



Student Nurses' Association at UCF Orlando –
February Board Meeting Minutes 2/5/2025
Time Called to Order: 1701 PM
Time Adjourned: 1850 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

Attendees Present:	Victoria Trautwein, Allyson Crighton, Isabella Parron, Jayla Call, Brandon Vaughan, Jenna Koo, Madeline Sink, Gloria Munoz, Brianna Annunziata, Chelsea Costa, Linah Monize, Sulah Monize, Kate Dorminy
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Attendees Absent:	Aiya Falhi, Laura Velez, Brian Peach
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Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein Elect: Allyson Crighton	<p>Upcoming Meetings:</p> <p>February: <u>BM:</u> Wednesday 5th (333) 5-7pm <u>GBM:</u> Wednesday 26th (602) 4:30-7pm</p> <p>March: <u>BM:</u> Wednesday 5th (333) 5-7pm <u>GBM:</u> Wednesday 26th (602) 4:30-7pm</p> <p>April: <u>BM:</u> Thursday, April 3rd at 4:30pm <u>NSNA CONVENTION:</u> Wednesday 9th- Saturday 12th <u>GBM:</u> Wednesday 16th (602) 4:30-7pm</p> <p>Nursing at Nike with Mrs. Breit: February 27th 6pm</p> <ul style="list-style-type: none"> 5 people have signed up so far: Jayla, Sulah, Emily Chae, Emma Coupet and myself <p>Prepare your board handoff for April.</p> <ul style="list-style-type: none"> Handoff should consist of: <ul style="list-style-type: none"> A 1:1 meeting with your elect sometime in April before graduation to go through whatever handoff document you have, give them the badge, and give access to the email and any other websites your role utilizes You can also coordinate with the advisors if you need help with your handoff 	<ul style="list-style-type: none"> All graduating board members will complete handoff preparations, notifying Victoria and Ally once they are complete. 	<ul style="list-style-type: none"> All graduating board members will notify Victoria and Ally once their handoff preparation is complete.

	<ul style="list-style-type: none"> ○ Have a document with responsibilities, yearly timeline, and contacts listed for your position ● Please notify Ally and I once you have that handoff. <p>Reminder to submit an application for the Leadership U Honors Society.</p> <ul style="list-style-type: none"> ● 6/13 have completed it. ● Would like to have everyone complete it by March 1st. <p>President Specific Tasks:</p> <ul style="list-style-type: none"> ● Attended CRT and senate meetings with Jayla and Jenna for SGA Convention Bill ● Submitted NSNA Core Values Award Application ● Check merchandise inventory and see if we need to place another order in March/April for spring/summer ceremonies. <p>Idea: sending flowers to Florida State College at Jacksonville's SNA Chapter</p> <ul style="list-style-type: none"> ● A SNA advisor here passed; Izzy has a card we can sign to send it and flowers to their board and new advisor. <ul style="list-style-type: none"> ○ Cost: ~\$30; we can use personal or budget money. 	<ul style="list-style-type: none"> ● EVERYONE: submit an application for the NSNA Leadership University Honor Society by March 1st. ● Victoria will check the clubhouse inventory by the next board meeting. 	<ul style="list-style-type: none"> ● Board members will provide updates on their application status at March's board meeting. ● Victoria will update the board on merchandise stock at March's board meeting.
<p>Vice President: Isabella Parron</p>	<p>Guest Speaker plans:</p> <ul style="list-style-type: none"> ● <u>February 26th:</u> Kelley Gonzalvo and Jason Kawa (in person) - Oncology Nurse ● <u>Thurs. March 27th (6pm):</u> SNAP Villanova Speaker <ul style="list-style-type: none"> ○ just got an email from them yesterday, they said they will send the zoom link to us a week in advance ○ ***SNAP Villanova will send their Zoom link at least 1 week in advance. Because their meetings start at 6PM, they suggested starting at 5:15PM, with UCF talking till 5:45 (our usual), and Villanova speaking from 5:45 pm - 6:00 pm. Speaker would then begin at 6:00 pm. <ul style="list-style-type: none"> ■ Please keep any announcements we have short this meeting. ● <u>April 16th:</u> In communication with a potential speaker <ul style="list-style-type: none"> ○ Icebreaker: TBD - something themed around finals 	<ul style="list-style-type: none"> ● Izzy will update the board that she has received the joint general body meeting Zoom link from SNAP Villanova when she receives it. 	<ul style="list-style-type: none"> ● Izzy will send the Zoom link to the joint general body meeting with SNAP Villanova prior to March's general body meeting.

	<p>February general body meeting information:</p> <ul style="list-style-type: none">● <u>February Meeting Slides:</u><ul style="list-style-type: none">○ Slides are due no later than Tuesday, February 18th by 11:59 PM!● <u>Theme:</u> Valentines/Hearts (duh!)<ul style="list-style-type: none">○ <u>Attire:</u> Pink/Red/White○ <u>Icebreaker Idea:</u> “Would you rather?” - Valentine’s Edition● I will finish the GBM flyer by February 9th and post by February 13<ul style="list-style-type: none">○ Goal: general body members have two weeks to see the flyers <p>Adding SNA points to Historian events: Historian events (e.g. B2B Barbecue, Relay for Life, Kickball game, etc.) have grown in popularity and would benefit from specific point values being awarded.</p> <ul style="list-style-type: none">● Setting standard: 1 point per hour of labor at a historian event● Relay for Life: 4-5 points; up to Chelsea to decide● Izzy will update the point system, Jenna will update the bylaws <p>Top Point Earners:</p> <p><u>Pre-Nursing:</u></p> <ol style="list-style-type: none">1. Valeria Cerice - 13 <p><u>Fall 2026 Grads</u></p> <ol style="list-style-type: none">1. Brooke and Willow Bynum - 11 pts (TIED)2. Natalie Hadaegh, Gabriela Perez, and Serena Mangual - 8 pts (TIED)3. Marion Jones - 7pts4. Melanie Zambrano - 5pts5. Eyza Yuson - 4 pts <p><u>Accels 2025 Grads</u></p> <ol style="list-style-type: none">1. Logan Lorenz - 1 pt <p><u>Spring 2025 Grads</u></p> <ol style="list-style-type: none">1. Rocco Senia - 17 pts	<ul style="list-style-type: none">● EVERYONE: Complete February general body meeting slides by February 18th at 11:59 PM.● Izzy will update the SNA point system to reflect the changes discussed regarding Historian events.● Jenna will update the chapter’s bylaws to reflect the changes discussed regarding Historian events.	
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<p>Treasurer: Jayla Call</p> <p>Elect: Aiya Falhi</p>	<p>Bank balance: \$10,661.27</p> <p>Member count: 109</p> <p>January Financial Documents: signatures are due February 17th.</p> <p>SGA Funding: the Bill has been passed.</p> <ul style="list-style-type: none"> ● It was approved through all 3 stages in the SGA senate. ● Still waiting for the SGA accountant to reach out to us. <p>Hotel Update: rooms have been reserved.</p> <ul style="list-style-type: none"> ● Reservation information <p>Hotel costs - Hilton Motif Downtown Seattle: the board estimated an overall budget and will vote on it at March's board meeting.</p> <ul style="list-style-type: none"> ● Reservation #1 - Jenna <ul style="list-style-type: none"> ○ Check-In: Tuesday, April 8th ○ Check Out: Sunday, April 13th ○ 5 nights ○ 1 room, 2 queen beds ○ Rate(s) per night: <ul style="list-style-type: none"> ■ 4/8: \$211.50 ■ 4/9: \$218.08 ■ 4/10: \$229.36 ■ 4/11: \$228.42 	<ul style="list-style-type: none"> ● EVERYONE: Sign January financial documents and return to Jayla by February 17th. 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ■ 4/12: \$202.10 ■ Taxes: \$190.67 ■ Mandatory charge: \$125 ○ Total price for stay: \$1,405.13 ○ <i>Those arriving at NSNA Tuesday include:</i> Jenna, Ally, Madeline, and Marion. ● Reservation #2 - Jayla <ul style="list-style-type: none"> ○ Check-In: Wednesday, April 9th ○ Check Out: Saturday, April 12th ○ 3 nights ○ 3 rooms, 2 queen beds each ○ Rate(s) per night: <ul style="list-style-type: none"> ■ 4/9: \$218.08 ■ 4/10: \$229.36 ■ 4/11: \$228.42 ■ Taxes: \$190.67 ■ Mandatory charge: \$125 ■ <u>Total cost:</u> \$868.75 ○ Total price for stay: \$868.75 x 3 rooms = \$2,606.25 ○ <i>Those arriving at NSNA Wednesday include:</i> Jayla, Chelsea, Victoria, Brianna, Brandon, Sulah, Linah, Aiya, and Izzy. ● TOTAL FOR ENTIRE HOTEL STAY: \$4,011.38 ● Check-In Time: 4 PM ● Check Out Time: 11 AM <p>Reminders: Follow-up: Must provide a receipt to the treasurer whenever spending SNA funds or for reimbursement</p> <ul style="list-style-type: none"> ● Reimbursements < \$50 need president approval ● Reimbursements > \$50 need board approval 		
Secretary: Brandon Vaughan	<p>Upcoming Curriculum Committee Meeting: February 17th 1:00-2:30pm</p> <ul style="list-style-type: none"> ● Any points to bring up? <ul style="list-style-type: none"> ○ Whether or not NUR 4828 (Leadership, Management and Role Development) should be an in-person or online class <p>Tabling at NSNA: the board tabled a motion to table our merchandise at January's board meeting.</p> <ul style="list-style-type: none"> ● The board would have to plan a tabling schedule around delegates and without Laura in attendance 	<ul style="list-style-type: none"> ● VOTE: Brandon makes a motion not to table at NSNA. Jenna seconds. Motion passes. 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> • We are saving the money from the price that bringing the top 2nd point earner to NSNA would have costed; this eliminates the need to table. • We would not have Laura or a clubhouse director to lead tabling. <p><u>Vote on January board minutes.</u></p> <p><u>Vote on January emergency minutes.</u></p>	<ul style="list-style-type: none"> • VOTE: Brandon makes a motion to approve January board minutes. Sulah seconds. Motion passes. • VOTE: Brandon makes a motion to approve January emergency minutes. Sulah seconds. Gloria abstains. Motion passes. 	
Legislative Director: Jenna Koo Elect: Madeline Sink	<p>February elections: Vice President Elect and Fundraising Director Elect</p> <ul style="list-style-type: none"> • <i>Madeline and I will be speaking to the cohorts about this opportunity this week</i> <ul style="list-style-type: none"> ◦ Izzy can go on Thursdays and Fridays for the spring cohort <p>March elections: Community Health Director, Historian, Breakthrough to Nursing Director, Secretary, Social Media Director</p> <ul style="list-style-type: none"> • Those in positions holding elections have most likely received a message from me a while back with prompt questions, but I will send them out again this week. <p>NSNA Convention attendees:</p> <ul style="list-style-type: none"> • Izzy stepped out for this part of the meeting. • Two people have dropped out of going to NSNA • Top Three Point Earners all said they would like to go <ul style="list-style-type: none"> ◦ Samantha Quinto – 25 ◦ Rocco Senia – 17 ◦ Trenton Gober – 11 ◦ Rocco has been the most involved in SNA recently, attending GBMs, volunteering, attending events, etc. compared to Sam and Trenton’s activity the past few months. <ul style="list-style-type: none"> ■ Additionally, both Sam and Trenton went to NSNA last year ■ Holistic decision to invite Rocco to NSNA 	<ul style="list-style-type: none"> • Board members in positions holding elections in March will respond to Jenna’s prompt questions by next week. • VOTE: Jenna makes a motion to invite one of the top 3 point earners to NSNA. Jayla seconds. Izzy abstains. Motion passes. 	<ul style="list-style-type: none"> • No follow up needed

- Jenna can email top 3 point earners with the results.
 - Jenna can mentions that Rocco and Brandon will be in the same room at NSNA as they will be the only male student attendees.

- Next step would be to get academic approval from Dr. Radecki for the Top Point Earners
- Marion was selected to run for NEC South. We are contesting that position.

Delegates for NSNA: Jenna, Ally, and one other board member attendee

- Sulah will let Jenna know if she can be an alternate
- Victoria will be an alternate if needed

My Legislative to-do before handoff:

- Beginning the process to revise Bylaws to SGA Standards
 - Title page is missing the word “bylaws.” Needs editing
 - Including Financial Policy and Procedures Document that Jayla wrote for us into the Bylaws
- Completing Policy and Procedures Document and updating to SGA Standards
 - Might first update and pass that document before formatting to SGA standards in order to at least get an updated document out there
 - Pass through a board vote before formatting
 - Hoping to send out not-SGA Standard document this week to the board for your input and work on passing it next board meeting

Legislative Committee:

- **Members:** Marion Jones, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Tatiana Delaleu

- **VOTE:** Jenna makes a motion to invite Rocco Senia to NSNA. Brandon seconds. Izzy abstains. **Motion passes.**
- Jenna will email the top 3 SNA point earners with the results of the board’s discussion regarding NSNA attendance.

- Jenna will send a reviewed SNA Policy and Procedures document to the board prior to March’s board meeting.

	<ul style="list-style-type: none"> ● Updates: Marion Jones was selected to run for NEC South at NSNA. We are currently in the process of contesting that position and seeing if she is able to run for Director South or Breakthrough to Nursing, or even the positions of Secretary/Treasurer or Vice President if they are not getting filled. <ul style="list-style-type: none"> ○ Campaigning Regulations came out <ul style="list-style-type: none"> ■ I will be working on making notes and looking through the document this week. 	<ul style="list-style-type: none"> ● Jenna will complete notes on the Campaigning Resolutions document by the end of this week. 	
Clubhouse Director: Vacant	<p><u>Clubhouse Inventory</u></p> <p>For the future clubhouse director: Victoria and Jayla can show Ally and Aiya how to place an order through Square so they can show the future clubhouse director.</p> <p>Clubhouse Committee: Members: Oriana Sirit, Drew Macapagal, ashley parasram, Madeline Sink, Peyton Kline, Valeria Cerice, Pilar De Jesus, Olivia Garcia, Sophia Helmick Updates: none</p>	<ul style="list-style-type: none"> ● Victoria and Jayla will show Ally and Aiya how to use the SNA Square tool prior the end of the semester. 	<ul style="list-style-type: none"> ● No follow up needed
Accelerated Liaison: Gloria Munoz	<p>Upcoming Curriculum Committee Meeting: February 17th 1:00-2:30pm.</p> <p>Merchandise idea: each cohort can submit a merchandise design that they can vote on. The winner can be advertised as an option for our next merchandise order.</p> <ul style="list-style-type: none"> ● Start with a poll to general body GroupMe: Would you be interested in submitting an idea for a design for our next merchandise? ● Brianna could create a Google form asking for ideas for what kinds of merch CON students would like. They can provide ideas, submit links (to Etsy, etc.) <ul style="list-style-type: none"> ● We could also do a poll at general body meetings, so we can engage with attendees 	<ul style="list-style-type: none"> ● Brianna will send a poll and a Google form regarding interest in general body members creating SNA merchandise ideas to the general body before March's general body meeting. ● Brianna will create a poll regarding 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> ○ Brianna can make a QR code or link on the clubhouse director PowerPoint slide to a merchandise creation interest form 	<p>interest in general body members creating SNA merchandise ideas to input into SNA general body meetings prior to March's board meeting.</p>	
<p>Media Director: Brianna Annunziata</p>	<p>Newsletter:</p> <ul style="list-style-type: none"> ● November/December and January are complete. ● Deadlines + sign-ups: <ul style="list-style-type: none"> ○ February (1/19) – Chelsea & Brandon ○ March (2/9 or 2/16) – Jenna ○ April (3/9) – Izzy <p>Website: I got in touch with Bluehost. Bad news – they cannot do anything to fix the SNA website, at least, not for free. I suggest that we look to potentially other options for the website.</p> <ul style="list-style-type: none"> ● Mrs. Dorminy recommended Nursing Network. I sent them an email regarding the estimate for the cost; they have not gotten back to me with the estimate. ● Our current website has to be renewed by March 5th. <ul style="list-style-type: none"> ○ But, says in a different email that the date that services will renew by February 18th. ● If all else fails, a future social media director can try and figure out alternatives to the current website. <ul style="list-style-type: none"> ○ Brianna can let us know by the 18th if she plans on using her budget to renew the current website. <p>Social Media:</p> <ul style="list-style-type: none"> ● Posts: <ul style="list-style-type: none"> ● Back to school pictures/first week of classes (1/11 or 1/12): added to January Newsletter (didn't get much engagement for a post) ● New building updates: reposted from College of Nursing Instagram ● General body meeting posts (monthly) ● Merchandise promos 	<ul style="list-style-type: none"> ● Brianna will update the board regarding estimated costs for a Nursing Network website when they respond to her email. ● Brianna will update the board on if she plans to use her budget to renew the current SNA website by February 18th. 	<ul style="list-style-type: none"> ● Brianna will continue to brainstorm ideas for new hosts for the SNA website and update the board at March's board meeting.

	<ul style="list-style-type: none"> • Election info (a month before elections) • Stories: <ul style="list-style-type: none"> ○ Merchandise promo ○ Interactive: <ul style="list-style-type: none"> ■ “What are you most excited for this semester?” → 33 votes! ■ “Ask a Knight Nurse” – board can respond and give advice → 1 response ■ Newsletter promo ■ Fundraising/Breakthrough to Nursing/Community Health events • Follower Count: 895 (2/5/25) <p>Social Media Committee:</p> <ul style="list-style-type: none"> • 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 on GroupMe - Working on getting a Day in the Life video together. <ul style="list-style-type: none"> ○ Linah has two cousins she can reach out to for Day in the Life of a Knight Nurse. <p>○ Idea: Day in the Life of a SNA board member</p>		
<p>Historian: Chelsea Costa</p>	<p>Relay for Life:</p> <ul style="list-style-type: none"> • Current amount fundraised: 244.41\$ • Currently have 2 people signed up – all are the board, not including Sulah and I, excluding Rocco. <ul style="list-style-type: none"> - I plan on needing at least 6 board members in addition to Sulah and I (if possible) for 3 5-hour shifts, so that we have at least 2 board members at all times. Please let me know if you are able to participate/sign up. - Izzy said she will sign up. - T-shirts are picked up at the event! • Planning doc <ul style="list-style-type: none"> ○ Chelsea will share editing access with board members to sign up • Link to sign up 		

	<p>Kickball game: Wednesday, March 26th 4:30-6:30pm</p> <ul style="list-style-type: none"> Chelsea (and a couple others to help) can get there earlier to reserve the kickball field Working on a t-shirt design for kickball game <ul style="list-style-type: none"> Mrs. Dorminy will reach out to Joyce DeGennaro and her family 	<p>members by the end of this week.</p> <ul style="list-style-type: none"> Chelsea will continue working on ideas for a SNA kickball game t-shirt. Mrs. Dorminy will reach out to Joyce DeGennaro and her family regarding the SNA kickball game. 	<ul style="list-style-type: none"> Chelsea will share the design for the SNA kickball game t-shirt once it is complete.
<p>Breakthrough to Nursing Director: Linah Monize</p>	<p>Hagerty High School College Fair: February 13th 9:00-11:00am</p> <ul style="list-style-type: none"> I have clinical at 10, so I need 2 committee members to help set up. Ally has signed up; Linah will send a message the SNA general body GroupMe to advertise <p>Winter Park High School: reached out to me about attending their college fair in March; I will sign up.</p> <p>Submitting senior photos to Chelsea:</p> <ul style="list-style-type: none"> We could post a link/QR code on social media that seniors can use to submit photos to Chelsea 	<ul style="list-style-type: none"> Linah will send a message regarding volunteering for the Hagerty High School College Fair to the SNA general body GroupMe by the end of this week. Linah will sign up for the Winter Park High School College Fair by the end of this week. Brianna, Linah, Chelsea, and Izzy will collaborate to post a link to the SNA social media for seniors to 	<ul style="list-style-type: none"> Linah will provide the dates for the Winter Park High School College Fair at March's board meeting. Brianna will update the board on responses to the senior photos link at March's board meeting.

	Breakthrough to Nursing Committee: <ul style="list-style-type: none"> • Members: Emmanuella Coupet, Samantha Quinto, Kayla Ross, Victoria Trautwein, Jayla Call , Isabella Parron, Allyson Crighton, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Manuela Martins Buchdid, Tatiana Delaleu, Rocco Senia • Updates: none 	submit their senior photos.	
Community Health Director: Sulah Monize	February: <ul style="list-style-type: none"> • Ronald McDonald House update: they are booked until April, so this event is cancelled. • Clean the World will be moved to February <ul style="list-style-type: none"> ◦ Date TBD, probably before spring break ◦ I will send out the sign-up before Valentine's Day. March: Straight Street will be moved to March April: <ul style="list-style-type: none"> • End-of-semester food drive at the College of Nursing <ul style="list-style-type: none"> ◦ Donation location TBD • Idea: Cleanup event for Earth Day Community Health Committee: <ul style="list-style-type: none"> • Members: Oriana Sirit, Isabella Carvajal, Zulieka R Narvasa, Samantha Quinto, Jayla Call, Kayla Ross, Allyson Crighton, Ciaera Ambroise, Valeria Cerice, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Arielle Concepcion, Manuela Martins Buchdid, Rocco Senia • Updates: none 	<ul style="list-style-type: none"> • Sulah will send the Clean the World sign-up form to the SNA general body GroupMe before Valentine's Day. • Sulah will update the board with the dates for the end-of-semester food drive at March's board meeting. 	<ul style="list-style-type: none"> • No follow up needed

Fundraising Chair: Laura Velez	<p>January:</p> <ul style="list-style-type: none"> • Back-to-School Basket: \$65 profit <p>February:</p> <ul style="list-style-type: none"> • <u>Valentine's Grams event</u>: can send a heartfelt message with a bag of chocolates to another person <ul style="list-style-type: none"> ◦ Sign-up form <p>March and April Events:</p> <ul style="list-style-type: none"> • <u>Selling roses/gift bags</u> at the Commencement Ceremony and Recognition Ceremony • <u>Blaze Pizza Partial Proceeds</u>: March 12th 5:00-8:00pm, after the White Coat Ceremony <ul style="list-style-type: none"> ◦ I will advertise leading up to the event as well as at the commencement ceremony. <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: none 	<ul style="list-style-type: none"> • Laura will advertise the Blaze Pizza Partial Proceeds event in the time leading to it. 	<ul style="list-style-type: none"> • No follow up needed
Advisors: Kate Dorminy Brian Peach	No agenda items this month.	<ul style="list-style-type: none"> • No action needed 	<ul style="list-style-type: none"> • No follow up needed