




Student Nurses' Association at UCF Orlando –
March Board Meeting Minutes
Time Called to Order: 1635 PM
Time Adjourned: 1930PM
Location: Room 602
Presiding President: Jamie Lanza
Recorded by: Trinity Eloriaga



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

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Jamie Lanza Elect: Victoria Trautwein	<ul style="list-style-type: none"> ● Ice Breaker: For NSNA Convention Planning purposes, we will forego the Ice Breaker! 😊 ● Confirmed Meeting Dates: <ul style="list-style-type: none"> ● Board - Wednesday, March 6th (In-Person) @ 4:30 PM ● GBM - Wednesday, March 27th (In-Person) @ 5 PM ● Board - Wednesday, April 3rd (During NSNA Convention) @ TBD ● GBM - Wednesday, April 17th (In-Person) @ 5 PM ● President-Specific Agenda for This Month: ● Spring Junior White Coat Ceremony // Friday, March 8th @ 1500 at the Student Union Cape Florida Ballroom → Ideally, I need two volunteers and two board members for tabling. I can serve as a volunteer if necessary, but I work at 1845. ● <u>GREAT NEWS! WE ARE RENEWED FOR STELLAR SCHOOL UNTIL 2029!</u> Thank you all for your contributions to this submission. We will be recognized at the Closing Ceremony & Awards Presentations on Saturday, April 6th! ● Additional NSNA Award Submissions → I have submitted our chapter for the International Photo Contest, Newsletter, Website, Social Media: 	<ul style="list-style-type: none"> ● Jamie needs 2 Board members to volunteer at Spring Junior White Coat Ceremony on March 8th. 	<ul style="list-style-type: none"> ● By March 8th, Jamie will have 2 Board Member Volunteers for Spring Junior White Coat Ceremony.

	<p>Facebook, and Social Media: Instagram Awards. // We are automatically submitted for the Precious Metals Awards Program Gold for having 100 to 199 constituent members, as well as Project InTouch (Sam only) for recruiting the most individuals to NSNA.</p> <ul style="list-style-type: none"> ● Joyce Degennaro Annual Kickball Game T-Shirts → I have your shirts. Please see me if you have not received yours yet! Thank you to the folks at the Curriculum Materials Center (CMC) Library who let me use their heat press! ● CON Bulletin Boards → I am in the process of gathering supplies for the boards outside 0602, the clubhouse, and the 3rd floor lounge. I plan on putting up the decorations prior to our GBM on the 27th. ● REMINDER FOR GRADUATING SENIORS 🎓: This is the time to start formally training your elects (if you have them already). There is only ONE more board meeting and TWO more GBMs before we graduate! <p>Concurrent General Body Members → is it possible to add concurrent students to the Listserv for SNA Updates?</p> <p>Grad Stoles and Honor Cords → do we need to order these or do we have enough in stock from last year? Everyone may borrow stoles for pinning and commencement — if you want to purchase a stole to keep, they are <u>\$50.00 each</u>.</p>	<ul style="list-style-type: none"> ● Jamie plans to put decorations on bulletins in stated areas by March General Board Meeting. 	<ul style="list-style-type: none"> ● By March General Board Meeting, Jamie will have decorated all stated bulletins.
<p>Vice President: Alyssa Torres</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● March 27th: Joint SNAP Villanova Meeting/ Former White House Nurse ● April 17th: Alumni Q&A (in progress) <p>March Meeting Slides:  March 2024 General Meeting Slides .pptx</p> <ul style="list-style-type: none"> ● Slides are due NO LATER THAN March 18th by 11:59 PM! <p>Please send me any point sheets you haven't already sent!</p> <p>Food: Publix catering (sandwich, wrap, chicken, or salad platters) Which would you all prefer? I know we have dietary restrictions so please let me know!</p>	<ul style="list-style-type: none"> ● Everyone: complete March General Meeting Slides by March 18th. 	<ul style="list-style-type: none"> ● By March 18th, all March General Meeting Slides will be completed.

	Also, could Sam make the Dropbox signature for completing the meeting slides again? That worked so well!		
Treasurer: Sam Garcia Elect: Jayla Call	<p>Current Balance: \$6,227.06 Current Membership Count: 104</p> <p>Financial Documents</p> <ul style="list-style-type: none"> Look for a link this weekend for February documents!! <p>National Convention</p> <ul style="list-style-type: none"> PIT Recruiter Award <p>Merch Order for White Coat on March 8th</p> <ul style="list-style-type: none"> Julianna is separating pre-order merch from what is being sold - we are going to begin distributing these next week! Need volunteers to sell merch at White Coat!! <ul style="list-style-type: none"> I am unavailable due to practicum but all the merch is already purchased and selling will be very easy! I can even help you set up the Square app if you need help! <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 Financial documents by March General Board Meeting Available members on 3.8: Sam needs volunteers for selling Merch at White Coat 	<ul style="list-style-type: none"> By March General Board Meeting, all Board members signed financial documents. By White Coat on 3.8, there will be board members volunteering, selling SNA merch.
Secretary: Trinity Eloriaga	<p>2.28.24 General Board Minutes</p> <ul style="list-style-type: none"> 2.28 General Board Minutes Upcoming Curriculum Committee Meeting: 3/12 → Let me know of any curriculum ideas/comments/concerns to bring forth to the meeting! 	<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"> ● 1.8 Board Minutes are almost finalized, just need to make sure I confirm with Jamie that I have all action items documented. ● Please be patient with me as I solidify all emergency meeting minutes, and board minutes. I plan to have all minutes sent by 3/24, and vote on them before March General Meeting. ● Once all minutes are approved, I will be sending them to Nate to ensure the SNA website is updated for NSNA Convention. 		
<p>Legislative Director: Sarah Bell Elect: Jenna Koo</p>	<p>Elections are coming up in March! (students must be in good standing with CON) Positions available new Spring Cohort:</p> <ul style="list-style-type: none"> ● Vice President ● Fundraiser Director <p>Positions available for Fall 2025 Cohort</p> <ul style="list-style-type: none"> ● Social Media Director ● Breakthrough to Nursing ● Secretary ● Community Health ● Historian <p>You should have received a message from either Sarah or Jenna regarding brief descriptions of your position and some photos. We still need this for the following positions: Secretary (Trinity) and Social Media (Nate). Please send these to me by this Friday March 8th.</p> <p>Current Applicants: 1 for fundraising director 1 for Breakthrough to Nursing 1 for Historian 1 for Social Media Director 1 for Community Health</p> <p>Current vacancies: Secretary Vice President</p> <p>NSNA Convention Planning https://docs.google.com/document/d/1I9R2HAfBgyXjRqEF7ShENLmpfy9AhMEdxPyscmkGT_4/edit?usp=sharing</p>	<ul style="list-style-type: none"> ● Trinity and Nate: Complete brief description and send to Sarah by March 8th, Friday. 	<ul style="list-style-type: none"> ● By Friday, March 8th, Trinity and Nate will have sent brief descriptions to Sarah.

	<p>Post-board mtg discussion of NSNA prep</p> <p>Board discussion of NSNA Sponsorship (partial for multiple, full for a few?) Focus on leaving next year's board with enough funds while also increasing engagement with our GBMs</p> <p>https://docs.google.com/forms/d/1pMNRGSsOsE8HtNvmijuy27PxSrtIjMhPRYj-P8Nadr4/edit#responses</p>		
<p>Clubhouse Director: Julianna Silva</p>	<p>Convention Merch</p> <ul style="list-style-type: none"> - Stanley for raffle <ul style="list-style-type: none"> - 30 oz = \$35 - 40 oz = \$45  <ul style="list-style-type: none"> - Straw covers <ul style="list-style-type: none"> - Amazon  <ul style="list-style-type: none"> - 9 pcs = \$7.55 = \$0.84 each - Temu <ul style="list-style-type: none"> - 9 pcs = \$3.39 = \$0.38 each - Badge reel 	<ul style="list-style-type: none"> • Julianna makes a motion to sell apparel at convention. Sarah seconds. Motion passes. • Julianna makes a motion to 1 40oz, stanley, 4 packs of the straw covers, and 3 orders of bag reels, and 4 orders of jibbits for \$194.91. Trinity seconds. Motion passes. 	<ul style="list-style-type: none"> • No follow up needed

- Amazon



- \$33.99 for 18 = \$1.89 each

- Miniature sharpies

- Amazon

- Black markers 13.99 for 48

- Jibits

- Amazon

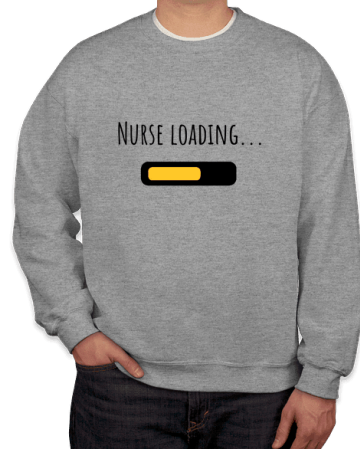


- \$7.99 for 25 pcs = 0.32 each

- Total = \$84.53

- 30 oz stanley
- Straw cover
- Badge reel
- Jibbitz
- Nurse Loading Sweater

- 5 S, M, L = \$374.4 = \$24.96 each
- Order 20 for \$22.99 each



-
- Lifeguard Long sleeve/sweater



-
- \$310.65 for 15 = \$20.71 each



-
- \$453.75 for 15 = \$30.25 each



-
- \$29.99
- Plate Frames



-

	- \$18.66 each		
Accelerated Liaison: Shannon Carter	Promotion of future events: <ul style="list-style-type: none"> - Faculty vs Students Kickball Game - Relay for Life and Knight-thon - UCF Day of Giving <ul style="list-style-type: none"> - \$20.24 gift for a green cord 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Media Director: Nate Moran	Instagram reel did really well and generated a lot of engagement for our page If you need a flier posted or made for an event contact me with the event details (double check that you send me the correct flier so I don't have to repost) - Working on website updates	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Historian: Alondra Bravo	Kickball Game!! <ul style="list-style-type: none"> • Reminder: Wednesday, March 13 at 4:30 @ Jay Blachard • I'll send another email to Mrs. Judy so that more people sign up, as of right now there are 24 sign ups (only 7 staff/faculty 😊) • I will reach out to you guys by 3/8 to delegate tasks so you can help me set up, these include creating a playlist, bringing a speaker, picking up the food (last year we did Publix sandwich platters, will recreate this year), setting up the table, designated photographer... <ul style="list-style-type: none"> ○ If any of these interest you, please text me • Do we want to sell merch? Senior Video for Pinning Ceremony <ul style="list-style-type: none"> • Setting up the QR code and will mention it during Dr. Peach's class and see if Mrs. Judy can also send it out • Will have it available from March 11 - March 30 to allow myself time to create/edit the video, get approval from Mrs. Dorminy/Dr. Peach, then officially send to CON event manager 	<ul style="list-style-type: none"> • Alondra will reach to attending board members regarding delegation of tasks by 3.8 • Alondra will have QR code for senior video available from March 11- March 30th 	<ul style="list-style-type: none"> • By 3.8, Alondra reached out to all attending board members and their tasks for kickball game. • By March 30th, Alondra will have QR code completed for senior video and have sent to Ms. Judy.

<p>Breakthrough to Nursing Director: Jessica Sayers</p>	<p>Winter park high school career fair, <ul style="list-style-type: none"> - Sam Quinto and Isabella Parron attended - We saw and spoke to around 80 students <p>OCVS College and Career Fair <ul style="list-style-type: none"> - Cecilia Suarez attended. </p> </p>	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed
<p>Community Health Director: Jesse Bailey</p>	<ul style="list-style-type: none"> ● Taste of Oviedo event being advertised <ul style="list-style-type: none"> ○ Sent Nathan a flyer and information to post ○ Waiting on a response from the coordinators at the Oviedo Chamber of Commerce ● Dr. Sotos requested another music event at more nursing homes/organizations/hospitals. <ul style="list-style-type: none"> ○ Jenna connected me with the COM Arts in Medicine club to possibly set up a joint event with them. 	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed
<p>Fundraising Chair: Kiley Nicolson</p>	<ul style="list-style-type: none"> ● Candy grams were a huge success! Gross profit: \$244 ● Advertisements for the <u>March raffle basket</u> will be put out at the end of this week and I would like to end the entries on the <u>24th</u> and organize the delivery afterwards. <ul style="list-style-type: none"> ○ I would like to include a tumbler cup, a target gift card, fuzzy socks, and maybe a couple stickers from the clubhouse if possible. ● I am putting together the care packages currently and will need to identify what cohort the recipients are in. Here is a google doc with a list of names : Hugs from Home order form Please review this and type in their cohort next to their name if you recognize them. I can also email this to Mrs.Dorminy as well. <ul style="list-style-type: none"> ○ These need to be passed out next week. I will be putting them in the clubhouse on Friday to be picked up next week just as we did for the candy grams. ○ I will need help passing the care packages out since I am not available most days of the week to do so. Please write the names of volunteers who would like to pass these out to their cohorts in 	<ul style="list-style-type: none"> ● Everyone: Please review the Hugs from Home order form, and write the names of volunteers who would like to pass those out to their cohorts in the comments by 3.16. 	<ul style="list-style-type: none"> ● By 3.16, all Hugs from Home orders will be passed out in all cohorts by the board member volunteers.

	the comments. (I believe it is mainly the Spring Juniors but, again, please check the google doc for familiar names. If you have a class groupme you can search for their name there as well)		
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