



Student Nurses' Association at UCF Orlando –
May Board Meeting Minutes 5/9/2024
Time Called to Order: 1630 PM
Time Adjourned: 1839 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

Attendees Present:	Victoria Trautwein, Alyssa Torres (ZOOM), Isabella Parron (ZOOM), Jayla Call (ZOOM), Brandon Vaughan (ZOOM), Jenna Koo (ZOOM), Julianna Silva (ZOOM), Brianna Annunziata (ZOOM), Chelsea Costa, Samantha Quinto (ZOOM), Sulah Monize (ZOOM), Laura Velez (ZOOM), Kate Dorminy, Brian Peach
Attendees Absent:	Shannon Carter

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein	<p>Ice Breaker</p> <p>Board Meeting Information: https://docs.google.com/document/d/14CmmbtCdkLIVLvby8kmP0et-6_OI9qyqHEdBEgBtFSs/edit?usp=sharing</p> <p>Dr. Peach and Mrs. Dorminy go over Robert's Rules of Order:</p> <ul style="list-style-type: none"> • <i>(In order to vote there must be quorum established - which is 2/3 of the voting members present and both the President/VP and a Consultant must be present)</i> • Initial Motion - "I make a motion to..." • Second Motion - "I second the motion" • Open for Discussion - everyone can speak to give input. Ideally only once per person to prevent persuasion and bias • Voting - Majority vote required for general decisions • Specifically 2/3 of majority must approve for expenditures greater than \$50 <p>Upcoming Confirmed Meeting Dates:</p> <ul style="list-style-type: none"> • May 30th 5-7pm - GBM (602) • June 27th 5-7pm - GBM (602) • July: OFF 		

Tentative Meeting Dates:

- June 6th 4:30-6:30pm - Board Meeting (might move start time to 5)
- August 7th 4-6pm - Board Meeting
- August 21st 5-7pm - BTS BBQ
- August 28th 5-7pm - GBM
- I will set all Fall BM and GBM dates once I have the schedules for all cohorts.

Dates to Remember:

- FNSA State Convention, usually in October, 2-3 days
- NSNA National Convention. SAVE THE DATE: April 9-12, in Seattle, WA..

Monthly Check-Ins with your assigned advisor:

- **Dr. Peach:** President, Treasurer, Legislative Director, BTN Director, Media Director, and Secretary
- **Mrs. Dorminy:** Vice President, Community Health, Clubhouse Director, Accel Liaison, Historian, and Fundraising Director

Google Calendar and Google Drive:

- I would like to use these as a way to keep our board organized. Anyone can add dates/reminders related to SNA (whether for yourself, or the whole board). Please upload any photos from events to the google drive so that we can use it for diamond chapter and social media.

Google Drive link:

<https://drive.google.com/drive/folders/1fyYuAuCgowqoATSUIezFimgIT-KimDGK?usp=sharing>

Google Calendar link:

<https://calendar.google.com/calendar/u/0?cid=ZDc1YzZiMWE2N2M4ODZkNWMxNmQ1ZjVjNTRmYzBjYjYzYTVkYTg5NDE5YTE0OTM3YWY0ZGFmODUyY2ZiOTc1MUBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

President Specific things:

- I will be reaching out to Cocoa and Daytona Chapters

- Victoria will form a rough draft of Fall BM and GBM dates once she has the schedules for all cohorts.
- **EVERYONE:** attend a monthly check-in meeting with your assigned advisor.

- Victoria will report the Fall BM and GBM dates at June's board meeting.

- I will reach out to Mrs. Breit and APNS

- I will reach out to Carla McCabe about the Summer Recognition Ceremony and Fall White Coat Ceremony
- I will hopefully have all the fall BM and GBM dates set by the June board meeting. (Are Wednesdays okay for everyone?)

My goals for this upcoming year with our board and chapter:

1. *Increase engagement from all cohorts and have at least 20 active general members and 5 members consistently attend community health and BTN events.*
2. *Collaborate with our advisors to instill an understanding of Robert's Rules and professional etiquette utilize them in board meetings.*
3. *Apply for and win Diamond Chapter Award at FNSA state convention.*
4. *Have at least ONE resolution pass at FNSA state convention and at least ONE resolution pass at NSNA national convention.*
5. *Have a large enough membership to send at least THREE delegates to NSNA convention in April 2025.*
6. *Apply for and win at least ONE award at NSNA national convention.*
7. *Have everyone who attends the national convention submit an application for NSNA Leadership U Honors society.*
8. *Have one general body or board member pre-slate and run for NSNA national board in 2025.*

Vote to pass Emergency Meeting 4/23 Minutes:

https://docs.google.com/document/d/1Ldivbh6YiEc_u5V0yl8Ja6vbQqvrmsxA/edit?usp=drive_link&ouid=101918102383344704966&rtpof=true&sd=true

Re-Registering as an RSO: President, Treasurer, and Legislative Director will need to complete the RSO training and financial training when they release it in July.

- Victoria will reach out to Carla McCabe about the Summer Recognition Ceremony and Fall White Coat Ceremony.

- **VOTE:** Victoria makes a motion to pass April emergency meeting minutes. Chelsea seconds. Brandon abstains. **Motion passes.**

- Victoria, Jayla, and Jenna will complete the RSO training and financial

- Victoria, Jayla, and Jenna will follow up that they completed RSO and financial

	<p>Missing badges: Victoria, Brandon, and Laura are missing a badge. Brandon and Laura expect to receive them at the start of Fall semester. We can place an order if badges are lost, depending on if Laura and Brandon receive their badges from past board members.</p> <p>Board bonding event: possibly in early August when everyone is in town before the semester starts? Maybe after August's BM?</p>	<p>training in July when they release the training for the new year in order to re-register as an RSO.</p> <ul style="list-style-type: none"> ● Agenda item moved to August's board meeting. 	<p>training once it has been released and completed.</p>
<p>Vice President: Alyssa Torres Elect: Isabella Parron</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● May 30th 1700-1830: CRNA Victoria from VA <ul style="list-style-type: none"> ○ Awaiting response before making Canva poster for May GBM ○ Backup plan is Dr. Peach's virtual CRNA contact ● June 27th 1700-1830: TBD <p>May Meeting Slides:  2024 May General Meeting Slides .pptx</p> <ul style="list-style-type: none"> ● Slides are due NO LATER THAN May 20th by 11:59 PM. <p>Please send me any point sheets you haven't already sent. I am missing the April point sheet.</p> <p>General Board Meeting Roles:</p> <ul style="list-style-type: none"> ● Greeter - Jenna ● Sign in sheet - Jayla w/ Chelsea 	<ul style="list-style-type: none"> ● Isabella will inform Victoria when she receives a response from CRNA speaker. ● Isabella will make a poster for May's GBM once she has confirmed the speaker. ● EVERYONE: Complete your slides for May's GBM by May 20th at 11:59 PM. ● Alyssa will reach out to Jesse Bailey to retrieve the April point sheet before the June board meeting. ● EVERYONE: Input GBM roles to Brandon before 	<ul style="list-style-type: none"> ● Isabella will send the May GBM Canva poster into the board GroupMe before May's general body meeting. ● Isabella will follow up in the board GroupMe after May 20th to ensure everyone has completed the slides. ● Brandon will confirm in the board GroupMe everyone's GBM roles

	<ul style="list-style-type: none"> ● Merch: Kiley & Julianna ● Food set up/maintenance & Guest Speaker note card: Brandon ● Food pick up (pre-ordered): Sam ● Presenters: Victoria and Alyssa/Izzy ● Helping hands for anyone who needs it: Shannon ● Marketing: <ul style="list-style-type: none"> ○ Brianna for Social Media ○ Shannon for accels ○ Alyssa for spring seniors and SNA ○ Victoria for fall juniors, Izzy for spring juniors ○ Advisors for incoming students and pre-nursing students <p>Point system: for BMs and GBMs, making in-person attendance worth 2 points and Zoom attendance 1 point was discussed.</p> <p>Speaker interest form: https://forms.gle/5hw7hsdYFydnF9ig6</p> <ul style="list-style-type: none"> ● Please send out to your cohorts. ● Updating speaker interest form <ul style="list-style-type: none"> ○ Took off aesthetic nurse and nascar ones and added a couple others (flight nurse, travel nurse, etc). 	<p>May's general body meeting.</p> <ul style="list-style-type: none"> ● VOTE: Alyssa makes a motion to alter the point system for general body meeting attendance to 2 points for in-person and 1 point for Zoom. Victoria seconds. Motion passes. ● EVERYONE: send speaker interest form out to your cohorts. 	<p>before May's general body meeting.</p>
<p>Treasurer: Jayla Call</p>	<p>Current balance: \$7,383.54 Current Membership Count: 79 (working on registering new students)</p> <p>Board Budget: I have sent out emails to everyone via officer emails regarding your budget for the year. Please reach out if you have any questions or concerns. The budget was based on previous budgets and expenditures. Get ready to fundraise.</p> <p>April Financial Documents: April documents have been sent out. Please sign by 5/10 if you haven't done so already. The documents show what was coming in and out of our bank account for the month, so there is complete financial transparency within our board.</p> <p>Total Member Count:</p>	<ul style="list-style-type: none"> ● EVERYONE: Sign April financial documents and return to Jayla by 5/10. 	<ul style="list-style-type: none"> ● Jayla will confirm in the board GroupMe that all board members have completed

	<p>a. Trad BSN '25 (Summer): 11 b. Trad BSN '25: 25 c. Accel BSN '25: 1 d. Accel BSN '24: 25 e. Trad BSN '24 (Summer): 7 f. Pre-nursing: 10</p> <p>Extra: Working with Laura to create a fundraiser tracker + goal sheet for the 2024-2025 year. If you have any fundraiser ideas, please add them to the fundraising document in the SNA Drive. No idea is too big or too small, so don't hesitate to share your creativity.</p> <p>SNA debit card info has been changed over to Jayla and Victoria.</p> <p>Friendly reminders:</p> <ul style="list-style-type: none"> • Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement; preferred through email, but snapping a picture and sending works fine. try to send asap when you get each receipt • Reimbursements < \$50 need president approval • Reimbursements > \$50 need board approval 	<ul style="list-style-type: none"> • Jayla and Laura will work together to create a fundraiser tracker and goal sheet 	<p>financial documents by 5/10.</p>
<p>Secretary: Brandon Vaughan</p>	<p>Hand-off + board email: I received handoff from Trinity on 5/8/24. She still has the secretary badge but said she could give it to me when I return to Orlando in mid-August. We are having issues transferring the board email account over to me because of problems with the Google verification system (I can't log into the email using the newly changed verification phone number), but are working to figure it out ASAP. Please give me grace with contact through this email.</p> <p>Contact List: I am working on our board contact list for this year. Please contact Brandon at ucfsnaorlsecretary@gmail.com or on GroupMe with your name, position, phone number, UCF email, and SNA board email by Wednesday, May 15th. This will be a Google doc for all board members and advisors to have access to. Send me a DM on groupme with this info.</p>	<ul style="list-style-type: none"> • EVERYONE: Send Brandon a message including your name, position, phone number, UCF 	<ul style="list-style-type: none"> • Brandon will follow up with board members for any missing information by May 15th.

	<p>Organizational chart: I will work on the board chapter organizational chart when I have access to the board email.</p> <p>April minutes: I will coordinate with Victoria to confirm that the minutes for April's emergency meeting are sent to Brianna after they are voted on. Dr. Peach let me know during this meeting that filing minutes for GBMs is not required.</p> <p>Misc:</p> <ul style="list-style-type: none"> • If anyone has ideas and/or subjects to be focused on for this month's GBM's NCLEX-style Kahoot, please shoot them to me and I'll see about fitting them in. • I will be home out-of-state till mid-August and will not be able to attend meetings in person, so I will need someone to handle distribution of gift cards for speakers and Kahoot winners through the summer semester. VP possibly? We will coordinate. 	<p>email, and SNA email by May 15th.</p> <ul style="list-style-type: none"> • Brandon will work on the board contact list. • Brandon will work on the board chapter organizational chart. • Brandon will message Victoria and Brianna to confirm that April emergency meeting minutes are uploaded. • Brandon will coordinate with Isabella to handle distribution of gift cards 	<ul style="list-style-type: none"> • Brandon will send the completed board contact list to board members and advisors by June's board meeting. • Brandon will send the completed board chapter organizational chart to board members and advisors by June's board meeting. • Brandon will confirm that April emergency meeting minutes are sent to Brianna by June's board meeting.
<p>Legislative Director: Jenna Koo</p>	<p>June Elections for Clubhouse Director and Accelerated Liaison coming up.</p> <ul style="list-style-type: none"> • Tell this to as many individuals in the upcoming Accelerated Cohort as possible. Mention benefits of SNA, like free food at meetings and trips to national convention. Going to their class and announcing in person usually increases engagement so you could do that too. • Julianna and Shannon, I sent you an email asking for: <i>a brief description of what you do as Vice President; a favorite SNA memory; why you like being a board member; a professional solo photo of you; and if you have these: a group photo of you and a fun SNA picture.</i> Please get this to me ASAP so we can get it announced and posted on our social media. <p>Future Elections: Looking forward to September Elections:</p>	<ul style="list-style-type: none"> • Julianna and Shannon will email Jenna with the required information. 	<ul style="list-style-type: none"> • Jenna will follow up with Julianna and Shannon that they have emailed her by the end of May.

	<ul style="list-style-type: none"> I'm going to start asking President and Treasurer in July to send the information above (I will email/text you), so that the information could start being posted on the social medias in August in preparation for September meeting. <p>Bylaws: I am currently looking them through and taking note of suggested changes and ways things could be clarified a little.</p> <ul style="list-style-type: none"> I am meeting with Dr. Peach and Mrs. Dorminy about it at some point, but if you have looked through them by any chance and would like to make any suggestions, please let me know and I will add that to the agenda for my meeting with the advisors. Will address possible changes and vote on it in upcoming meetings. <p>Legislative committee: Jenna will conceptualize engagement for legislative committee</p> <ul style="list-style-type: none"> Local events, something that ties into local legislation? If we form a legislative committee, Jenna can use it for planning events like that and resolutions 	<ul style="list-style-type: none"> Jenna will message Victoria and Jayla to send her the required information. Jenna will brainstorm ideas for a legislative committee. 	<ul style="list-style-type: none"> Victoria and Jayla will email Jenna the required information in July.
<p>Clubhouse Director: Julianna Silva</p>	<p>Presale: went well and students seem to have an interest in crewnecks.</p> <ul style="list-style-type: none"> Once most of the sweaters are sold, I think it would be beneficial to order more to have in stock in the future. <p>License plate merch ideas:</p> <ul style="list-style-type: none"> There is no difference in price between the 3 <div data-bbox="480 880 1068 1187" data-label="Image"> </div> <ul style="list-style-type: none"> Board members liked this one most out of the three. 	<ul style="list-style-type: none"> Julianna will monitor how many crewnecks are sold 	<ul style="list-style-type: none"> Julianna will report how many crewnecks have been sold and discuss whether it is advisable to order more at June's board meeting.



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- Could order them single but get discount for bulk ordering (packs of 10 only)
- **License plate purchase calculation:**
 - If we order 10 + taxes + shipping = 203.61
 - Each comes out to \$20.36
 - We could sell them for \$25-30
 - We would receive them end of May
 - If we order 20 + taxes + shipping = 398.61
 - Each comes out to \$19.93
 - We could sell them for \$25-30 (we make more doing this)
- Ideas for selling license plates:
 - Put them out at big meetings like White Coat to sell
 - Bring them up at parent orientation to buy
 - Could sell them to alumni

Yard sign idea:

- People could place yard signs for CON students around different graduation dates

- **VOTE:** Julianna makes a motion to spend SNA money of \$398.61 to purchase 20 Knight Nurse license plate frames from Zazzle.com. Victoria seconds. **Motion passes.**

- Julianna and Laura will coordinate to brainstorm yard sign ideas. and we will discuss yard

	<ul style="list-style-type: none"> I don't have access to my board email, how would I go about getting access? 	signs at the June board meeting	
Accelerated Liaison: Shannon Carter	Accel Mentorship Program: <ul style="list-style-type: none"> 38 Mentees, 17 Mentors Originally it was 11 mentors, but I was able to convince a few more classmates → Lower ratio of 1 mentor to 2 mentees rather than 1 to 3. All matches have been made. Elections for Accelerated Liaison and Clubhouse Director: I did see a few students who seem interested in these positions. Elections will be mentioned during orientation.	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed
Media Director: Brianna Annunziata	Updating website: I am currently collecting pictures of board members for profile pictures + getting organized and familiar with the setup. Posts: <ul style="list-style-type: none"> Making post for new officers/announcement Senior spotlights -> seniors of summer '25 <ul style="list-style-type: none"> I'm going to put together a google form for a mini bio, send in a photo Facebook: I now have access. <ul style="list-style-type: none"> Idea: Designated posts for a day of the week <ul style="list-style-type: none"> "Healthcare Tip Tuesday" Posts of Monthly schedules <ul style="list-style-type: none"> 1st of the month-> post a schedule for the events going on that months Mic'd Up with Media Director (Reels): make this a series for various events 	<ul style="list-style-type: none"> Brianna will collect profile pictures of board members. Brianna will send out a mini bio google form to board members. EVERYONE NEW: complete Brianna's google form when she sends it out. 	<ul style="list-style-type: none"> New board members will complete Brianna's google form by her set date.

	<ul style="list-style-type: none"> ● Summer Newsletter-> sending form out, feel free to suggest topics/write an article <ul style="list-style-type: none"> ○ Possibly giving a slight makeover, keeping title page -> let me know ○ Would love to get a committee together to write articles for newsletter <p>Headshots for website:</p> <ul style="list-style-type: none"> ● I am bringing a fancy camera with me and am looking to do headshots with this for our site pictures so they all look the same. <p>Monthly Spotlights:</p> <ul style="list-style-type: none"> ● <u>May</u>: Asian Pacific Islander Month, Mental Health ● <u>June</u>: Pride ● <u>July 30th</u>: World Friendship Day <ul style="list-style-type: none"> ● Communication with Cocoa and Daytona for social media collabs? <p>Canva Pro:</p> <ul style="list-style-type: none"> ● \$119.99 ● Investment that can be used by VP also for flyers ● Can split between budgets maybe between who is going to use it? ● Mrs. Dorminy says: I wonder if the CON may have access to Canva Pro that is shareable to us? Meghan.Truhett@ucf.edu is the CON Director of communication if you want to maybe reach out to introduce yourself and both could maybe brainstorm on the year ahead and potential collabs ;) 	<ul style="list-style-type: none"> ● Brianna will work on the Summer Newsletter form. ● Brianna will bring her camera with her to Orlando once the Fall semester starts. ● Brianna will reach out to the Cocoa and Daytona media directors of UCF SNA. ● Brianna will message Meghan Truhett about Canva Pro. 	<ul style="list-style-type: none"> ● Brianna will follow up with the board about professional headshots in August. ● Brianna will report on any collaborative ideas between Orlando SNA and Cocoa/Daytona at June's and/or August's board meetings.
<p>Historian: Chelsea Costa</p>	<ul style="list-style-type: none"> ● Attended alumni meeting April 23rd ● No events until August, but I am able to help with any tasks that need delegation, permitting time when I am not working for my externship. <p>Back to School BBQ: next upcoming event</p> <ul style="list-style-type: none"> ● I will start reaching out to people in June. ● Going to plan different things to do during BBQ and bring them up during June's board meeting. ● Brainstorming different activities to do during the BBQ. 	<ul style="list-style-type: none"> ● Chelsea will brainstorm ideas for the Back to School BBQ. ● Chelsea will reach out to cohorts about 	

	<ul style="list-style-type: none"> I am still trying to find out my work schedule <ul style="list-style-type: none"> Pending getting a call from Orlando Health to know my schedule to know whether I can attend the Alumni retreat in July. If I am unable to, I would want to find someone to go in my place. 	the Back to School BBQ in June.	
Breakthrough to Nursing Director: Samantha Quinto	Senior/Junior buddy program: <ul style="list-style-type: none"> I will email Judy Rechsteiner about senior/junior buddy program Will start taking admissions around July List of contacts: <ul style="list-style-type: none"> Currently organizing for various public schools EVERYONE who has contacts DM sam with their own contacts. Ask UCF to use mannequins/other UCF-owned things to teach and give hands-on engagement to students at public school nursing breakthrough events Engagement ideas: <ul style="list-style-type: none"> Trying to plan smth with Nursing at Nike and APNS Free Speech Lawn idea at Memory Mall (doesn't require reservations): tabling? Email school faculty regarding career fair dates Idea: Joint meetings between nursing unidos club and SNA? Victoria will reach out to Kat Cunningham in July, follow-up 	<ul style="list-style-type: none"> Samantha will email Judy Rechsteiner before June's board meeting. EVERYONE: Message Samantha IF you have contacts to public schools around Orlando. Samantha will brainstorm ideas for engagement around campus. 	<ul style="list-style-type: none"> Samantha will report information about the senior/junior buddy program at June's board meeting.
Community Health Director: Sulah Monize	Summer events: My schedule is quite booked with externships and school and I'd like to be present at the events that we plan. With that, I don't have any events planned for May. <ul style="list-style-type: none"> June - <u>Virtual Food Drive at Second Harvest Food Bank</u> <ul style="list-style-type: none"> An anonymous donor is matching all donations :) Link to possible flyer: https://www.canva.com/design/DAGEk23JP9Y/SKciOPuGoJt4arKkeFo0LQ/edit?utm_content=DAGEk23JP9Y&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton July - I plan on emailing Dr. Peralta to ask about helping out with <u>Back-2-School Physicals at Shepard's Hope</u> <ul style="list-style-type: none"> Planning to coordinate events for the Fall semester... Enjoy your summer :D Dorminy's concerns: make sure that we operate as SNA through a volunteer perspective vs. clinical student nurse scope, Fall Semester events: <ul style="list-style-type: none"> Event topics I'd like to hit: <ul style="list-style-type: none"> <u>Women's Health:</u> Mother's Milk Bank of FL 	<ul style="list-style-type: none"> Sulah will email Dr. Peralta in June. 	<ul style="list-style-type: none"> Sulah will follow up in the board GroupMe when she receives a response from Dr. Peralta.

	<ul style="list-style-type: none"> ○ <u>Cardiac Health</u>: AHA Heart Walk, blood drive, BP screenings, Jump Rope for Heart ○ <u>Clean the World</u>: I've been wanting to volunteer here for forever, but never go the chance <p>Let me know if there are any events you have in mind/recommend. We can send out Google forms for ideas if there is interest.</p>		
Fundraising Chair: Laura Velez	<p>I am working on fundraising ideas for the summer, specifically June. These will be determined by the 11th of this month.</p> <p>I will be working with Victoria and Jayla about creating a schedule for monthly fundraisers Within the next month or two I will start emailing about partial proceeds.</p> <p>I will be asking peers what would be things they would be interested in and focus my planning around those suggestions while also incorporating past successful fundraising.</p>	<ul style="list-style-type: none"> ● Laura will continue work on summer fundraising ideas. ● Laura will coordinate with Victoria and Jayla to create a schedule for monthly fundraisers. 	<ul style="list-style-type: none"> ● Laura will report on summer fundraising ideas at June's board meeting.
Advisors: Kate Dorminy Brian Peach	<p>No agenda items this month.</p>	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed