



Student Nurses' Association at UCF Orlando –
August Board Meeting Minutes 8/7/2024
Time Called to Order: 1702 PM
Time Adjourned: 1934 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

Attendees Present:	Victoria Trautwein, Isabella Parron, Jayla Call, Brandon Vaughan (ZOOM), Jenna Koo, Victor Dantas (ZOOM), Brianna Annunziata (ZOOM), Linah Monize (ZOOM), Sulah Monize (ZOOM), Laura Velez (ZOOM), Kate Dorminy, Brian Peach
Attendees Absent:	Chelsea Costa

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein	<p>Fall Meeting Dates: all on SNA Google calendar</p> <p>August: <u>Back to School BBQ:</u> Wednesday, August 21st, 5-7pm (in person)</p> <p>September: <u>BM:</u> Wednesday, September 4th, 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>State Convention:</u> Sunday, November 3rd - 6th <u>BM:</u> Wednesday, November 6th, 5-7pm (in person) <u>GBM:</u> Wednesday, November 20th, 5-7pm</p> <p>December: SNA Board Christmas Party (date set by advisors) No meetings.</p> <p>Diamond Chapter Update:</p> <ul style="list-style-type: none"> • Completely updated to today's date, will continue to update • Sent each officer a list of how their role contributes to the applications • Need community health (6), legislative (0), and BTN (6) committees to have 3+ members for full points. 		

	<ul style="list-style-type: none"> • Need 3 newsletters before the convention for full points; Brianna is currently working with board members who are writing August + September articles. • Need 3+ BTN events and promotional event for school-age and pre-nursing <ul style="list-style-type: none"> ◦ I invited APNS to the Back-to-School BBQ • Remember that what we do after November helps the next board with their application. <p>RSO Registration Update:</p> <ul style="list-style-type: none"> • RSO Authorized and Financially Trained Officers: Victoria, Isabella, Jayla, and Jenna • Re-registration was approved on 8/7. <p>Upcoming Events:</p> <p>Parent Zoom Orientation 8/14 6-6:30pm: Victoria, Brianna, Jenna</p> <ul style="list-style-type: none"> - Plug SNA membership and merch during the SNA Q&A <p>Junior Orientation 8/15: Victoria, Jayla, Jenna</p> <ul style="list-style-type: none"> - Powerpoint, Q&A, handing out preordered merch <p>First Week Class Visits 8/19-8/23: all board members speak to their respective cohort; I will email professors and ask.</p> <ul style="list-style-type: none"> • Fall Seniors: beginning of Psych • Spring: Families (email Torres to get approval) • Accels: Seminar • Juniors: Patho <p>Fall Junior White Coat Ceremony 8/23 1:30pm: Laura, Sulah, Izzy</p> <p>Improving engagement:</p> <ul style="list-style-type: none"> - I revamped our SNA PowerPoint for orientation to entice juniors to elections. - Reach out to new people who have joined committees as you plan events. - Next board agenda onward, I will make subsections for each person with a committee to write what they did with their committee. <p>Board agenda timing: the board decided we like having board agendas sent out early, so I will send them out at least one week early for future board meetings.</p>	<ul style="list-style-type: none"> • Victoria will email Professors Kirkland and Torres for approval to introduce SNA at the beginnings of their classes. • Victoria will make subsections for each committee in each associated members' board agenda section. 	<ul style="list-style-type: none"> • Board members with an associated committee will complete their committee subsection by the deadline for the next board agenda.
<p>Vice President: Isabella Parron</p>	<p>June GBM head count: 5 (non-board members)</p> <p>September GBM:</p> <ul style="list-style-type: none"> • Speaker: Flight Nurse <ul style="list-style-type: none"> ◦ Izzy got info of the flight nurse who came to Seminar this past Spring. 		

	<ul style="list-style-type: none"> ● Theming: had idea for themes for each board meeting <ul style="list-style-type: none"> ○ September GBM's possible theme: disco ○ We can try this out, but keep professionalism in mind. <p>October GBM: Forensics speaker TBD</p> <p>Improving GBM efficacy:</p> <ul style="list-style-type: none"> ● Promote the Zoom option by finding ways to engage onscreen ● <u>Post-meeting surveys:</u> send out to attendees after GBMs to see what they want more of, what they learned from the guest speaker (possibly adding that into thank you note), etc. 	<ul style="list-style-type: none"> ● Izzy will acquire more information regarding having a forensics nurse as October's general body meeting speaker. 	<ul style="list-style-type: none"> ● Izzy will update the board via the GroupMe with information regarding the October general body meeting's speaker once they have been confirmed.
<p>Treasurer: Jayla Call</p>	<p>Current balance: \$7,825.15</p> <p>Current membership count: 62</p> <ul style="list-style-type: none"> ● Currently registering new members. ● Creating a goal sheet for elects. <ul style="list-style-type: none"> ○ Information includes introduction to the SNA elect position, role of elect members, what to expect for the future/elections, etc. <p>July Financial Documents: Please sign by 8/17.</p> <p>Senior Recognition Ceremony 8/1:</p> <ul style="list-style-type: none"> ● Knight Nurse merch sold successfully. <ul style="list-style-type: none"> ○ Hot-selling items: KnightNurse crewnecks and license plates ● Cost breakdown: <ul style="list-style-type: none"> ○ <u>CustomInk purchase:</u> \$1,016.82 ○ <u>Total amount sold at event:</u> \$1,221 ○ Profit: \$204.18 <p>Convention Funding:</p> <ul style="list-style-type: none"> ● Working with Jenna to secure funding for convention <ul style="list-style-type: none"> ○ Waiting for FSNA to update their website. ● Once I get all required information, I will meet with SGA to determine funding for SNA this fiscal year. 	<ul style="list-style-type: none"> ● Jayla will finish registering new members by September's board meeting. ● EVERYONE: Sign July financial documents and return to Jayla by 8/17. <ul style="list-style-type: none"> ● Jayla will coordinate with Jenna and continue to check with FSNA to acquire all information needed 	<ul style="list-style-type: none"> ● Jayla will coordinate a time to meet with SGA to determine this fiscal year's SNA funding once she has all required information.

	<p>Square account: Still working on getting ownership.</p> <ul style="list-style-type: none"> • I emailed Mrs. Thornton and am waiting on a response. <p>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 	<p>to determine SNA funding.</p>	<ul style="list-style-type: none"> • Jayla will update the board via the GroupMe with any updates regarding ownership of the Square account at September's board meeting.
<p>Secretary: Brandon Vaughan</p>	<p>Board Contact List: currently updating with Victor and Linah's info.</p> <p>Curriculum Committee: This month prior to Fall semester's beginning I will contact Dr. Luzincourt for information about curriculum committee meetings.</p> <ul style="list-style-type: none"> • Dr. Peach told me what I can help decide in the curriculum committee: <ul style="list-style-type: none"> ○ Order of classes, electives that are not available that students would like offered, etc. ○ Connect with Dr. Luzincourt regarding curriculum meeting schedule and things past students have said that they would like changed. • Survey: I am considering sending out a survey to all CON students to gauge their thoughts about changes that could be made to better their curriculum. I would contact Mrs. Judy to distribute this. <p><u>Vote on June board meeting minutes.</u></p> <p><u>Vote on July emergency meeting minutes.</u></p>	<ul style="list-style-type: none"> • Brandon will update the board contact list and organizational chart with Victor and Linah's info prior to September's board meeting. • Brandon will email Dr. Luzincourt prior to the beginning of the Fall semester. • Brandon will continue to brainstorm the curriculum committee survey. • VOTE: Brandon makes a motion to approve June board minutes. Victoria seconds. Motion passes. • VOTE: Brandon makes a motion to approve July emergency minutes. 	<ul style="list-style-type: none"> • Brandon will inform the board of any decisions made regarding the curriculum committee survey at September's board meeting.

		Jenna seconds. Motion passes.	
<p>Legislative Director: Jenna Koo</p>	<p>Update on Elections:</p> <ul style="list-style-type: none"> ● President, Legislative Director, and Treasurer Elect positions: will start posting about elect positions this coming week on Instagram. ● Elections for Accelerated Liaison: will occur in conjunction with elections from the newest fall cohort. <ul style="list-style-type: none"> ○ Two applicants: Oriana Sirit and Molly Aimes <p>Policy and Procedures Document: working on updating this. I will be sending emails out to some of the board asking about your position and descriptions because we are missing several in our document.</p> <p>Resolution: currently crafting for the upcoming conventions. <ul style="list-style-type: none"> ○ I hope to have the draft finished by the beginning of September ○ Looking for coauthors: if you are interested, please let me know and we can discuss coordinating. <ul style="list-style-type: none"> ■ Jenna can post about the Resolution topic in the general body GroupMe and see if any members take interest. </p> <p>FNSA Convention: I am in communication with Mikala from FNSA regarding information. <ul style="list-style-type: none"> ○ She stated the FNSA website will be updated soon. ○ As soon as I get information, I will be emailing the board about potential opportunities for awards and the SNA community about opportunities they have with FNSA. </p>	<ul style="list-style-type: none"> ● Jenna will message Brianna to post on the SNA Instagram about elections for President Elect, Legislative Director Elect, and Treasurer Elect. ● Jenna will email necessary board members regarding position descriptions for the Policy and Procedures document. ● Jenna will continue to draft the Resolution. ● Jenna will continue to communicate with Mikala regarding FNSA information. 	<ul style="list-style-type: none"> ● Brianna will post the election Instagram post prior to September's board meeting. ● Jenna will aim to complete the first draft of the Resolution complete by September and update the board on progress at September's board meeting. ● Once Jenna has the appropriate information, she will email the board about award opportunities

	<p>Other updates: Working with Sulah and members from UCF's College of Medicine's Arts in Medicine club regarding musical events at nursing homes and hospitals.</p> <ul style="list-style-type: none"> ○ Hoping to get events scheduled during the upcoming school year. ○ If you know any hospitals or nursing homes/community centers that would be interested (i.e. work there, had clinicals there) please let me know. 		<p>and the SNA general body about FNSEA opportunities.</p>
<p>Clubhouse Director: Victor Dantas</p>	<p>Summer Recognition Ceremony: Tabling was successful with a lot of merch sold.</p> <p>Clothes merch order: CustomInk delivered 3 out of 4 recent orders.</p> <ul style="list-style-type: none"> ● The mom shirt was delayed without explanation. CustomInk has provided a partial refund of \$140.43. <p>To do: Check inventory and create a system to assess when another order will be required.</p> <ul style="list-style-type: none"> ● Idea: after sales, board members can provide an itemized summary to send to Victor so he can know what items have been sold and what items are selling faster than others. <ul style="list-style-type: none"> ○ Spreadsheet idea: we can keep track of current merchandise stock, sold vs. unsold, upcoming orders with cost, etc. <p>Merch orders for this meeting:</p> <ul style="list-style-type: none"> ● <u>Tote bags:</u> Selling in packs of 100 minimum; tote bag with design is \$2.47 each. ● <u>Lunch boxes:</u> \$7.56 to \$8.83 each, selling in packs of 75 minimum. <ul style="list-style-type: none"> ○ Design the board likes best: \$7.87 for 50 pack comes out to \$393.50 total. 	<ul style="list-style-type: none"> ● Victor will assess the clubhouse inventory before September's board meeting. ● Victor will brainstorm a system to assess when orders are required. ● VOTE: Victor makes a motion to purchase 100 Knight Nurse tote bags from CustomInk for \$2.47 each for a total of \$247.00. Victoria seconds. Motion passes. 	<ul style="list-style-type: none"> ● Victor will update board members on the clubhouse inventory at September's board meeting.

Accelerated Liaison: Vacant	Possible election to be held at September GBM.	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed
Media Director: Brianna Annunziata	<p>Newsletter articles:</p> <ul style="list-style-type: none"> • Scheduled articles: <ul style="list-style-type: none"> ○ <u>May-July:</u> finished ○ <u>August:</u> Deadline Wednesday, August 21st ○ <u>September-October:</u> Deadline Sunday, September 15th • If anyone needs me to resend the sign-up sheet, let me know. <p>Website updates: still having trouble with bluehost.</p> <ul style="list-style-type: none"> • Potentially looking into other platforms. <p>Headshots: I am going to look into scheduling a day to take headshots.</p> <ul style="list-style-type: none"> • Plan is to take headshots at a board meeting after we elect accelerated liaison. 	<ul style="list-style-type: none"> • Board members completing an article for the August SNA newsletter will complete and submit them to Brianna by August 21st. • Board members completing an article for the September and October SNA newsletters will complete and submit them to Brianna by September 15th. • Brianna will continue to attempt to gain access to the SNA website. 	<ul style="list-style-type: none"> • Brianna will update the board with any information gathered regarding gaining access to the SNA website and/or other platforms that could be used at September's board meeting.

	<ul style="list-style-type: none"> ○ These would be posted on social media platforms, on the SNA website, and at the end of Newsletters. ● Attire: we will discuss this at a future meeting once accelerated liaison has been elected. <ul style="list-style-type: none"> ○ Ideas: black business professional top; polo; scrubs <p>Social media brainstorming: ideas to increase follower activity</p> <ul style="list-style-type: none"> ● Interactive posts <ul style="list-style-type: none"> ○ Polls on story ○ Day in the life of board members ○ Vlogging study sessions (possibly Victoria) ○ Mention the newsletter and website in these videos for further engagement ● Weekly posts: health tips, etc. ● Monthly: schedule for events/activities that month 		
<p>Historian: Chelsea Costa</p>	<p>Back to School BBQ: August 21st</p> <ul style="list-style-type: none"> ● I have confirmed that Victoria Wright can split the catering payment with me. ● Agenda is written as well as roles for each person; come to me with questions/concerns. <ul style="list-style-type: none"> ○ 2024 BBQ Tasks and Agenda <ul style="list-style-type: none"> ■ Includes list of everything that everyone is bringing ● As of August 3rd, there were 0 responses to the Google form for the BBQ. Plan is to close the Google form two days before to allow for any changes in catering. ● Board members: please RSVP to the BBQ on the Google form (on the flyer) so that we can have an accurate head count. 	<ul style="list-style-type: none"> ● Board members will sign up on the document for items they can bring to the BBQ. ● Board members will RSVP to the BBQ on the Google form. 	<ul style="list-style-type: none"> ● No follow up needed
<p>Breakthrough to Nursing Director: Linah Monize</p>	<p>Opening Knight: August 18th</p> <ul style="list-style-type: none"> ● Still waiting on confirmation that we have a table. I have resubmitted the application. ● Only allowed to have 4 members at our table; 4 committee members have volunteered. <ul style="list-style-type: none"> ○ We will mainly be handing out flyers and educating on the nursing program. 	<ul style="list-style-type: none"> ● Board members if available will contact Linah to table at Opening Knight. 	

	<p>Contacting schools/clubs: Emails were sent to multiple school counselors and health club organizers on August 1st for tabling/presenting opportunities</p> <ul style="list-style-type: none"> ● Follow up emails will be sent two Mondays after these were sent. <p>Event invites:</p> <ul style="list-style-type: none"> ● Lake Nona High School STEAM Night 11/6: offered SNA a table for demonstration and flyers. <ul style="list-style-type: none"> ○ 300-400 attendees; I anticipate needing around 3 extra SNA members to help. ○ What interactive supplies can I take from lab? i.e. CPR dummies, heart/lung sound mannequins ● Health and Wellness Fair: joint event with ACHE in November <ul style="list-style-type: none"> ○ Currently beginning planning <p>Mentor/Mentee Program: I will send Izzy the information from program sign-up.</p> <p>Lab tour with Brianna: is this still happening?</p>	<ul style="list-style-type: none"> ● Linah will send follow up emails to school counselors and health club organizers on August 12th. ● Agenda item moved to September's board meeting. ● Linah will continue to plan for the Health and Wellness Fair. ● Linah will send Izzy the information from the Mentor/Mentee Program sign-up following this board meeting. ● Linah and Brianna will coordinate to determine if a lab tour is still possible and desired. 	<ul style="list-style-type: none"> ● Linah will update the board with information acquired regarding the Health and Wellness Fair and any assistance she needs at September and October's board meetings. ● Linah will inform the board of the decisions made regarding the possible lab tour at September's board meeting.
<p>Community Health Director: Sulah Monize</p>	<p>One Blood drive: Confirmed for <u>9/4 11:00 AM - 4 PM</u></p> <ul style="list-style-type: none"> ● Sulah will create an announcement for it to email to Dr. Peach, Mrs. Dorminy, and Mrs. Judy to distribute to faculty and students. 	<ul style="list-style-type: none"> ● Sulah will create an announcement for the upcoming blood 	

	<p>Second Harvest Donation drive: \$81 total</p> <p>Mother’s Milk Bank of Florida: I will reach out in early August to understand their volunteer criteria (trainings, allowed number of students, etc.).</p> <p>Committee members: I reached out to my committee members; some responded, but I will send out formal emails when courses resume.</p> <ul style="list-style-type: none"> • I have a committee member interested in the homeless population; we are looking into Straight Street. <p>Health and Wellness Fair: possible joint event with BTN in November; this is a joint event between the College of Nursing and the community.</p> <ul style="list-style-type: none"> • I will reach out to the graduate student putting it on for more info. 	<p>drive and email this to Dr. Peach, Mrs. Dorminy, and Mrs. Judy.</p> <ul style="list-style-type: none"> • Sulah will correspond with the Mother’s Milk Bank of Florida in early August. • Sulah will email her committee members when the Fall semester starts. <ul style="list-style-type: none"> • Sulah will reach out to the graduate student organizing the Health and Wellness Fair. 	<ul style="list-style-type: none"> • Sulah will inform the board of details regarding the Health and Wellness Fair at future board meetings.
<p>Fundraising Chair: Laura Velez</p>	<p>Event results:</p> <ul style="list-style-type: none"> • June: <ul style="list-style-type: none"> ○ <u>Ice Cream Event:</u> \$41 profit • July: <ul style="list-style-type: none"> ○ <u>Bake Sale:</u> \$7 profit ○ <u>Blaze Pizza Partial Proceeds:</u> \$55.71 <p>August Fundraising Ideas:</p> <ul style="list-style-type: none"> • <u>Starter kit basket</u> of nursing student essentials (target audience: parents) <ul style="list-style-type: none"> ○ Idea: have \$15 and \$30 starter kit options. ○ We would need the preorder form done by next Tuesday for parent orientation. <ul style="list-style-type: none"> ■ Orientation merch idea: badge reels • Ideas for <u>BBQ raffle prizes:</u> <ul style="list-style-type: none"> ○ Gift card (Foxtail, Starbucks, Chickfil-a), highlighters, gel pens, post-its, candy, gum, SNA tumbler 		

	<p>Future partial proceeds: I am working with Chipotle for partial proceeds in September.</p>	<ul style="list-style-type: none"> • Laura will coordinate with Chipotle for a partial proceeds event in September. 	<ul style="list-style-type: none"> • Laura will update the board regarding the Chipotle partial proceeds event at September's board meeting.
<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