



Student Nurses' Association at UCF Orlando – October Board Meeting

Minutes 10/2/2024

Time Called to Order: 1700 PM

Time Adjourned: 1906 PM

Location: Room 333

Presiding President: Victoria Trautwein


Recorded by: Brandon Vaughan

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

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein Elect: Allyson Crighton	<p>Upcoming Meetings:</p> <p>October: <u>BM:</u> Wednesday October 2nd, 5-7pm (in person) <u>Possible emergency meeting</u> to vote on Knight Nurse pre-order purchase (10/15 or 10/16 via zoom) <u>GBM:</u> Wednesday, October 30th, 5-7pm</p> <p>November: <u>State Convention:</u> Monday-Tuesday, November 4th-5th <u>BM:</u> Wednesday, November 13th, 5-7pm (in person) <u>GBM:</u> Wednesday November 20th, 5-7pm</p> <p>December: SNA Board Christmas Party: Thursday, December 5th</p> <p>Diamond Chapter Updates: Updated with recent events (Breaththrough to Nursing, CH, Dean letter). We still need:</p> <ul style="list-style-type: none"> • Curriculum committee meeting (can be screenshot of agenda showing liaisons were present, please take at the next meeting) • I will add final membership count and committee member counts right before state convention. 	<ul style="list-style-type: none"> • Brandon will take a picture of the next curriculum committee's agenda. 	<ul style="list-style-type: none"> • Brandon will send the picture of the curriculum committee agenda to Victoria prior to Diamond Chapter application submission.

	<ul style="list-style-type: none"> ● Consultant/advisor letter of support ● I think we should be receiving full points for almost every category! 🙌 <p>FNSA Convention Updates:</p> <ul style="list-style-type: none"> ● Will apply for constituency with FNSA and submit bylaws once the website is updated; currently still waiting. ● Will work on letters for Dean of the Year (Dean Sole), Faculty Excellence (Mrs. Thornton), and Star RN (Recommendations: David Frederick) <ul style="list-style-type: none"> ○ May need help and additional signatures from other board members! <p>Reminders:</p> <ul style="list-style-type: none"> ● Connect with your assigned advisor at least once a month. ● You cannot be in the CON building after 5pm unless you are with the advisors. ● Please complete the board agendas on time and make sure you arrive on time to meetings. We start at 5pm, so try to arrive beforehand so we can start right away and be respectful of everyone's time. ● When adding links to board reports, please have them set to “anyone with link can view”. 	<ul style="list-style-type: none"> ● Dr. Peach and Mrs. Dorminy will complete the letter of support for Diamond Chapter application. 	<ul style="list-style-type: none"> ● Dr. Peach and Mrs. Dorminy will send the letter of support to Victoria prior to Diamond Chapter application submission.
<p>Vice President: Isabella Parron</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> ● <u>October 30th:</u> Wound Care - Brenda Reinert <ul style="list-style-type: none"> ○ Icebreaker: costume contest (board members come dressed up) ○ Food: spaghetti/pasta ● November 20th: Flight/Travel Nurse - Rozalina Bobkova <ul style="list-style-type: none"> ○ Icebreaker: Board baby pic Kahoot – start looking/sending it over! <ul style="list-style-type: none"> ■ Send to Izzy by Wednesday, November 6th. ○ Food: potluck <ul style="list-style-type: none"> ■ I will make a sign-up sheet. <p>October Meeting Slides:</p> <ul style="list-style-type: none"> ● Slides are due no later than Sunday, October 20th by 11:59 PM. <ul style="list-style-type: none"> ○ Theme: spooky <p>October GBM Theme: Costume contest</p> <ul style="list-style-type: none"> ● Attire: Professional/appropriate Halloween costume <ul style="list-style-type: none"> ○ Can still be fun! ● Halloween decor <ul style="list-style-type: none"> ○ Ideas: fake pumpkins, fake cobwebs, spiders, bloody gauze, Gloria has a skeleton (Izzy will ask Gloria), possible greenscreen 	<ul style="list-style-type: none"> ● EVERYONE: send in a baby picture to Izzy by Wednesday, November 6th. ● Izzy will create a sign up sheet for potluck food. ● EVERYONE: Complete general body meeting slides by Sunday, October 20th at 11:59 PM. 	<ul style="list-style-type: none"> ● Izzy will send the potluck sign up sheet to the board for food registration.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ If borrowing from lab, contact Mrs. Spears ○ Does anyone have any items to volunteer? <ul style="list-style-type: none"> ■ Brianna: disco ball ● Food: Spaghetti and Meatballs (aka. guts and brains) <ul style="list-style-type: none"> ○ Crock pot to keep warm ○ Possibly order food from Olive Garden/another restaurant ○ Dessert: pumpkin roll cake; ice cream was also suggested <ul style="list-style-type: none"> ■ People can bring candy in as well ■ Trick-or-Treat goody bags? <p>VP Reminders:</p> <ul style="list-style-type: none"> ● Make costume contest survey/ballot ● Touch base with Rozalina B. for November ● Finish GBM flyer by Oct. 6; post by Oct. 13 <ul style="list-style-type: none"> ○ Goal: they have 2.5 weeks to see the flyers ○ Set up reminders for the GBM as the date gets closer <p>Reminders: let's work on getting our GBM slides back on time.</p> <ul style="list-style-type: none"> ● This time was a little tricky given it was a new platform, new semester, new format, etc. but please make sure to finish on time in the future. 	<ul style="list-style-type: none"> ● Izzy will make the survey and voting system for the October general body meeting's costume contest. ● Izzy will coordinate with Rozalina Bobkova regarding the November general body meeting. ● Izzy will complete the flyer for the October general body meeting by Sunday, October 6th. 	<ul style="list-style-type: none"> ● Izzy will post flyers around the College of Nursing building by Sunday, October 13th.
<p>Treasurer: Jayla Call Elect: Aiya Falhi</p>	<p>Bank balance: \$9,525.61</p> <p>Member count: 95</p> <p>Allocation update: Passed. 32 members will be funded for the State Convention thanks to SGA.</p> <ul style="list-style-type: none"> ● Next steps: <ul style="list-style-type: none"> ○ Complete a Travel Request Form and Committee Attendance Form <ul style="list-style-type: none"> ■ The SGA finance coordinator will contact me by 10/3 for these forms. 	<ul style="list-style-type: none"> ● Jayla will complete the Travel Request Form and 	<ul style="list-style-type: none"> ● Jayla will submit final forms for FNSA State Convention attendance

	<ul style="list-style-type: none"> ■ Final forms with an accurate headcount will be submitted on 10/12. <p>September Financial Documents: Coming soon; Bank of America did not have September documents available yet.</p> <ul style="list-style-type: none"> ● Elects: you will be able to sign financial documents with us. Here are August documents as an example: <ul style="list-style-type: none">  August Financial Documents.pdf <p>Upgrading SNA Canva to Canva Pro:</p> <ul style="list-style-type: none"> ● Use for slides, social media posts, merch designs, flyers, etc. ● Ability to create folders to organize content; folders for GBM slides, social media flyers, merch designs, etc. <ul style="list-style-type: none"> ○ If we decide to do this, we must respect the designs created by each board member, leaving the designs unchanged unless the creator approves since these would all be on one account. <ul style="list-style-type: none"> ■ Idea: members could have their own folders within the account ● Price: \$120/year <ul style="list-style-type: none"> ○ This would be automatically renewed; the board must ensure the next treasurer is aware since the board would need to vote once again in October 2025 on if they want to keep Canva Pro. ● Discussion: Adobe annual subscription instead? <ul style="list-style-type: none"> ○ Pros: <ul style="list-style-type: none"> ■ Canva does not have a masking tool ■ Victor is willing to commit his clubhouse budget to the purchase ○ Cons: <ul style="list-style-type: none"> ■ Photoshop takes time to learn and experience to use well; Canva Pro would be more accessible and quicker to use for all board members <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>Committee Attendance forms for FNSA State Convention attendance by Thursday, October 3rd.</p> <ul style="list-style-type: none"> ● VOTE: Jayla makes a motion to upgrade the SNA Canva account to Canva Pro. Brianna seconds. Motion passes. 	<p>by Saturday, October 12th.</p>
<p>Secretary: Brandon Vaughan</p>	<p>Timekeeping: for this meeting, we will try a more structured plan of timekeeping.</p> <ul style="list-style-type: none"> ● I will set a timer for 10 minutes per person's section. After 8 minutes, I will give you a 2 minute warning. After the full 10 minutes, I will give you a cue to wrap up your point and we will move on. 		<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ○ Update after the meeting: the board liked this timekeeping system, so we will continue to do so for future meetings. <p>Board Organization documents: the Board Contact List and Board Organizational Chart have been updated with our new members' information.</p> <ul style="list-style-type: none"> ● Let me know if you need anything modified. <p>Next Curriculum Committee meeting: Monday, October 21st, 1:00-2:30pm</p> <p>GBM Speaker Thank You cards: in-person board members will sign Thank You cards for in-person speakers prior to the meeting's beginning so I can give it to them before they depart.</p> <p>Timing reminders: please read through the board report and attached documents prior to the beginning of each board meeting; this way we can get straight to the heart of discussion/the relevance of attached documents.</p> <ul style="list-style-type: none"> ● Advisors' statement: meeting time is for making final decisions and money decisions; we can also utilize our time between board meetings to discuss pertinent matters. <p>Vote on September board minutes.</p>	<ul style="list-style-type: none"> ● VOTE: Brandon makes a motion to approve October board SNA minutes. Victoria seconds. Motion passes. 	
<p>Legislative Director: Jenna Koo</p> <p>Elect: Madeline Sink</p>	<p>Next elections: February for Vice President Elect and Fundraising Director Elect</p> <p>FNSEA Convention planning: November 4th-5th; tell attendees to save the date.</p> <ul style="list-style-type: none"> ● I have been coordinating with Villa via email. ● Board goes both days and general body members/elects go on one. <ul style="list-style-type: none"> ○ Elects can go on either day depending on academic schedule ● Delegates: <ul style="list-style-type: none"> ○ Who will be delegates (besides Jenna)? We are allowed <u>7 delegates and 2 alternates.</u> <ul style="list-style-type: none"> ■ Delegates are required to go on both days of convention; so, delegates will most likely just be on the board, but general members can volunteer as well if class and clinicals permit. ■ I will send an interest survey to board by the end of the week. 		

	<ul style="list-style-type: none"> ■ Possible delegates I was thinking: Jenna, Izzy, Laura, Brandon, Jayla <ul style="list-style-type: none"> ● Watch Treasurer, Fundraising Director, and Clubhouse Director because they need to be involved in Tabling ● Treasurer, Fundraising Director, and Clubhouse Director need to be involved in tabling, so they may not be the best choices for delegates/will need to work tabling out with the House of Delegates schedule ○ I would like to have a meeting with all delegates prior to convention. ● Tabling info: We will go over the schedule in a pre-convention meeting. <p>Running for State or National board: any SNA member has the opportunity to run for State or National board.</p> <ul style="list-style-type: none"> ● Advisors' statement: being on these boards would take a lot of time for the member, but they would do all they could to support us. <p>Legislative committee:</p> <ul style="list-style-type: none"> ● Members: Marion Jones, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Tatiana Delaleu ● Updates: discussing how they can help at convention if they are attending. <ul style="list-style-type: none"> ○ Volunteering (tabling, House of Delegates help, etc.) <ul style="list-style-type: none"> ■ If tabling, volunteers must a board member with them. 	<ul style="list-style-type: none"> ● Jenna will send the delegate interest survey to the board by the end of the week of October 2nd. ● Jenna will contact the legislative committee to gauge interest in volunteering at FNSA State Convention. 	<ul style="list-style-type: none"> ● EVERYONE: complete the delegate interest survey.
<p>Clubhouse Director: Victor Dantas</p>	<p>Preorders: 2 Black, 1 Blue, 1 Grey, 2 Pink</p> <p>Cleaning out clubhouse of old clothing inventory:</p> <ul style="list-style-type: none"> ● Ideas: <ul style="list-style-type: none"> ○ Selling it for very low prices (\$4.99 or less?) during convention and next GBM ○ Buy a current merch item, get an older shirt free: encourages purchase of new merch that came out of this board's current budget <p>License plates: I will provide more information at November's board meeting.</p> <ul style="list-style-type: none"> ● Mrs. Dorminy and I will inquire about what company we used to order them last time. ● I reached out to Julianna regarding license plates as well. 	<ul style="list-style-type: none"> ● Victor will coordinate with Mrs. Dorminy 	<ul style="list-style-type: none"> ● No follow up needed

Merch order:

Clubhouse Dir - FSNA 2024 Merch List

● Prices:



Jerzees Nublend 50/50 Crewneck
Sweatshirt \$498.00
Black | Printing
Qty 25 @ \$19.92 each
M 5 L 5 XL 10 S 5
Edit Sizes Add Another Color



Hanes Authentic T-shirt \$249.50
Black | Printing
Qty 25 @ \$9.98 each
S 5 M 5 L 5 XL 10
Edit Sizes Add Another Color Remove

○



Jerzees Nublend 50/50 Crewneck
Sweatshirt \$941.50
Black | Printing
Qty 50 @ \$18.83 each
S 10 M 10 L 10 XL 20
Edit Sizes Add Another Color



Hanes Authentic T-shirt \$444.00
Black | Printing
Qty 50 @ \$8.88 each
S 10 M 10 L 10 XL 20
Edit Sizes Add Another Color Remove

○

○ Large, Medium, Small, Extra Small are all the same price.



● Gildan tan/brown logo midweight 50/50 crewneck sweatshirt

regarding license plate sales prior to the November board meeting.

- **VOTE:** Victor makes a motion to purchase 25 Gildan tan/brown logo midweight 50/50 crewneck sweatshirts (2 S, 5 M, 8 L, 8 XL, 2 XXL) at \$19.95 each for \$498.75 and 25 “In my nursing era” white T-shirts (4 S, 7 M, 7 L, 5 XL, 2 XXL) at \$11.05 each for \$276.75, for a total of \$825.38 with tax. Victoria seconds. **Motion passes.**



- “In my nursing era” white t-shirt
- Idea: build-your-own badge reels, notepads
 - These options are available on Amazon.

Encouraging participation in clubhouse committee: 1 point per design submitted?
Victor will draft how to reward members for participation for November’s board meeting OR october’s emergency meeting.

Clubhouse committee:

Members: Oriana Sirit, Drew Macapagal, Ashley Parasram, Madeline Sink, Peyton Kline, Valeria Cerice, Pilar De Jesus, Olivia Garcia, Sophia Helmick

Updates: Contacted members to request designs for FNSA, no responses after one week. Posted in GroupMe 9/29

- Victor will draft how to reward members for participation for the November board meeting.

Accelerated Liaison:
Gloria Munoz

Next Curriculum Committee meeting: Monday, October 21st, 1:00-2:30pm

- Possible class conflict; I will connect with Brandon about this.

- Gloria will coordinate with Brandon regarding her possible class conflict with the October curriculum committee meeting.

- No follow up needed

Media Director:
Brianna Annunziata

Newsletter:

- I have contacted each of you about newsletter sign up status; if you have any questions, please reach out to me
 - I will reach out to people who still haven’t signed up
- I am separating September and October for Diamond chapter purposes, but I will send have Ms. Judy forward them together.

- Brianna will reach out to board members who have

- No follow up needed

- **Deadlines:**
 - November-December: Friday, December 6th
 - January: Sunday, January 2nd

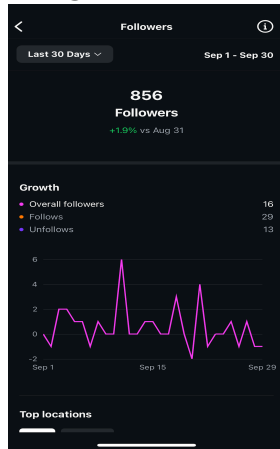
Website: About us, Contact, Newsletters, Minutes, and Bylaws pages have been updated.

- Having slight issues with picture uploads, so I will be attempting to post the pics from the GBM and update photos onto the Pictures page

Hispanic Heritage Month Spotlight: still open until Friday.

- I have two entries so far, but would love to have more! Let me know if you would like to contribute.

Instagram Follower Count: 856 (9/29)



Board social media post: should go up after taking the headshots, probably sometime after this week.

Social media committee:

- **Members:** Ashley Parasram, Jayla Call, Sophie Carlton, Leah Khalaf, Julia Nemeth, Olivia Milone, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Manuela Martins Buchdid, Tatiana Delaleu
- **Updates:** Reached out to committee by email and establishing best mode of communication
 - I had some people respond and will work on crafting some fun reels and content for our social media pages.

not signed up for the required amount of newsletter articles.

- Brianna will troubleshoot uploading pictures to the SNA website.

- Brianna will post the board social media post after the board's headshots are taken.

	<p>Future ideas: I will be brainstorming ideas for reels at conventions.</p> <ul style="list-style-type: none"> ● Bringing back Mic'd Up Media Director ● Including other schools <ul style="list-style-type: none"> ○ Their favorite parts of convention ○ Our account can tag their accounts; more reposts means more engagement ● Merch promo 		
<p>Historian: Chelsea Costa</p>	<p>Next alumni meeting: Tuesday, November 19th</p> <p>Alumni Tailgate: October 12th</p> <ul style="list-style-type: none"> ● I will not be in attendance due to family reasons. ● I am triple checking with Christina if it's open to other students before we announce it to a wider audience. <p>Keep an eye out for emails regarding Relay for Life.</p> <ul style="list-style-type: none"> ● Last year news for it got sent out around October-November, but it got sent to the wrong address. 	<ul style="list-style-type: none"> ● Chelsea will connect with Christina to clarify if the upcoming alumni tailgate is open to students. 	<ul style="list-style-type: none"> ● Chelsea will inform the board if the upcoming alumni tailgate is open to students or not.
<p>Breakthrough to Nursing Director: Linah Monize</p>	<p>Adult College Day 10/10:</p> <ul style="list-style-type: none"> ● College Fair for Boys and Girls club - collaboration with APNS ● This be tabled by the breakthrough to nursing committee; I will assign roles. ● Still waiting to hear back from Logan (president of APNS) <ul style="list-style-type: none"> ○ Communication barrier, but got his phone number which he responds to. ● I will need a table cloth, flyers, pens, and anything else that we are able to give out for free. <ul style="list-style-type: none"> ○ Linah will contact Mrs. Dorminy to request use of supplies in the faculty closet. <p>Lake Nona STEAM Night 11/6:</p> <ul style="list-style-type: none"> ● I am collaborating with the lab to use equipment; Syretta Spears will lend us auscultation trainers <ul style="list-style-type: none"> ○ I will need to go to equipment training the morning of STEAM night to use these. ● Committee members are already interested in attending. ● Possible scheduling conflict: STEAM night is the night of the College of Nursing scholarship dinner. ● Other ideas for interactive activities? <ul style="list-style-type: none"> ○ Idea for blood pressure exercise: have beginner nursing students who just learned to take BP take attendees' blood pressure, then again after they exercise for 20 seconds/1 minute. <p>Breakthrough to Nursing Committee:</p>	<ul style="list-style-type: none"> ● Linah will coordinate with Mrs. Dorminy regarding use of supplies in the faculty supply closet for Adult College Day. 	<ul style="list-style-type: none"> ● No follow up needed

	<p>Updates: New welcome emails sent to Ciaera Ambroise, Valeria Cerice, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Arielle Concepcion, Manuela Martins Buchdid, and Rocco Senia.</p>	<p>Greater Orlando Heart Walk and sent it out to SNA general body members before Monday, October 14th.</p>	
<p>Fundraising Chair: Laura Velez</p>	<p>September Raffle Summary:</p> <ul style="list-style-type: none"> ● \$24 in tickets ● Raffle winner: gets blanket and cup for free; using sweatshirt from stock. <p>October Upcoming Events:</p> <ul style="list-style-type: none"> ● <u>Car Wash:</u> Saturday, October 12th, 9am-2pm <ul style="list-style-type: none"> ○ Address: 901 Lockwood Blvd Oviedo FL, 32765 ○ We need as many hands as possible; anyone who is able to help/bring supplies, please let me know. ○ Supplies Needed: buckets, car soap, sponges/mitts, microfiber towels ○ We should suggest donations at the car wash. <ul style="list-style-type: none"> ■ Car wash will be free (advertise this on posters), but encourage donations once people are in line. <ul style="list-style-type: none"> ● Idea: Bucket for collecting money that says “Support Knight Nursing students!” on it ○ Both cash and Square can be accepted <ul style="list-style-type: none"> ■ We just have to make sure that people who can use Square are covering all shifts. ○ Interest Form: I will be making an interest form for my committee to see who would want to participate. ● <u>Chipotle Partial Proceeds:</u> Tuesday, October 15th, 5-9pm <ul style="list-style-type: none"> ○ Address: 464 N Alafaya Trail Ste 111, Orlando, FL 32828-4350 ● <u>Cutest Pet Contest:</u> end of October <ul style="list-style-type: none"> ○ Announce via social media and at next GBM <ul style="list-style-type: none"> ■ I will post the flyer after October 15th. ○ Have people send in photos to SNA Instagram 	<ul style="list-style-type: none"> ● Laura will send a car wash participation interest form to the fundraising committee prior to the car wash. ● Laura will announce the cutest pet contest at the October general body meeting. ● Laura will complete and post 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ○ Compile entries in one Google Doc and send it out to College of Nursing students/faculty for preliminary voting. ○ Once these votes are complete, post a top 4 poll for voting as an SNA Instagram story. ● <u>Potential: Pink Stanley Raffle</u> <ul style="list-style-type: none"> ○ Half of earnings would go to a breast cancer foundation <p>November Upcoming Events:</p> <ul style="list-style-type: none"> ● Grateful Grams ● Idea: Pie the Professor? <p>Fundraising committee:</p> <ul style="list-style-type: none"> ● Members: Emmanuella Coupet, Whitney Nguyen, Rachelle Nguyen, Isabella Carvajal, Zulieka R Narvasa, Kayla Ross, Kathleen Belanser, Melanie Zambrano, Peyton Kline, Valeria Cerice, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Manuela Martins Buchdid, Tatiana Delaleu ● Updates: Sent message in committee GroupMe 9/30 	the pet contest flyer after October 15th.	
<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