm - 8:30pm; Details? Assistance needed? 	<p>questions, or suggestions regarding Curriculum Committee by 10/10.</p>	<p>suggestions regarding Curriculum Committee will be shared to Shannon.</p>
<p>Media Director: Nate Moran</p>	<ul style="list-style-type: none"> - Updated website with new photos - Updated membership/apply to SNA area with online membership form - Working with addition financial for newsletter sponsorship (we get free food for a meeting) - Updating website and creating instagram posts introducing new members (send a photo of yourself in a UCF polo or scrubs) - I think I can make the website work and redesain the pages without switching to a new hosting (im getting better and faster with edits) <ul style="list-style-type: none"> - \$121 for current website renewal through bluehost - Create a group SNA canva account or share instagram login with members who plan events (prob have to update bylaws for this) - Squarespace to be updated with new merchandise - PLEASE SIGN UP  Board Newsletter Sign-Up 2023 	<ul style="list-style-type: none"> ● New Board Members: Send a photo of yourself to Nate in UCF polo or scrubs by October General Board Meeting. ● Board Members: Sign up for Board Newsletter if you have not done so by November Board Meeting. 	<ul style="list-style-type: none"> ● By October General Board Meeting, new Board Members will have sent Nate a picture of themselves in either UCF polo/scrubs. ● By November Board Meeting, Board members who have not yet signed up for Board Newletter have signed up.
<p>Historian: Alondra Bravo</p>	<p>Alumni Clean the World Service Opportunity</p> <ul style="list-style-type: none"> ● October 21: 9am - 12pm <p>Senior Composite!</p> <ul style="list-style-type: none"> ● November 6: 8:30 am -3pm (650B) ● \$25 per student (NO cash) <p>Alumni Meeting (Hybrid)</p> <ul style="list-style-type: none"> ● November 28: 6-8pm ● Anyone who came to the BBQ and goes to this can be entered in the Nurse Blake raffle to see him on December 11 @ 8pm <ul style="list-style-type: none"> ○ We're included in this as well 	<ul style="list-style-type: none"> ● Alondra will collab with Nate to share the Alumni Clean the World Service Opporunity Event via GroupMe and Social Medias by 10/21. ● Senior Board Members: Register for Senior Composite by November 6th. ● Alondra will collaborate with Nate to share Alumni Meeting 	<ul style="list-style-type: none"> ● By 10/21, Nate and Alondra will have shared Clean the World Service Opoortunity Event on GroupMe and Social Media Accounts. ● By November 6th, all Senior Board Members will have registered for Senior Composite. ● By 11/28, Nate and Alondra will have

		Event via GroupMe and Social Medias by 11/28.	shared Alumni Meeting Event on GroupMe and Social Media Accounts.
<p>Breakthrough to Nursing Director: Jessica Sayers</p>	<p>Two: Monthly theme 2023-2024</p> <p>September submission: The road less traveled. “ describe your nursing program and how that impacted your journey as a nursing student”</p> <p>https://docs.google.com/document/d/10KVADF6PMpJezp5HFWtWC4NzJcqXUESnr_BZZm4RjVg/edit</p> <p>October theme: October: Access for All (October is Disability Awareness Month. Describe how your local or state chapter showcases supportive and inclusive practices that ensure students with disabilities get the same quality of clinical and classroom experience as their peers) Deadline November 15th</p> <p><u>Upcoming events:</u></p> <p>Career Fair International Community High School October 10,2023</p> <p>- 8:30-10:30</p> <p>Lake Nona High School STEAM NIGHT November 8, 2023</p> <p>- 17:30-19:30</p>	<ul style="list-style-type: none"> • Deadline to complete October Submission is by November 15th. • Jess will collab with Nate to share the Career Fair Event via GroupMe and Social Medias by 10/10. • Jess will collab with Nate to share the Lake Nona STEAM Night event via GroupMe and Social Medias by 11/8. 	<ul style="list-style-type: none"> • By November 15th, October Submissions will be submitted and closed. • By 10/10, Nate and Jess will have shared Career Fair Event on GroupMe and Social Media Accounts. • By 11/8, Nate and Jess will have shared Lake Nona STEAM Night event on GroupMe and Social Media accounts.



Community Health Director:
Jesse Bailey

- Clean the World event was canceled; planning to go with Alondra's event
- I have a team set up for AHA Heart Walk on Nov. 4th from 8:00 AM to 11:00 AM.
- I sent information to Nate to post on social media
- I printed out flyers to hang-up
 - Where are the best places to put the flyers?

- Nate and Jesse will collab on spreading AHA Heart Walk on social media accounts by event date.

- Before November 4th, Nate and Jesse will have shared AHA Heart Walk Event on GroupMe and Social Media Platforms.

Fundraising Chair:
Kiley Nicolson

- Hugs from Home profit = \$79.03
- Spooky basket and flyer will be finalized and posted this weekend
- Menchies - should we move it to next month?

- Kiley will have spooky basket and flyer completed by this weekend, 10/8.
- Menchies partial proceed will be discussed at November Board Meeting.

- By 10/8, Kiley will have spooky basket and flyer completed.
- At November Board Meeting. Menchies partial proceed fundraiser will be discussed.

Advisors: Kate Dorminy Brian Peach	•	• No action needed	• No follow up needed
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