



Student Nurses' Association at UCF Orlando –
June Board Meeting Minutes 6/6/2024
Time Called to Order: 1606 PM
Time Adjourned: 1819 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

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

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein	<p>Confirmed Meeting Dates: Also found in the SNA Google Drive and on the calendar. All BMs room 333, all GBMs room 602</p> <p>June: <u>BM:</u> Thursday, June 6th, 5-7pm (hybrid) <u>GBM:</u> Thursday, June 27th 5-7pm (hybrid)</p> <p>July: <u>No meetings.</u></p> <p>August: <u>BM:</u> Wednesday, August 7th, 5-7pm (hybrid) <u>Back to School BBQ:</u> Wednesday, August 21st, 5-7pm (in person)</p> <p>September: <u>BM:</u> Wednesday, September 1st, 5-7pm (in person) <u>GBM:</u> Wednesday September 25th, 5-7pm</p> <p>October: <u>BM:</u> Wednesday, October 2nd, 5-7pm (in person) <u>GBM:</u> Wednesday October 30th, 5-7pm</p> <p>November: <u>BM:</u> Wednesday November 6th, 5-7pm (in person) or another day during convention; can be moved <u>GBM:</u> Wednesday, November 20th, 5-7pm</p> <p>December:</p>	<ul style="list-style-type: none"> The board decided not to have a GBM in August in lieu of the BBQ. 	

SNA Christmas Party (date set by advisors)

No meetings.

Committee Member List: also found in Google Drive

<https://docs.google.com/document/d/1bQ0qx8ltSAXLdzml6dD7qF5wSVBPf6t64eTFD-WzliQ/edit?usp=sharing>

Upcoming Events: Sign up on the doc

<https://docs.google.com/document/d/1fm2LO9vk5bJ1fXuXbxyW4VnZHzzFCGRDGI7GtVnbEmQ/edit?usp=sharing>

- June 12th Fall Junior Virtual Meet and Greet: Shannon, Jenna, and Victoria
- August 1st Summer Recognition Ceremony: *need board members to table* and board/general body members to volunteer. Invitation will be sent on GroupMe/social media in July)
- August 15th Fall Juniors Orientation: Victoria, Jayla, Jenna
- First Week of Semester Class Visits: Board members can speak to their respective cohorts about SNA and invite them to our BBQ that Wednesday
- August 23rd Fall Junior White Coat Ceremony: Victoria, Jayla, Sulah, Laura, Izzy (maybe)

President Specific things for June/July:

- Started filling out some of the Diamond Chapter Application
 - Reminder: Always take photos of events and upload them to the drive so I can add them!
- Re-register SNA as an RSO in KnightConnect and complete financial training (along with Jayla, Jenna, and Izzy)


Blueprint Test Prep reached out about a partnership.

- We get: 20% off their courses, free course codes to raffle to members, \$50 food gift card if we host a webinar-watching event
- In return, we must attend/co-host at least one webinar per academic year, and share partnerships on social media

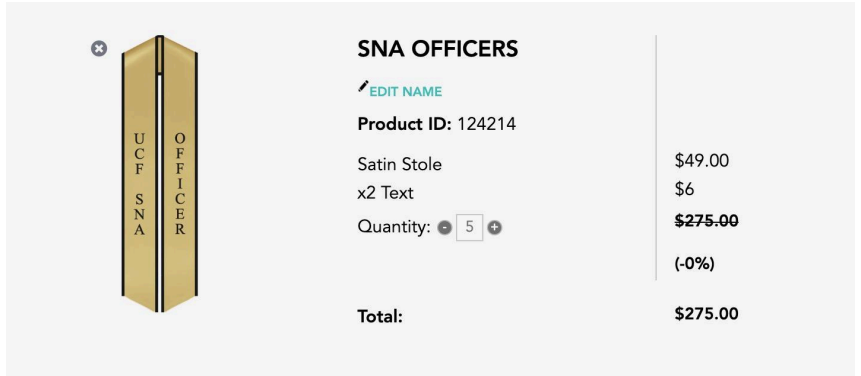
- **EVERYONE:** if able, sign up to table or volunteer at Summer Recognition Ceremony.

- Victoria will re-register SNA in KnightConnect.
- Victoria, Jayla, Jenna, and Izzy will complete RSO financial training in July.
- The board decided not to follow up with Blueprint Test Prep's partnership.

- Victoria will send an invitation for SNA members to the general body Groupme and social media in July.

<p>Vice President: Alyssa Torres</p> <p>Elect: Isabella Parron</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● June 27th 1700-1830: CNO (Awaiting response) <ul style="list-style-type: none"> ○ Dr. Peach will reach out to other CNOs in case of no response ● July: No meeting! ● August: Possibly a cruise ship/travel nurse. We can work with people at the CON who have connections <p>May Meeting Slides:  2024 June General Meeting Slides.pptx</p> <ul style="list-style-type: none"> ● Slides are due NO LATER THAN Sunday, June 16th by 11:59 PM! ● We are working on making the GBM slide template and color scheme smoother <p>General Board Meeting Roles:</p> <ul style="list-style-type: none"> ● Greeter - Jenna ● Sign-in sheet - Jayla (Committee Sign-up sheets will be here as well) ● Merch – Laura ● Food set up/maintenance & Guest Speaker note card - Chelsea ● Food pick up (pre-ordered) - Sam ● Presenters - Victoria and Alyssa/Izzy ● Helping hands for anyone who needs it: Shannon and Sulah ● Marketing - <ul style="list-style-type: none"> ○ Brianna for Social Media ○ Shannon for accelerated students ○ Alyssa for spring seniors and SNA ○ Victoria for fall juniors ○ Izzy for spring juniors ○ Advisors for incoming students and pre-nursing students <p>Notes from May's General Board Meeting:</p> <ul style="list-style-type: none"> ● Logistics for the beginning of the meeting (announcing to take seats, etc.) can start 15 minutes before meeting's beginning time. ● If you do not have any information to include in a meeting, you do not have to make a slide; just let Izzy know. 	<ul style="list-style-type: none"> ● EVERYONE: complete your June GBM slides by June 16th at 11:59PM. ● Izzy will revise the general body meeting PowerPoint slide template. 	<ul style="list-style-type: none"> ● Izzy will send the revised general body meeting slide template to the board GroupMe when it is completed.
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	<ul style="list-style-type: none"> ● Reach out to attendants during meetings, especially those sitting by themselves. ● Make sure all GIFs in PowerPoint slides are positive. <p>Graduation pictures: Alyssa messaged her cohort to start sending grad pics in for commencement.</p>		
<p>Treasurer: Jayla Call</p>	<p>Current balance: \$7,108.85 Current membership count: 86</p> <p>Yearly audit: I am working on curating an annual audit as each month ends. This is similar to my monthly audits (the documents you review and sign), except it looks at our money flow for the entire fiscal year.</p> <ul style="list-style-type: none"> ● I plan to include board budgets, fundraising events and the money we generate from those, and surplus/deficits in spending in the audit from my term. ● I have created one for the 2023-2024 year that we all need to review and sign per our bylaws; an email will be sent out after this meeting. <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1b1dCv9-8UOO6zIeIxBByl6mXVTtVO_x6wfwCSv8HDSE/edit?usp=sharing <ul style="list-style-type: none"> ■ This includes board positions and budgets, but last year's treasurer stopped updating spending in February so there is limited information on spending. <p>Financial documents: May financial documents are out! Please sign by Monday, June 10th.</p> <p>Vote on board member budget:</p> <ul style="list-style-type: none"> ● https://docs.google.com/spreadsheets/d/1jcEN4IaCXcnlYCTuwuCsieoHcCaQngR1/edit?usp=sharing&ouid=116804384623224111037&rtpof=true&sd=true <p>Vote on purchase for officer stoles: 5 SNA Officer stoles for \$55 each: 5 x 55 = \$275</p>	<ul style="list-style-type: none"> ● EVERYONE: Review and sign the 2023-2024 annual audit. ● EVERYONE: Sign May financial documents and return to Jayla by 6/10. ● VOTE: Jayla makes a motion to approve the SNA board budget for the 2024-2025 school year. Victoria seconds. Motion passes. ● VOTE: Jayla makes a motion to purchase 5 SNA 	<ul style="list-style-type: none"> ● Jayla will send an email including the 2023-2024 annual audit following the conclusion of this board meeting.



officer stoles for \$275. Victoria seconds. **Motion passes.**

Reminders:

- **Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement**
- **Reimbursements < \$50 need president approval**
- **Reimbursements > \$50 need board approval**
- *Important Note Regarding Budgets:* Please be mindful of how you spend your budget! Per bylaws, our bank balance has to have a minimum balance of \$2500 at the beginning of each fiscal year. I am here to help you if you need any guidance regarding purchases.

Secretary:
Brandon
Vaughan

Document follow-up: April emergency meeting minutes have been sent out to Brianna and I. Contact list and Organizational chart have been sent out to board members.

Organizational chart updates: Mrs. Dorminy had some good ideas to streamline the organizational chart that I will be working on.

Secretary budget: gift cards for GBM speakers and Kahoot winners

- Both of these may necessitate slight budget increases for me, but not a pressing matter right now. Jayla will increase my budget to \$100 and we will go from there.
- Idea for alternate Kahoot prize: Up to \$10 voucher for clubhouse to go towards sweatshirts/merch

Vote on [May board meeting minutes](#).

- **VOTE:** Brandon makes a motion to approve May board meeting minutes.

- No follow up needed

		Jayla seconds. Motion passes.	
<p>Legislative Director: Jenna Koo</p>	<p>Vote on on changes to bylaws.</p> <ul style="list-style-type: none"> I will go over the changes she made to the bylaws with the board for discussion. I will use the website to send the edits to the general body. <p>Elections for Clubhouse Director and Accel Liaison are this June.</p> <ul style="list-style-type: none"> Right now we have zero applicants <ul style="list-style-type: none"> Did get some interest from Oriana Sirit for accelerated liaison, but no application still. I am currently drafting an email to encourage her to apply. Spread the word to your cohorts for elections. <p>Updating Policy and Procedures document:</p> <ul style="list-style-type: none"> I am not sure if it would take the same policy as voting on bylaws in which we vote on edits as a board and then send out to the general body. <ul style="list-style-type: none"> I will work with Dr. Peach on this. <p>FNSA Convention:</p> <ul style="list-style-type: none"> <u>Statewide Orientation Meeting</u>: online on June 30, 2024 at 5:00pm <ul style="list-style-type: none"> Optional, but would be good to have board members go to this! <u>FNSA Preconvention Workshop</u>: September 28, 2024 <ul style="list-style-type: none"> Jenna will go if available <u>FNSA Convention</u>: November 3-5, 2024 <p>Brainstorming:</p> <ul style="list-style-type: none"> President’s Leadership Council: I would love to see if I can connect with PLC to coordinate with a CON/health science representative to encourage healthcare advocacy. <ul style="list-style-type: none"> Brianna and Jenna can coordinate Looking into a partnership with FNA Healthcare Advocacy <ul style="list-style-type: none"> FNA is inviting a certain number of students per school to come to their conference for free–Dr. Peach can send out this info to jenna and any others interested. 	<ul style="list-style-type: none"> VOTE: Jenna makes a motion to amend the bylaws for the 2024-2025 SNA board, except for Section 1 Article 8. Brianna seconds. Motion passes. 	<ul style="list-style-type: none"> No follow up needed
<p>Clubhouse Director: Julianna Silva</p>	<p>Currently working on calculating prices to make a motion to order more merchandise.</p> <ul style="list-style-type: none"> Crewnecks have sold well and we also have sweaters. <p>Preorders:</p> <ul style="list-style-type: none"> Communicate with members merch ideas we have, have them place preorders, and then order merch so we aren’t wasting money 	<ul style="list-style-type: none"> Julianna will create a blurb with SNA merchandise on it 	<ul style="list-style-type: none"> Julianna will send the blurb out to the SNA general body

	<ul style="list-style-type: none"> • Commencement in July: we will look how much is currently in the clubhouse and what sold well at the last commencements. Then we can decide what additional merch should be ordered. <p>Merch distribution:</p> <ul style="list-style-type: none"> • I'm sending an email to those who purchased preorders and scheduling times and days for pick-up. • Days the board can distribute merch on campus: <ul style="list-style-type: none"> ○ Victoria and Jayla: June 11th 12-2pm ○ Izzy said she can do a Friday and I can do a Wednesday or two 	<p>to send to general body members.</p> <ul style="list-style-type: none"> • Board members will distribute merch on campus on their assigned days. 	<p>GroupMe once it is complete.</p>
<p>Accelerated Liaison: Shannon Carter</p>	<p>June Elections: Accelerated Liaison and Clubhouse Director</p> <ul style="list-style-type: none"> • I am focusing on increasing interest among the new accelerated cohort. • Currently connecting with accelerated mentees who expressed interest in running on their forms. 	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
<p>Media Director: Brianna Annunziata</p>	<p>Updating social media pages:</p> <ul style="list-style-type: none"> • <u>Website</u>: Pictures are up for the "About Us" page. • <u>Instagram & Facebook</u>: Continuously posting; contact me with ideas. <ul style="list-style-type: none"> ○ One post per week consistently is the goal • Victoria and I are planning a video with SGA. <p>Senior Spotlights: I am working on the information form</p> <ul style="list-style-type: none"> • Let me know if you are interested. <p>Newsletter:</p> <ul style="list-style-type: none"> • I will send the sign-up form for the entire year out soon, so please sign up soon. • Mandatory for all board members to write 2 newsletters. <p>Headshots: currently planning a date</p> <ul style="list-style-type: none"> • I now have my camera • Waiting for accelerated liaison election and everyone to be back in town. Maybe around white coat ceremony? 	<ul style="list-style-type: none"> • Victoria and Brianna will brainstorm to film a video with SGA. • EVERYONE: sign up to write at least two newsletters. • Brianna will plan a concrete date to take headshots of board members. 	<ul style="list-style-type: none"> • Brianna will communicate the date for headshots to the board to ensure all members are able to attend.
<p>Historian: Chelsea Costa</p>	<p>Met with alumni representative Victoria Wright:</p> <ul style="list-style-type: none"> • Mentor/Mentee program & BBQ: <ul style="list-style-type: none"> ○ Applications open July 8th - August 2nd 		

	<ul style="list-style-type: none"> ○ Victoria W. would want to come and introduce the mentors/mentees at the BBQ; she is willing to help plan the event and split the budget for the event in lieu of paying for each of the alumni that would come to the meeting. <ul style="list-style-type: none"> ■ Will coordinate with her to determine a contract. ○ Spoke to Tropical Smoothie, got verbal confirmation that we can use their patio for the BBQ. <ul style="list-style-type: none"> ■ Will email them in July for official confirmation ○ Brainstorming for BBQ: <ul style="list-style-type: none"> ■ Match a student with an alum for the day ■ Alondra said they did a raffle last year for alumni ● Tentative alumni meeting date: <u>August 20th</u> (day before BBQ) <ul style="list-style-type: none"> ○ Depends if alumni can come to the BBQ; Victoria W. also gave me dates for the other alumni meetings and events that undergraduates can attend. <p>Alumni Board Retreat: <u>Thursday, July 18th</u></p> <ul style="list-style-type: none"> ● Spoke with Victoria T.: I am still waiting on my schedule for July, but if I cannot attend someone can go in my place. <p>Alumni Tailgate: <u>Saturday, October 12th</u></p>	<ul style="list-style-type: none"> ● Chelsea will communicate with Victoria Wright to determine an official contract to split the budget for the Back-to-school BBQ. ● Chelsea will email Tropical Smoothie in July regarding the use of their patio at the College of Nursing for the Back-to-school BBQ. 	<ul style="list-style-type: none"> ● Chelsea will send the results of her communication with Tropical Smoothie to the SNA board GroupMe.
<p>Breakthrough to Nursing Director: Samantha Quinto</p>	<p>Sim Lab tour in July:</p> <ul style="list-style-type: none"> ● Emailing Syretta Spears soon regarding this ● I am flexible with the date; Brianna can help with filming depending on date ● Filming during normal Sim Lab business hours if possible is okay; if filming after 5, we must have an adult stay with us 	<ul style="list-style-type: none"> ● Sam will decide a date to film a tour of the Sim Lab with Brianna and communicate with Sim Lab faculty concerning a member staying with them past 5:00 PM if needed. 	

	<p>Mentor/Mentee Program sign-up timeline:</p> <ul style="list-style-type: none"> • I will email Mrs. Judy to send out the initial sign-up form this month; applications are open July 8th - August 2nd. I will send another reminder email in July, one month from the first email date. • Match mentors with mentees August 5th - 9th • Send out match results list on August 12th <p>Contacting Orange County Public Schools:</p> <ul style="list-style-type: none"> • Emailing OCPS school counselors/faculty • Looking for possible health clubs on Instagram to present at this fall <p>Signed up for Opening Knight:</p> <ul style="list-style-type: none"> • Sunday, August 18th, 2024, 1:00 pm - 4:00 pm • Location: FBC Mortgage Stadium Concourse, 4465 Knights Victory Way, Orlando, FL 32816 • Check in at the KoRT table between 10:30 am - 12:00 pm. Tables must be set up by 12:30 pm • Need general body members as volunteers; Victoria might be able to go • A slight error occurred during sign-up; it went through but I will check up to see that we are actually signed up <p>Food Drive:</p>	<ul style="list-style-type: none"> • Sam will send information regarding the Mentor/Mentee program to College of Nursing students according to the timeline throughout the rest of the summer. • Sam will work with OCPS faculty to organize SNA events. 	<ul style="list-style-type: none"> • Sam will follow up with information regarding where students are in the mentor/mentee sign-up process at August's board meeting. • Sam will provide information on what school organizations she has communicated with at August's board meeting.
<p>Community Health Director: Sulah Monize</p>	<ul style="list-style-type: none"> • Donation is running. Total as of 6/5/24: \$35 <p>Back-to-school physicals:</p> <ul style="list-style-type: none"> • Emailed Dr. Peralta regarding possible dates <ul style="list-style-type: none"> ◦ The board decided to have the event on Wednesday, July 31st from 12:00 pm - 4:00 pm. • Sam and Sulah will coordinate to see if the event can be a joint experience between B2N and the UCF community (involve pre nursing students?) <p>Idea: Back-to-school blood donation event at CON?</p> <ul style="list-style-type: none"> • Morning of Wednesday, August 21st • I will contact OneBlood in mid-June to book our Big Red Bus 	<ul style="list-style-type: none"> • Sulah will contact OneBlood to organize a back-to-school 	<ul style="list-style-type: none"> • Sulah will update the board with information regarding the blood drive event

		blood drive event in mid-June.	via the board GroupMe.
<p>Fundraising Chair: Laura Velez</p>	<p>Upcoming Ice Cream Event (June 11th from 12:00pm- 1:00pm)</p> <ul style="list-style-type: none"> ● Tuesday, June 11th from 12:00 pm - 1:00 pm in the CON lobby ● Brianna has the event flyer ready; she will email it to Laura for dispersal <ul style="list-style-type: none"> ○ Putting it up at CON as well as on SNA Instagram ● Necessary equipment: <ul style="list-style-type: none"> ○ Table (emailed Keisha; she will let me know if we can use it) ○ Cooler and napkins (both free) ○ Sandwiches: \$2.88 (12 count); sale price \$2 ○ Strawberry ice cream: \$6.48 (12 count); sale price \$2 ○ Chocolate ice cream: \$6.48 (12 count); sale price \$2 ○ Water: \$6.98 (35 count): sale price \$1 ○ Ice: \$4.58 (16-22lbs) ○ Total: \$29.19 with tax ● <u>Volunteers:</u> Victoria, Laura, Jayla ● Advertising to faculty: Laura can email Mrs. Dorminy, Dr. Peach, and Mrs. Judy and one of them can send in through the Listserv. <p>Partial proceeds events: figuring out dates via email right now, I will send out dates once selected.</p> <ul style="list-style-type: none"> ● This is dependent on the W9 form; Jayla is sending Dr. Peach the form again and he will see if he can figure it out. 	<ul style="list-style-type: none"> ● Brianna will email the ice cream event flyer to Laura and upload it to the SNA Instagram. ● Laura will put flyers up at the CON and send the flyer to the general body GroupMe. ● Laura will email the flyer and ice cream event information to Mrs. Dorminy, Dr. Peach, and/or Mrs. Judy to be sent to students and faculty through Listserv. ● Laura will determine dates for partial proceeds events following completion of the W9 form. 	<ul style="list-style-type: none"> ● Laura will send partial proceeds event dates to the board GroupMe once dates have been confirmed.
<p>Advisors: Kate Dorminy Brian Peach</p>	<ul style="list-style-type: none"> ● No agenda items this month. 	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed