






**Student Nurses' Association at UCF Orlando –**  
**February Board Meeting Minutes**  
**Time Called to Order: 1705 PM**  
**Time Adjourned: 1913 PM**  
**Location: Room 602**  
**Presiding President: Jamie Lanza**  
**Recorded by: Trinity Eloriaga**

<b>Attendees Present:</b>	Jamie Lanza, Alyssa Torres Victoria Trautwein, Sam Garcia, Jayla Call, Trinity Eloriaga, Sarah Bell, Julianna Silva, Shannon Carter, Nate Moran, Alondra Bravo, Jessica Sayers, Jesse Bailey, Kiley Nicholson, Kate Dorminy, Brian Peach		
<b>Attendees Absent:</b>	Victoria Trautwein, Jayla Call		
<b>Presenter:</b>	<b>Agenda Item/Discussion:</b>	<b>Action:</b>	<b>Follow-up:</b>
<b>President:</b> Jamie Lanza <b>Elect:</b> Victoria Trautwein	<ul style="list-style-type: none"> <li>● <b>Ice Breaker: EAT SOME COOKIES AND SIT DOWN FAST :)</b></li> </ul> <p><b>Confirmed Meeting Dates:</b></p> <ul style="list-style-type: none"> <li>● Board - Wednesday, February 7th (In-Person) @ 5:30 PM</li> <li>● GBM - Wednesday, February 28th (In-Person) @ 5 PM</li> <li>● Board - Wednesday, March 6th (In-Person) @ 5 PM</li> <li>● GBM - Wednesday, March 27th (In-Person) @ 5 PM</li> <li>● Board - Wednesday, April 3rd (During NSNA Convention) @ TBD</li> <li>● GBM - Wednesday, April 17th (In-Person) @ 5 PM</li> </ul> <p><b>President-Specific Agenda for This Month:</b></p> <ul style="list-style-type: none"> <li>● UWorld Group Discount (via Tricia Culbreth) → along with SNA UCF Daytona and Cocoa. Potential pizza party date?</li> <li>● 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!</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No follow up needed</li> </ul>

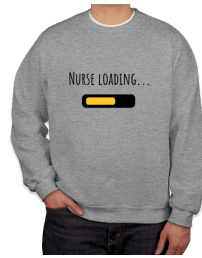
<p><b>Vice President:</b> Alyssa Torres</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> <li>February 28th : Nemours Nurse Educator ED and Victoria Wright (4EverKnights)</li> <li>March 27th : TBD (thinking of Former White House Nurse) and SNAP Villanova and Elections :)</li> <li>April: TBD (working on Alumni Q&amp;A)</li> </ul> <p>February Meeting Slides:  SNA February 2024 General Meeting Slides.pptx</p> <ul style="list-style-type: none"> <li>Slides are due NO LATER THAN February 19th by 11:59 PM!</li> <li>Please send me any point sheets you haven't already sent!</li> </ul>	<ul style="list-style-type: none"> <li>Everyone: Complete February General Meeting Slides by 2.19.</li> </ul>	<ul style="list-style-type: none"> <li>By 2.19, February General Meeting Slides will be completed.</li> </ul>
<p><b>Treasurer:</b> Sam Garcia <b>Elect:</b> Jayla Call</p>	<p>Current Balance: <b>\$8,149.64</b> Current Membership Count: <b>100 (couple more to go through)</b></p> <p><u>Financial Documents</u></p> <ul style="list-style-type: none"> <li>Look for a links and sign what you need to</li> </ul> <p><u>National Convention</u></p> <ul style="list-style-type: none"> <li> National Convention Cost Breakdown</li> </ul> <p>Merch Order for White Coat on March 8th</p> <ul style="list-style-type: none"> <li>Decide today as a group on what to have for sale so we can submit an order by the beginning of next week</li> <li>Mrs. Dorminy - rough number on how many students at the ceremony?</li> <li><a href="https://form.jotform.com/232733666828063">https://form.jotform.com/232733666828063</a></li> </ul> <p>Friendly reminders:</p> <ul style="list-style-type: none"> <li><b>Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement</b></li> <li><b>Reimbursements &lt; \$50 need president approval</b></li> <li><b>Reimbursements &gt; \$50 need board approval</b></li> </ul>	<ul style="list-style-type: none"> <li>Everyone: Sign Financial Documents by February General Board Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>By the February General Board Meeting, all financial documents will be signed.</li> </ul>

<p><b>Secretary:</b> Trinity Eloriaga</p>	<ul style="list-style-type: none"> <li>• Hello all! I apologize again for not attending last month's board meeting. Please bear with me as I finalize upcoming events poster and last month's board minutes.</li> <li>• 1.8 Board Minutes are still in the works as I finalize all action items with Jamie. I plan to be done with it by the 15th, and we will vote on those minutes in the March General Board Meeting!</li> <li>• The upcoming events poster for the semester will be completed by the February General Board Meeting.</li> </ul> <p><b><u>1.31 General Board Minutes:</u></b> <a href="#">1.31 General Board Minutes</a></p> <p>Upcoming Curriculum Committee Meeting Dates:</p> <ul style="list-style-type: none"> <li>- 2/21/24</li> <li>- 3/12/24</li> <li>- 4/9/24</li> </ul>	<ul style="list-style-type: none"> <li>• Trinity will have January Board Minutes completed and will be voted in March General Board Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• By March General Board Meeting, January and other remaining board minutes will be completed and voted on.</li> </ul>
<p><b>Legislative Director:</b> Sarah Bell <b>Elect:</b> Jenna Koo</p>	<p>Elections are coming up in March! (students must be in good standing with CON)</p> <p>Positions available new Spring Cohort:</p> <ul style="list-style-type: none"> <li>• Vice President</li> <li>• Fundraiser Director</li> </ul> <p>Positions available for Fall 2025 Cohort</p> <ul style="list-style-type: none"> <li>• Social Media Director</li> <li>• Breakthrough to Nursing</li> <li>• Secretary</li> <li>• Community Health</li> <li>• Historian</li> </ul> <p>You should have received a message from either Sarah or Jenna regarding brief descriptions of your position and some photos. Please get those as soon as you're able so we can announce it to the cohorts and hopefully get a little competition going for each position.</p> <p>Thank you to Victoria who spoke to the new spring cohort at one of their classes. There was a huge Spring cohort presence at the last meeting!</p>	<ul style="list-style-type: none"> <li>• Members who received message from Sarah: Complete brief position descriptions and send to her by February General Board Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• By February General Board Meeting, all board members who received a message from Sarah, sent her their brief position descriptions.</li> </ul>

	<p>NSNA Schedule and Registration Info Have Been Announced!          For more information, please access the official NSNA website here:  <a href="https://www.nснаconvention.org/about.html">https://www.nснаconvention.org/about.html</a>          Schedule:  <a href="https://www.dropbox.com/s/wrqzqaf3bpbk7vbq/Annual%20Convention%20Schedule.pdf?dl=0">https://www.dropbox.com/s/wrqzqaf3bpbk7vbq/Annual%20Convention%20Schedule.pdf?dl=0</a>          Convention Brochure:  <a href="https://www.dropbox.com/s/xegwbu4hh23s2ab/Convention%20Brochure.pdf?dl=0">https://www.dropbox.com/s/xegwbu4hh23s2ab/Convention%20Brochure.pdf?dl=0</a></p>		
<p><b>Clubhouse Director:</b>          Julianna Silva</p>	<p>Stickers:</p> <ul style="list-style-type: none"> <li>- The stickers did well at the last GBM. Made \$79 profit.</li> <li>- If there are any other ways to sell it that you can think of.</li> <li>- I can bring them to class and sell it to the cohort</li> <li>- If we can get a bowl or container to hold them and display them</li> </ul> <p>Stocking up on merch:</p> <ul style="list-style-type: none"> <li>- We need to order merch to stock up on</li> <li>- Hoodies are \$26.17 each when ordering 35</li> <li>- Shirts are \$10.93 each when ordering 35</li> </ul> <p>Merch for convention:</p> <ul style="list-style-type: none"> <li>- We need to order merch to take to convention</li> <li>- Any ideas for non-Knight merch ideas</li> <li>- Stickers</li> <li>- Nursing fanny packs             <ul style="list-style-type: none"> <li>- Sold for \$24-25</li> <li>- Sell for \$28-30</li> </ul> </li> <li>- </li> <li>- Straw lids - 10 pc pack             <ul style="list-style-type: none"> <li>- \$5.69</li> <li>- Sell each for \$1-2 or packs for more</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No action needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Will have an emergency meeting on 2.12 to vote on all merch items being ordered for pre-orders/white coat.</li> </ul>



- 
- \$24.96 for 15
- Scrub caps

	 <ul style="list-style-type: none"> <li>-</li> <li>- \$24.96 for 15</li> <li>- Scrub caps</li> </ul>		
<p><b>Accelerated Liaison:</b> Shannon Carter</p>	<p>Accelerated photo composite day was a success!</p> <ul style="list-style-type: none"> <li>- 50+/76 students attended</li> <li>- 1 payment mishap though...</li> <li>- Time Frame for photo purchases (please, remind me)</li> </ul> <p>Student Nurses Week @ UCF</p> <ul style="list-style-type: none"> <li>- How can I help, if at all?</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No follow up needed</li> </ul>
<p><b>Media Director:</b> Nate Moran</p>	<ul style="list-style-type: none"> <li>● Working on website updates (should be done today)</li> <li>● If anyone has photos from our previous GBM could you please send them to me</li> <li>● Working with Jessie regarding the Blood drive event promotion on Feb 12th and forming a possible relay for life team</li> </ul> <ul style="list-style-type: none"> <li>- Friendly reminder to use the SNA canva account for flyers if you remember to.</li> <li>- Pending approval for social media reel by advisors, will continue to work with Jess</li> </ul>	<ul style="list-style-type: none"> <li>● Nate will have website updates completed by end of day.</li> <li>● Nate and Jessie will be collaborating on creating Blood Drive event flyers to be sent across social media accounts by 2.12.</li> </ul>	<ul style="list-style-type: none"> <li>● By the end of day, 2.3, SNA website will be updated.</li> <li>● By 2.12, Nate and Jessie will have Blood Drive event shard across social medias.</li> </ul>
<p><b>Historian:</b> Alondra Bravo</p>	<p>Currently working on finalizing the date and place for kickball!</p> <ul style="list-style-type: none"> <li>● As of right now, Lake Claire on 3/26 <ul style="list-style-type: none"> <li>○ Email from 2/6: "Our Lake Claire Lead will start staffing March events this week and we will let you know when we get updates"</li> <li>○ Pros: Free, on campus</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No follow up needed</li> </ul>

	<ul style="list-style-type: none"> <li>○ Cons: Cannot sell our merch, cannot blatantly ask for donations, and cannot technically cater food</li> <li>● Reached out to Blanchard and we can have it at the same place as last year (field + pavilion) for \$50 OR they have open fields that are first come first serve <ul style="list-style-type: none"> <li>○ Pros: Can sell merch, more open area, and can remind of the advantages available for donation</li> <li>○ Cons: \$\$</li> </ul> </li> <li>● Sigma Theta Tau is doing their induction on 3/26</li> </ul> <p>Senior Video for Pinning Ceremony</p> <ul style="list-style-type: none"> <li>● Planning on whether I'm going to use Dropbox, Photocircle, or Google Photos to collect the photos</li> <li>● I'll set up the QR code and both mention it during Dr. Peach's class and see if Mrs. Judy can send it out</li> </ul> <p>Alumni Meeting</p> <ul style="list-style-type: none"> <li>● February 20th in 602 <ul style="list-style-type: none"> <li>○ Presentation: "Hospital Care at Home: Innovations in Care"</li> </ul> </li> <li>● Should I send an email to Mrs. Judy advertising it?</li> </ul> <p>February Meeting</p> <ul style="list-style-type: none"> <li>● Victoria reached out to me about 4Ever Knights speaking at our meeting this month in honor of philanthropy month</li> <li>● I talked to Jamie and Alyssa about it <ul style="list-style-type: none"> <li>○ Victoria sent an email out to Alyssa with more information and is waiting for a response</li> </ul> </li> </ul>		
<p><b>Breakthrough to Nursing Director:</b> Jessica Sayers</p>	<p>2 Career Fairs:</p> <ul style="list-style-type: none"> <li>- Winter Park High School Career Fair <ul style="list-style-type: none"> <li>- February 29th, 8:15am-10:05AM</li> </ul> </li> <li>- College and Career Fair March 6th <ul style="list-style-type: none"> <li>- 10am-noon</li> <li>- 4000 Silver Star Road Orlando, FL 32808</li> </ul> </li> </ul> <p>(Conflicts)</p> <ul style="list-style-type: none"> <li>- reached out to Mrs.Fatima Dee at Downey Christian High School</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No follow up needed</li> </ul>

	<ul style="list-style-type: none"> <li>- reached out to Brandi Malkovich at Hagerty High</li> </ul> <p><b>Passive outreach:</b></p> <ul style="list-style-type: none"> <li>- Social media: trendy, relatable content (sent in group me pending approval to post)</li> <li>- Flyers : University High School, Hagerty High.</li> </ul>		
<p><b>Community Health Director:</b> Jesse Bailey</p>	<ul style="list-style-type: none"> <li>● One Blood Bus coming to CON this upcoming Monday, February 12 from 10AM to 3PM in the parking lot</li> <li>● Looking into the Orlando Vision Walk for April</li> <li>● Looking into a pregnancy drive with Choices Women’s Clinic</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>	<ul style="list-style-type: none"> <li>● No follow up needed</li> </ul>
<p><b>Fundraising Chair:</b> Kiley Nicolson</p>	<ul style="list-style-type: none"> <li>● Hot Cocoa fundraiser</li> <li>● Hugs from Home profits before potential cost deduction: <ul style="list-style-type: none"> <li>○ 8 bought = \$120</li> <li>○ Sending an email to parents to re-promote</li> <li>○ <u>When should we end submissions?</u> <ul style="list-style-type: none"> <li>■ End of Feb</li> </ul> </li> <li>○ Checking if we have enough supplies in clubhouse to make packs → “Nurse survival pack” pouch, syringe pen, tea bags, protein bar, badge reels, pen lights</li> <li>○ Distribute on last week of month?</li> </ul> </li> <li>● Valentine’s Candy Grams <ul style="list-style-type: none"> <li>○ Price: \$3 for message attached to small bag of candy</li> <li>○ Can paper be printed at CON in color?</li> <li>○ Give out next week or week after?</li> </ul> </li> </ul>	<p>Kiley: Submissions closed by end of the 16th, and give out week of the 20th</p> <ul style="list-style-type: none"> <li>● List of everyone passing out Candy Grams by February General Board Meeting: <ul style="list-style-type: none"> <li>- Dorminy - faculty</li> <li>- Accel: Julianna (Wednesday)</li> <li>- Fall Junior: Victoria (Wednesday),</li> <li>- Spring Junior: Kiley.</li> <li>- Senior: Alondra (Tuesday).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● By the 16th, additional submissions will be closed, and will be given the week of the 20th.</li> <li>● By February General Board Meeting, all candy grams will have been passed.</li> </ul>

<b>Advisors:</b> Kate Dorminy  Brian Peach	•	• No action needed	• No follow up needed
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