



Student Nurses' Association at UCF Orlando –
March Board Meeting Minutes 3/5/2025
Time Called to Order: 1704 PM
Time Adjourned: 1802 PM
Location: Room 333
Presiding President: Victoria Trautwein
Recorded by: Brandon Vaughan

Attendees Present:	Victoria Trautwein, Allyson Crighton (ZOOM), Isabella Parron (ZOOM), Briana Dattile, Jayla Call, Aiya Falhi (ZOOM), Brandon Vaughan, Madeline Sink, Brianna Annunziata, Linah Monize, Sulah Monize, Laura Velez (ZOOM), Brian Peach		
Attendees Absent:	Jenna Koo, Chelsea Costa, Gloria Munoz, Chiazoka Ozougwu, Kate Dorminy		
Presenter:	Agenda Item/Discussion:	Action:	Follow-up:
President: Victoria Trautwein Elect: Allyson Crighton	Upcoming Meetings: March: <u>BM:</u> Wednesday 5th (333) 5-7pm <u>GBM:</u> Thursday 26th (602) 4:30-7pm 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 *senior absences r/t practicum Prepare your handoff for April and July. Handoff should consist of: <ul style="list-style-type: none"> You should have 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 Have a document with responsibilities, yearly timeline, and contacts listed for your position 	<ul style="list-style-type: none"> Graduating seniors: input meeting absences related to Practicum into the absence document. Graduating board members: prepare handoffs to elects. 	<ul style="list-style-type: none"> Notify Victoria and Ally once handoff document is complete. Give handoff to elect board members prior to graduation.

- Please notify Ally and I once you have that handoff!

Fall Cohort Elections class visits:

- Seminar 12pm-1:50 visit?
 - Victoria can text and ask about certain dates
 - Those with positions up for contest can go to class to advertise their position.

Seniors Graduation Attire:

- We have enough stock so we do not need to purchase any
- Board members get a free cord and can borrow for free OR purchase a stole for \$55
- Jayla, Victoria, and Brandon can sell cords between senior classes on a Tuesday

- Who is managing selling/borrowing stoles/cords for members who are getting them?
 - Needs to not be a senior who is graduating
 - Possibly Aiya

White Coat Ceremony: Wednesday, March 12th

- 3pm ceremony start time
- 2pm doors open
- 1:30pm (need volunteers) volunteer arrival/table set up
 - Need 2 people at the table and 2 to volunteer. I sent a message in GroupMe to see if anyone was interested.
 - Currently 0 answers (1 spam).
 - Jayla, Aiya, Brandon, Laura, Ally can volunteer

Spring Recognition Ceremony: Wednesday, April 30

- 5pm ceremony start time

- Jayla, Victoria, and Brandon will sell cords between critical care and leadership classes on Tuesday, March 11th.

- Jayla, Aiya, Brandon, Laura, and Ally will volunteer to table at the White Coat Ceremony on Wednesday, March 12th.

	<ul style="list-style-type: none"> • 4pm doors open • 3:30pm volunteer arrival/table set up (seniors graduating cannot help out bc they're graduating, will have to be those not) <ul style="list-style-type: none"> ○ Need 2 people at the table and 2 to volunteer. I can send a message in GroupMe to see if anyone is interested in late March/early April. ○ We will look at this at next board meeting. <p>Leadership U: 8/12 students attending NSNA completed!</p> <p>Follow-up: Be sure to connect with the advisors at least once a month.</p> <ul style="list-style-type: none"> • <u>Dr. Peach:</u> President, Treasurer, Legislative Director, B2N Director, Media Director, Secretary • <u>Mrs. Dorminy:</u> VP, Community Health Director, Clubhouse Director, Accel Liaison, Historian, Fundraising Director <p>Comments:</p> <ul style="list-style-type: none"> • Some of our committees have <u>20+ members!</u> Keep up the great work, and keep engaging them! • I will not be at the March GBM or Kickball Game (I will be sending money for the student team to use as advantages) as I have to get practicum shifts in before NSNA. 	<ul style="list-style-type: none"> • Victoria will message the SNA general body GroupMe to gauge interest in volunteering for the Spring Recognition Ceremony. • Board members who have not completed the NSNA Leadership University Scholarship application will do so prior to NSNA. 	<ul style="list-style-type: none"> • The board will assign volunteers to the Spring Recognition Ceremony at April's board meeting.
<p>Vice President: Isabella Parron</p> <p>Elect: Briana Dattile</p>	<p>Guest Speaker Plans:</p> <ul style="list-style-type: none"> • <u>Thurs. March 27th (6pm):</u> SNAP Villanova Speaker (in communication with them) <ul style="list-style-type: none"> ○ Icebreaker: TBD ○ Theme: Spring! (Green) ○ Attire: spring, spring festive ○ Food: brainstorming (want low-cost but creative) 		

	<ul style="list-style-type: none"> ◦ Working to get SNAP Villanova to send <u>their</u> Zoom link more than 1 week in advance so I can put on our flyer (action item) so I can get a flyer out for con members to see <ul style="list-style-type: none"> ■ should we have our people join OUR zoom and redirect them..? ● <u>April 16th</u>: Waiting on update with potential NASA speaker; going to give her till friday before i email again <ul style="list-style-type: none"> ◦ Victoria will also email her before the end of the week ● Icebreaker: something themed around finals? - TBD <p><u>March Meeting Slides:</u></p> <ul style="list-style-type: none"> ● Slides are due NO LATER THAN Sun. March 16th by 11:59 PM! <p>Reminders (for myself):</p> <ul style="list-style-type: none"> ● Finish GBM flyer by March 10th, post by March 13th (goal: they have 2 weeks to see the flyers) 	<ul style="list-style-type: none"> ● Victoria and Izzy will email the potential NASA speaker at the end of this week. ● EVERYONE: Complete April general body meeting slides by March 16th at 11:59 PM. ● Izzy will complete the March general body meeting flyer by Monday, March 10th. 	<ul style="list-style-type: none"> ● Izzy will post the March general body meeting flyer around the College of Nursing by Thursday, March 13th.
<p>Treasurer: Jayla Call</p> <p>Elect: Aiya Falhi</p>	<p>Bank balance: \$10,666.41</p> <p>Member count: 113</p> <ul style="list-style-type: none"> ● Pit recruiter award due date: February 24th <ul style="list-style-type: none"> ◦ Unfortunately, another school has topped us in the PIT recruiter race. ◦ We finished out with 68 recruitments, and the top school had 91. ◦ We will not be receiving this award this year. <p>February Financial Documents: please sign by March 16th!</p> <p>Hotel reservation updates:</p> <ul style="list-style-type: none"> ● Hotel room for Jenna/Marion has been CANCELLED ● <u>Updated Hotel Reservation</u> <p>SGA funding updates:</p> <ul style="list-style-type: none"> ● Met with the SGA accountant on March 4th! ● Flight update: booked and paid for! <ul style="list-style-type: none"> - <u>Check your emails:</u> I have sent out the flight confirmation/receipt for you to save and have on file! ● Hotel payment update: hotel will be paid for in Seattle 	<ul style="list-style-type: none"> ● EVERYONE: Sign February financial documents and return to Jayla by March 16th. 	<ul style="list-style-type: none"> ● No follow up needed

	<ul style="list-style-type: none"> Anticipated costs out of pocket from us: \$1,663.38 (Jayla is working so that the \$2,000 the College of Nursing will cover will be covered smoothly by them) <ul style="list-style-type: none"> SGA allotted costs: \$8,085.00 Flights: \$5,737.20 Hotels: \$4,011.38 <p>Flight day buddy system idea: form duos that make sure the other is awake, have their IDs, etc. on the morning of the flight.</p> <p>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: March 24th, 1:00-2:30pm</p> <p>New board members: I am working on updating the board contact list and organizational chart now.</p> <p><u>Vote on February board minutes.</u></p> <p><u>Vote on February emergency minutes.</u></p>	<ul style="list-style-type: none"> Brandon will update the board contact list and organizational chart with Briana and Chiazoka's information by April's board meeting. VOTE: Brandon makes a motion to approve February board minutes. Linah seconds. Motion passes. VOTE: Brandon makes a motion to approve February emergency minutes. Jayla seconds. Motion passes. 	<ul style="list-style-type: none"> No follow up needed
Legislative Director: Jenna Koo	<p>I will not be present at this board meeting!</p> <p>NSNA Convention updates:</p>	<ul style="list-style-type: none"> No action needed 	<ul style="list-style-type: none"> No follow up needed

<p>Elect: Madeline Sink</p>	<ul style="list-style-type: none"> • Marion is no longer running for national board and has decided to not travel with us to Seattle • My resolution will not be presented at the NSNA convention unfortunately as the resolution's committee has deemed it not in alignment with NSNA Core Values and Core Mission along with some minor editing errors. <ul style="list-style-type: none"> ◦ Dr. Peach would like to investigate this more to know this information for the future ◦ With this news, my convention workload has significantly lessened, and I am able to put more focus onto making our experience enjoyable. If anyone would like help in planning or anything else such as packing and other Seattle and convention information, please let me know. <p>Legislative Committee:</p> <ul style="list-style-type: none"> • Members: Marion Jones, Peyton Kline, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Tatiana Delaleu, Isabelle Karshner • Updates: Marion is not running any more. 		
<p>Clubhouse Director: Vacant</p>	<p><u>Clubhouse Inventory</u></p> <p>Victoria posted a poll in the GroupMe asking if anyone was interested in sending in merch designs.</p> <ul style="list-style-type: none"> • There were no replies. <p>Order:</p> <ul style="list-style-type: none"> • <u>Black Knight Nurse Crew Necks:</u> <ul style="list-style-type: none"> ◦ Order 2 S, 4 M, 2 L, 5 XL ◦ Gives us a total of 4 S, 4 M, 5 L, 5 XL ◦ \$23.60 each -> charge \$40 each -> profit \$16.40 • <u>Gray Knight Nurse Crew Necks:</u> <ul style="list-style-type: none"> ◦ Order 3 S, 4 M, 2 L, 3 XL ◦ Gives us a total of 4 S, 4 M, 5 L, 5 XL ◦ \$24.28 each -> charge \$40 each -> \$15.72 • <u>Mom Shirts:</u> <ul style="list-style-type: none"> ◦ Order 4 M, 5 L, 5 XL ◦ Gives us a total of 4 S, 5 M, 5 L, 5 XL ◦ \$17.40 each -> charge \$30 -> \$12.6 profit ◦ Ordering this design with a black shirt instead of gray! 	<ul style="list-style-type: none"> • VOTE: Victoria makes a motion to purchase 13 black knight nurse crewnecks (2 S, 4 M, 2 L, 5 XL), 12 grey knight nurse crewnecks (3 S, 4 M, 2 L, 3 XL), and 14 mom shirts (4 M, 5 L, 5 XL) for a total of \$896.47. Brandon seconds. Motion passes. 	<ul style="list-style-type: none"> • No follow up needed



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- **Total Price:**
 - Black Knight Nurse: \$306.80 (for 13)
 - Gray Knight Nurse: \$291.36 (for 12)
 - Mom Shirts: \$243.60 (for 14)
 - Tax: \$54.71
 - **Total:** \$896.47
- Order will be placed so we have these shirts in time for graduation.

Clubhouse Committee:

- **Members:** Oriana Sirit, Drew Macapagal, Ashley Parasram, Madeline Sink, Peyton Kline, Valeria Cerice, Pilar De Jesus, Olivia Garcia, Sophia Helmick, Mikaela Pierce, Isabelle Karshner, Karen StPierre, Thao Gia Hoang (Katie), Gabriela Casolato Coquieri
- **Updates:** Poll went out to the general GroupMe asking if anyone was interested in creating merch designs and there were 0 responses. Melanie Zembrano reached out on $\frac{3}{4}$, suggesting we make merchandise with the same logo that is on our scrubs. Informed her that we are not allowed to use any UCF or CON logos.

**Accelerated
Liaison:**
Gloria Munoz

Upcoming Curriculum Committee meeting: March 24th, 1:00-2:30pm

- No action needed

- No follow up needed

<p>Media Director: Brianna Annunziata</p>	<p>Newsletter:</p> <ul style="list-style-type: none"> Working on February newsletter and GBM post. Deadlines + sign ups: <ul style="list-style-type: none"> March (3/8) – Jenna → <i>pushed back deadline</i> April (3/9) – Izzy I am trying to get more than one article for each month, so if any seniors want to talk about their practicum experience, that might be a cool article that would engage other students and make them read our Newsletter! (would not have to be long, just something to describe the experience of practicum). Contact me if you are interested :) If anyone has any other article ideas, let me know! I might post a story on social media asking if there’s any articles that might attract attention. <p>Website: fixed the current website.</p> <ul style="list-style-type: none"> I have been playing around with the current website and have been able to get the photos to upload, so I am/have renewed the BlueHost. I will make sure to make a crash course for my elect on how to use it and to fix the troubles I have encountered. <p>Social Media:</p> <ul style="list-style-type: none"> Posts: <ul style="list-style-type: none"> GBM posts (monthly) Merch promos Election info (a month before elections) <ul style="list-style-type: none"> All election info has been posted Stories: <ul style="list-style-type: none"> Merch promo Follower Count: 895 (3/1/25) All social media NSNA awards have been submitted. <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, Karen StPierre, Gabriela Casolato Coquieri 	<ul style="list-style-type: none"> Brianna will continue working on the February newsletter article and general body meeting post. 	<ul style="list-style-type: none"> No follow up needed
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	<ul style="list-style-type: none"> ● Updates: Going to reach out for wanted content during our Seattle trip to prepare for what content I will need to collect. 		
Historian: Chelsea Costa	<p>Relay for life: March 8th, 11:00am-11:00pm</p> <ul style="list-style-type: none"> ● Selling: 4 Extra large-boxes of pizza (\$3 per slice), baked goods (\$3), water bottle (\$3) ● Our tent's fundraising theme: <u>Cards for a Cause</u> <ul style="list-style-type: none"> ○ Make a donation through creating a card that you can send to either an oncology patient or nurse <ul style="list-style-type: none"> ■ It will be a specific hospital, as I am working with my alumni mentor who works on an Oncology floor ● Current amount raised: 347\$ (+25) ● Relay for Life schedule/materials/plans <p>Kickball game: March 26th</p> <ul style="list-style-type: none"> ● Signs up for board members (if you are able to make it) <ul style="list-style-type: none"> ● I am planning on releasing a flyer this week and starting to post all over the College of Nursing <p>Pinning ceremony video: due March 25th</p> <ul style="list-style-type: none"> ● Spoke to AM Critical Care class and flyers are posted around the College of Nursing. ● Board members, send the link to your College of Nursing peers for people to send their senior photos. 	<ul style="list-style-type: none"> ● Board members able to attend the kickball game will sign up via the signup document. ● Chelsea will create a flyer for the kickball game this week. 	<ul style="list-style-type: none"> ● Chelsea will post the kickball flyer around the College of Nursing prior to the kickball game.
Breakthrough to Nursing Director: Linah Monize	<p>March event:</p> <ul style="list-style-type: none"> ● We are confirmed to attend the college fair at Winter Park High School (3/6) ● I officially used out all the flyers and little handouts I had at the Hagerty event (we were very popular, we were so popular we ran out of all of our supplies) so I'll be emailing for more <p>Boys and Girls Club: has not followed up with me yet.</p> <p>Points:</p> <ul style="list-style-type: none"> ● Izzy: Please award 3 SNA points to member (Ally) who attended the Hagerty Event <p>Breakthrough to Nursing Committee:</p>	<ul style="list-style-type: none"> ● Linah will email for more breakthrough to nursing flyers prior to the Winter Park High School college fair. ● Izzy will award Ally 3 SNA points. 	<ul style="list-style-type: none"> ● No follow up needed

	<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, Emily Chae, Valeria Cerice, Isabelle Karshner, Karen StPierre, Thao Gia Hoang (Katie), Gabriela Casolato Coquieri ● Updates: none 		
Community Health Director: Sulah Monize	<p>March 28th: Purple Day (epilepsy awareness) w/ Dr. Tall and Dr. Luzincourt</p> <ul style="list-style-type: none"> ● Need 3-4 students ● Location: on campus ● Allott 4 hours for this event <ul style="list-style-type: none"> ○ 4 SNA points ● Dr. Luzincourt responded to my email today: I will get more information regarding the event and update the board. ● This event can be beneficial for students wanting to go into pediatrics; they could add to their resumes. I will highlight this in my advertising. <p>April 15th: Ronald McDonald House</p> <ul style="list-style-type: none"> ● I still have the reservation spot for baking buddies I made in January. ● If this does not work out, I can see about doing a park cleanup <p>Interest forms: hopefully out by March 10th.</p> <p>Community Health Committee:</p> <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, Emily Chae, Isabelle Karshner, Karen StPierre, Gabriela Casolato Coquieri ● Updates: none 	<ul style="list-style-type: none"> ● Sulah will coordinate with Dr. Luzincourt to update the board regarding Purple Day. 	<ul style="list-style-type: none"> ● No follow up needed
Fundraising Director: Laura Velez Elect: Chiazoka Ozougwu	<p>February:</p> <ul style="list-style-type: none"> ● <u>Valentine's Grams:</u> <ul style="list-style-type: none"> ○ 56 sold ○ Profit: \$168 <p>March</p> <ul style="list-style-type: none"> ● <u>White Coat Ceremony:</u> selling roses, chocolate, and instant photos. ● <u>Blaze Pizza Partial Proceeds:</u> March 12th, 5:00-8:00pm after the White Coat Ceremony 		

	<ul style="list-style-type: none"> ○ Print out flyers, put them out at the College of Nursing and hand them out at white coat. <p><u>April</u></p> <ul style="list-style-type: none"> ● <u>Spring Recognition Ceremony</u>: selling roses, chocolate, and instant photos if this goes well at the White Coat Ceremony. ● Summer Raffle? <ul style="list-style-type: none"> ○ Will brainstorm this <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, Isabelle Karshner, Gabriela Casolato Coquieri ● Updates: none 	<ul style="list-style-type: none"> ● Laura will create flyers for the Blaze Pizza Partial Proceeds. ● Laura will continue to brainstorm ideas for a summer raffle. 	<ul style="list-style-type: none"> ● Laura will post the Partial Proceeds flyers around the College of Nursing. ● Jayla, Aiya, Brandon, Laura, and Ally will hand out Partial Proceeds flyers at the White Coat Ceremony.
<p>Advisors: Kate Dorminy Brian Peach</p>	<p>Moving into the new College of Nursing building:</p> <ul style="list-style-type: none"> ● The board must move all SNA items out of the current clubhouse by mid June. <ul style="list-style-type: none"> ○ Should start packing merchandise and other gear up (merchandise storage system, GBM decorations, kickball supplies, cash box, etc.) and taking our awards out of the case at the current College of Nursing ○ College of Nursing is giving SNA moving boxes ○ Good idea to move a bit earlier and anticipate where merchandise will be stored in the new building, including merchandise that isn't sold. ● SNA will share a space at the new College of Nursing building with Nursing Unidos and Sigma. <p>Merchandise recommendation: last merchandise-selling event before our move should be graduation.</p> <p>Displaying awards at the new College of Nursing building:</p> <ul style="list-style-type: none"> ● We currently are not going to have a display case at the new building. ● We need to ascertain what we will do with our awards in the meantime. 	<ul style="list-style-type: none"> ● The board will pack up all SNA items in the current College of Nursing building. 	<ul style="list-style-type: none"> ● All SNA items will be moved into the new College of Nursing building by mid-June. ● Dr. Peach and Mrs. Dorminy will meet with the office manager of the new building regarding the move.

	<ul style="list-style-type: none">• Dr. Peach and Mrs. Dorminy are going to meet with the office manager to discuss the move and what it will mean for SNA long-term.		
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