



**Student Nurses' Association at UCF Orlando –
September Board Meeting Minutes 9/3/2024**
Time Called to Order: 1605 PM
Time Adjourned: 1830 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

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

Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein	<p>Fall Meeting Dates: all on SNA Google calendar</p> <p>September: <u>BM:</u> Tuesday September 3rd, 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) AND pre-convention meeting (if we have all the information by then) <u>GBM:</u> Wednesday October 30th, 5-7pm</p> <p>November: <u>State Convention:</u> Sunday November 3rd - 6th <u>BM:</u> Wednesday November 13th, 5-7pm (in person)</p> <ul style="list-style-type: none"> Or: at FSNA if the board has free time. We would need to finish board reports before convention in this case. <p><u>GBM:</u> Wednesday November 20th, 5-7pm</p> <p>December: SNA Board Christmas Party (date set by advisors) No meetings!</p> <p>Pre-Convention Saturday, September 28th: 2 people per school attend for free; \$15 per person after that.</p> <ul style="list-style-type: none"> Attendees: Jenna and one other person 		

- Possibly Victoria (though she would have to call off work); if any board member wants to go, let Victoria know.

FNSA Convention:

- Will submit bylaws and constituency status once the website is updated...
- I would like to submit for all awards possible.
 - Awards are listed in Jenna's convention document.
- I would like everyone attending to apply for at least 1 scholarship.
 - Some of them require essays, but some of them simply require filling them out and submitting a letter of recommendation.

Diamond Chapter Update: I have added the photos from the Back-to-School BBQ. I will continue to update; please continue to take pictures at all events.

Adult 2 Exam 3 Date Change: Mrs. Snyder is working on rescheduling Adult 2 exam 3 for traditional seniors attending convention.

- Most likely, our exam will be on Wednesday 11/6, probably after Adult 2 class.

Board T-shirts: board members discussed buying their own customized SNA board T-shirts

- These would be from Etsy and would be paid for by board members (not the SNA bank account).

Reminders:

- Continue to promote SNA events to classmates.
- The CON closes at 5 PM; if you are in the building after you must be with an advisor.
- Meet/check in with Mrs. Dorminy and/or Dr. Peach every month!
 - Text, email, meeting, etc.

- Board members interested in attending FNSA pre-convention will contact Victoria.
- Victoria will submit the UCF Orlando SNA bylaws and constituency status once the SNA website has been updated.

- Victoria will inform the board when she submits the UCF Orlando SNA bylaws and constituency status.

- **EVERYONE:** schedule monthly check-ins with advisors.

GBM Roles:

Greeter - Jenna

Sign-in sheet - Jayla w/ Chelsea (Committee Sign-up sheets will be here)

Merch – Laura & Victor

Food set up/maintenance & Guest Speaker note card - Brandon

Food pick up (pre-ordered) – Brandon

Presenters - Victoria and Izzy

Helping hands for anyone who needs it: Jenna

Marketing - Brianna for Social Media, Victor for accelerated cohort, Victoria for fall seniors, Izzy and Laura for spring cohort, Advisors for incoming students and pre-nursing students (Dr. Peach in patho class)

Personal Reminders:

- Make a survey for members to suggest menu/theme items

- Send out Doodle by 9/5 for SNA members to RSVP to the GBM
 - Subsequently remind SNA members of the GBM date

- Finish the poster for September GBM by 9/10 and post to SNA members and around the CON by 9/13

- Izzy will create a survey for SNA general body members to suggest menu items and themes for future general body meetings.
- Izzy will send out a Doodle RSVP invitation to the September general body meeting to general body members by September 5th.
- Izzy will complete the post for September's general body meeting by September 10th.
- Board members will post the September general body meeting

- Izzy will periodically remind general body members of the September general body meeting's date.

		poster around the College of Nursing by September 13th.	
<p>Treasurer: Jayla Call</p>	<p>Bank balance: \$9,316.36</p> <p>Member count: 90</p> <ul style="list-style-type: none"> ● September renewals: 2/3 renewed. <p>August financial documents: Please sign by 9/15.</p> <p>White coat ceremony 8/23 - merch purchase breakdown:</p> <ul style="list-style-type: none"> ● Total: \$1,165.00 <ul style="list-style-type: none"> ○ Mom shirt x11: \$220.00 ○ Dad shirt x6: \$120.00 ○ Car magnet x20: \$100.00 ○ Knight Nurse crewneck x3: \$90.00 ○ Knight Nurse t-shirt x3: \$60.00 ○ Knight Nurse Hoodie x2: \$60.00 ○ Coffee, Scrubs, Gloves x2: \$40.00 ○ ABC-PQRST sweatshirt: \$30.00 <p>FSNA Funding: Finally received information regarding state convention registration costs; it is up to our board to decide what kind of registration we would like.</p> <ul style="list-style-type: none"> ● Once we decide, I will include these numbers in the SGA allocation request PowerPoint and then meet with SGA to see if we can receive funding. <ul style="list-style-type: none"> ○ SGA Funding PPT ● Once we figure out what we want, I will submit the allocation request this week <ul style="list-style-type: none"> ○ I am not submitting a bill request because we are saving it for national convention. <ul style="list-style-type: none"> ■ I emailed SGA: they claimed that we could submit unlimited allocation and bill requests. We are aiming to allocate money for both state and national convention. ● Registration Cost Breakdown <ul style="list-style-type: none"> ○ The board liked the premier package because we would want to be able to attend the awards banquet to show gratitude for any awards we might win. 	<ul style="list-style-type: none"> ● EVERYONE: Sign August financial documents and return to Jayla by 9/15. ● Jayla will submit the allocation request for funding for state convention to SGA this week. 	<ul style="list-style-type: none"> ● Jenna and Jayla will meet with SGA to present their funding allocation request for FNSA state convention.

- Jenna will add a basics section to her convention document to send to all board members and elects so they know the basics of what goes on before we get to convention.

Carpooling: because Kissimmee is less than 50 miles away, we will not be staying at a hotel/AirBnB at/near the convention.


- [Carpool Sign-up](#)
- You are welcome to stay at the hotel overnight, but please note that *this would come from your bank account, not SNA's*. We will not reimburse you if you stay in a hotel room. Board members in the past have split the costs of hotel rooms if that is something you wish to do.

Hotel: Embassy Suites by Hilton Lake Buena Vista South
Rates (as of 8/31): \$87-\$109/night from November 3rd-5th

- Note that these prices will increase as we get closer, so book soon if you want to stay at the hotel.

Budget increases:

- Historian: Chelsea will need more to supply for the kickball event in March.
 - Original budget: \$500
 - Current amount used: \$ \$395.37
 - Remains: \$104.63
 - Add \$300 to budget; total budget will be \$800.
- Secretary: Brandon needs to be more secure in purchasing guest gift cards/Kahoot gift cards and speaker gift cards, etc.
 - Original: \$100
 - Current used: \$5
 - Remains: \$95
 - Add \$50; Total budget will be \$150.

 [Total Officer Budget.xlsx](#) Use this to check your current budget.

- Jenna will create a basics section in her state convention document and send the document to board members and elects once the document is complete.

- **VOTE:** Jayla makes a motion to increase the Historian's budget by \$300 from \$500 to \$800, and the Secretary's budget by \$50 from \$100 to \$150. Victoria seconds. **Motion passes.**

<p>Secretary: Brandon Vaughan</p>	<p>Board contact list and organizational chart: updated with Linah and Victor's info.</p> <p>Curriculum Committee: I emailed Dr. Luzincourt about meeting dates and she let me know that Dr. Green is the one serving on the Curriculum Committee instead of her.</p> <ul style="list-style-type: none"> ● Sent Dr. Green an email; she confirmed that the next curriculum committee meeting is Wednesday, September 17th at 08:30 on Microsoft Teams. <ul style="list-style-type: none"> ○ This is during Adult 2 lecture and a Psych quiz starts at 10:30; I will email Dr. Peach about what to do about this. <p>Elect candidates: met Ciara (Trad Fall '26) at the BBQ and informed her of Secretary duties. Got her # and will be contacting her with further news/info regarding the Secretary Elect position as we get further into the semester.</p> <p>Secretary badge: Trinity lost her badge, so I will connect with Victoria to order a new badge.</p> <p><u>Vote on August board minutes.</u></p>	<ul style="list-style-type: none"> ● Brandon will connect with Dr. Peach concerning his conflict with September's curriculum committee meeting. ● Brandon and Victoria will coordinate to order a new Secretary badge by October's board meeting. ● VOTE: Brandon makes a motion to approve August board minutes. Victoria seconds. Motion passes. 	<ul style="list-style-type: none"> ● No follow up needed
<p>Legislative Director: Jenna Koo</p>	<p>September Elections:</p> <ul style="list-style-type: none"> ● All elect positions have been posted on social media by Brianna; we have several applicants. <ul style="list-style-type: none"> ○ Jilene Bronto for Treasurer Elect ○ Brandie Brown for President Elect ○ Allyson Crighton for President Elect ○ Oriana Sirit for Accelerated Liaison <ul style="list-style-type: none"> ■ She is also a newly elected board member for UCF Nursing Unidos. I will ask her if she still wants to put her name in the pool for the election because of this possible conflict. 	<ul style="list-style-type: none"> ● Jenna will ask Oriana Sirit if she still plans to run for 	<ul style="list-style-type: none"> ● No follow up needed

- Molly Aimes for Accelerated Liaison
- No one for Legislative Director yet
 - Mrs. Dorminy will emphasize legislative director elections in her lab section.

FNSA convention:

- Still working on getting information; currently speaking to Mikayla and Willa.
 - We have gotten convention cost information from Willa at FNSA and have shared the information with Jayla already. It is also included in my convention planning document.
- [Preliminary FNSA Convention Planning Document](#)
 - **Yellow highlights** - Still need information/Still working on it
- FNSA website is still not updated.
 - I will send out a notification to everyone as soon as I see that the website is updated.
 - I will send out a notification for information on awards, scholarships, etc. when I receive that information.
- Depending on when I receive FNSA information, I want to send a [FNSA Interest Form](#) to Judy Reichsteiner by Monday to see if anyone else is interested in attending.
 - Interest Form changes:
 - Change dates to 11/4 - 11/5
 - Ask the question: “What is your level of interest in attending FNSA state convention?” Include different answers based on whether people are interested in attending regardless of SGA funding or not or interested with SGA funding only.
 - Ask what days are people interested in attending: the 4th, 5th, or both days?
 - For people with academic requirements: include a free text box to explain conflicts (class, clinical, lab, etc.)

Accelerated Liaison before September’s general body meeting.

- Mrs. Dorminy will speak about elections for legislative director in her lab section before September’s board meeting.

- Jenna will inform the board when the FNSA website is updated and with information concerning FNSA awards and scholarships.
- Jenna will send the FNSA interest form to Judy Rechsteiner tentatively by September 9th.
- Jenna will make the described changes to the FNSA interest form before finalizing it.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Ensure that people are aware they have to receive faculty approval before attending. ○ Deadline for ppl to fill out interest form: Friday 9/13 <ul style="list-style-type: none"> ■ Be sure to note on the form: people can still fill the form out after 9/13, but they will most likely not be sponsored by SGA and will have to pay to attend themselves. <p>Legislative Committee:</p> <ul style="list-style-type: none"> ● Members: None ● Updates: had some interested individuals come up to me at the BBQ but haven't heard anything about signups. I looked on the Google Form and saw potentially 2 interested individuals; I will reach out to them this week. 	<ul style="list-style-type: none"> ● Jenna will coordinate with the SNA members interested in the legislative committee by the end of the week of September 2nd. 	
<p>Clubhouse Director: Victor Dantas</p>	<p>Current clubhouse inventory: I've prepared a document regarding what is left and how much is left in our clubhouse. SNA September 2024 Inventory</p> <ul style="list-style-type: none"> ● The board gave feedback on selling what we already have; I will get back with ideas for this and future designs at October's board meeting. ● I will out the preorder form by the end of this week so we can preorder at October's board meeting. <p>Ideas for engagement and merch sales:</p> <ul style="list-style-type: none"> ● Listening to feedback from my cohort, creating an event for promotion (i.e. tie dye party), creating a new merchandise order for items in low count. <ul style="list-style-type: none"> ○ The board gave their feedback on these ideas and decided that new designs would take precedent. <p>Clubhouse committee:</p>	<ul style="list-style-type: none"> ● Victor will present ideas concerning selling the clubhouse's current inventory and future designs at October's board meeting. ● Victor will send out the merchandise preorder form by the end of the week of September 2nd. 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ● Members: Oriana Sirit, Drew Macapagal, Ashley Parasram ● Updates: Sent them a welcome notice, along with more instructions of how the committee works. 		
Accelerated Liaison: Vacant	Election to be held at September general body meeting.	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed
Media Director: Brianna Annunziata	Newsletter info: <ul style="list-style-type: none"> ● If you have not signed up, I will be contacting you individually to sign up. <ul style="list-style-type: none"> ○ Mandatory: all board members must do 2. ● Working on August's newsletter ● I will set up a meeting with Dr. Peach and Mrs. Dorminy to streamline newsletter editing, then work on September's newsletter ● Deadlines: <ul style="list-style-type: none"> ○ September-October: Sunday, Sept. 15th ○ November-December: Friday, Dec. 6th 	<ul style="list-style-type: none"> ● Brianna will contact board members who have not signed up to complete 2 newsletter articles. ● Brianna will complete August's newsletter and send it out to the College of Nursing. ● Brianna will meet with Dr. Peach and Mrs. Dorminy concerning newsletter editing before October's board meeting. ● Board members completing an article for the September and October SNA newsletters will complete and submit them to Brianna by September 15th. ● Board members completing an article for the November and 	<ul style="list-style-type: none"> ● Brianna will inform the board when August's newsletter is complete.

- Susan Dyess reached out about newsletter; she is interested in writing an article.

SNA Website: still working on access.

Headshots: I am still figuring out a date since I want to include the upcoming new accelerated liaison and elects.

- After headshots are complete, I will work on a board social media post.

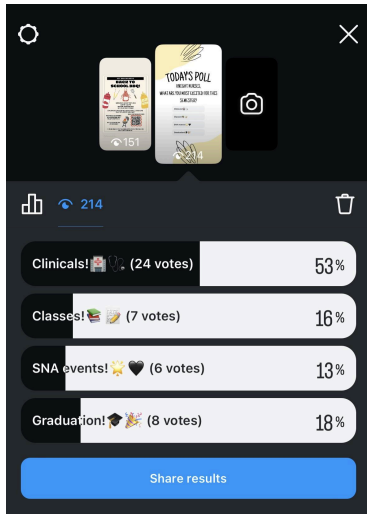
Instagram Follower Count: 837 (9/1)

Engagement: Poll on 8/16 - “What are you most excited for this semester?”

December SNA newsletters will complete and submit them to Brianna by December 6th.

- Brianna will continue to attempt to gain access to the SNA website.
- Brianna will plan a date to take board members’ headshot photos.

- Brianna will update the board with any information gathered regarding gaining access to the SNA website.
- Brianna will inform board members of the photoshoot’s date and, once complete, create a social media post including the board headshots.



Social media post ideas: the board discussed different posts such as takeover days/days in the life.

- Contact me if you are interested to plan a day.
 - Send videos from your day to me to post.

Hispanic Heritage Month 9/15 - 10/15: Spotlight opportunity

- Victoria, Isabella, and Laura will reach out.

- Idea: SNA x Nursing Unidos collaboration
 - I will make an interest form this week.

Social media committee:

- **Members:** Ashley Parasram, Jayla Call
- **Updates:** Email/Groupme will be our main communication methods.

- Victoria, Isabella, and Laura will coordinate with Brianna regarding being spotlighted on SNA social media for Hispanic Heritage Month.
- Brianna will create an interest form for a collaboration with Nursing Unidos this week.

- Brianna will update the board regarding responses to the Nursing Unidos collaboration survey.

<p>Historian: Chelsea Costa</p>	<p>Back-to-School BBQ turnout:</p> <ul style="list-style-type: none"> ● 75+ people attended <ul style="list-style-type: none"> ○ We were not able to document all of the people that came in, but Jayla got all payments, and recorded all new members. <p>Next big event: Kickball game</p>	<ul style="list-style-type: none"> ● No action needed 	<ul style="list-style-type: none"> ● No follow up needed
<p>Breakthrough to Nursing Director: Linah Monize</p>	<p>Mentor/Mentee Program: All mentors/mentees have been matched.</p> <p>Colonial High School Presentation 9/9:</p> <ul style="list-style-type: none"> ● Two committee members and I will be attending. ● I have contacted Megan Truhett regarding flyers for students to take home. <p>September-October plans:</p> <ul style="list-style-type: none"> ● I am scheduling training with the lab to use lab equipment on Lake Nona STEAM night. ● I am collaborating with Sulah for the joint event with ACHE: Health and Wellness Fair <ul style="list-style-type: none"> ○ We can do blood pressure screenings and unofficial CPR training, <ul style="list-style-type: none"> ■ We must ensure we do not advertise this as official clinical blood pressures/CPR teaching. <p>Nursing at Nike/APNS:</p> <ul style="list-style-type: none"> ● Engagement brainstorming and communication is on my agenda. What have we done for engagement/communication in the past? 	<ul style="list-style-type: none"> ● Linah will coordinate creating UCF College of Nursing flyers for students at Colonial High School to take home following the Breakthrough to Nursing presentation. ● Linah and volunteering members of the Breakthrough to Nursing committee will train with the lab before Lake Nona STEAM night. ● Linah and Sulah will continue to collaborate to plan for the Health and Wellness Fair. 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ○ Plan events to connect with both organizations <ul style="list-style-type: none"> ■ i.e. an event night with Nursing at Nike people, representing SNA at APNS meetings, etc. ■ I will look into coming to a NSP1800 class with Mrs. Breit to promote the next SNA GBM and its speaker. <p>B2N committee:</p> <ul style="list-style-type: none"> ● Members: Emanuella Coupet, Samantha Quinto, Kayla Ross, Allyson Crighton, Victoria Trautwein, Jayla Call, Isabella Parron ● Updates: No updates this month. 	<ul style="list-style-type: none"> ● Linah will coordinate with Mrs. Breit to attend a NSP1800 class to promote the UCF College of Nursing and SNA. 	
<p>Community Health Director: Sulah Monize</p>	<p>Blood Drive: tomorrow 9/4 11:00 AM - 4:00 PM</p> <p>PICS walk 9/29: the opportunity to volunteer with Dr. Peach will be sent out via GroupMe following the blood drive.</p> <p>Potential Halloween walk volunteer opportunity at Orlando Health Arnold Palmer Hospital for Children: I am in contact with Hailey.</p> <ul style="list-style-type: none"> ● Students could potentially volunteer to chaperone kids as they walk through hallways ● I will follow up with her in mid-September <p>Knight-Thon: I am looking into the application process; I will be in contact with Mrs. Dorminy.</p>	<ul style="list-style-type: none"> ● Sulah will send information regarding the PICS walk volunteer opportunity to the SNA general body GroupMe following the conclusion of the blood drive. ● Sulah will follow up with Hailey in mid-September regarding the Arnold Palmer Hospital Halloween walk volunteer opportunity. ● Sulah will communicate with Mrs. Dorminy 	<ul style="list-style-type: none"> ● Sulah will communicate information regarding the Arnold Palmer Hospital Halloween walk gained from Hailey to the board GroupMe. ● Sulah will update the board regarding Knight-Thon at the

	<p>Community Health Committee:</p> <ul style="list-style-type: none"> ● Members: Oriana Sirit, Isabella Carvajal, Zulieka Narvasa, Samantha Quinto, Jayla Call, Kayla Ross, Allyson Crighton ● Updates: <ul style="list-style-type: none"> ○ Emails sent to the original listing on 8/19 ○ Sent out a GroupMe Message on 8/27 ○ 9/3: Only one person responded. The next step would be an iMessage group chat with personal phone numbers, or moving forward with the active member while still communicating to the contact list. 	regarding Knight-Thon.	October board meeting.
<p>Fundraising Chair: Laura Velez</p>	<p>Sales:</p> <ul style="list-style-type: none"> ● <u>Nursing School Starter Kits:</u> \$315 <ul style="list-style-type: none"> ○ They will be distributed this week. <ul style="list-style-type: none"> ■ Can anyone help and distribute it prior to class time? I will ensure to send emails once everyone has received them. ● <u>Badge Reels:</u> \$45 ● <u>Total:</u> \$360 <p>Upcoming Events:</p> <ul style="list-style-type: none"> ● October Partial Proceeds: Chipotle <p>Event ideas:</p> <ul style="list-style-type: none"> ● Nursing student car wash <ul style="list-style-type: none"> ○ Location ideas: gas station somewhere in Waterford (intersection at Lockwood)? ○ Date: one weekend in September, possibly a Sunday ○ Prices: tentatively \$15 or \$20 ○ Board members bringing car wash materials would be appreciated—buckets, soap, sponges, towels, air freshener ○ I will send an interest survey out to her fundraising committee by Friday. ● Pet Photo Contest: raffle opportunity <ul style="list-style-type: none"> ○ Around October (alternative: Thanksgiving time) 	<ul style="list-style-type: none"> ● Laura and volunteers from the board will distribute the starter kits this week. ● Laura will send an interest survey for the car wash to the fundraising committee by Friday. 	<ul style="list-style-type: none"> ● Laura will update the board on the fundraising committee's responses to the car wash interest survey.

	<ul style="list-style-type: none"> ○ I would collaborate with Brianna utilizing social media. <ul style="list-style-type: none"> ■ Submitters could tag the SNA chapter Instagram for reposts around Halloween time. ○ Drawing can be the Monday after Halloween for a winner. <p>Fundraising Committee:</p> <ul style="list-style-type: none"> ● Members: Emmanuella Coupet, Whitney Nguyen, Rachelle Nguyen, Isabella Carvajal, Zulieka Narvasa, Kayla Ross, Kathleen Belanser ● Updates: No updates this month. 		
<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