



**FLCNAfME Executive Board Minutes
Conference Call
9-30-18**

Meeting Called to Order: 6:00pm

Officers In Attendance:

1. President, Jennifer Luechauer
2. President-Elect, Katherine Attong-Mendes
3. Secretary, Emma Harmon
4. Treasurer, Tyler Marais
5. Advocacy Chair, Justin Fitzpatrick

Agenda:

Old Business: None.

New Business: None.

Reports:

Jenn - Hotel Rooms secured for Fall Conference. Request was sent to Val for our FMEA rooms. Finalizing pre-registration end date and date to order materials. Updates with changes to the schedule (Dr. Kelly, Dr. Williams, Dr. Sanz, potentially Dr. Chipman)

Katherine - Fall Conference hotel room scholarship.

Emma - Fall Conference registration update.

Tyler - Budget updates.

Caterina (Jenn) - Parliamentary webinar last week and upcoming Oct. 7 at 1:00pm.

Justin - Advocacy Committee session updates.

Old Business:

None.

New Business:

None.

Reports:

1. President - Jennifer Luechauer

- Val is working on booking all of our rooms for FMEA
 - She is worried that we might not be able to get as many as we want, but Jenn's room is covered by the FMEA board
 - Worst case, we cut one of the membership scholarship rooms
- Dr. Chipman might not be at Fall Con, Dr. Sanz will speak in his place
- Dr. Kelly might not be at Fall Con, so Dr. Sanz will give closing remarks in his place
- We need to set a date for the last day of pre-registration
 - Potentially October 17, 18, or 19?
 - That gives us a little over a week to order the stuff that we need based off of pre-registration numbers
 - October 19 will be the deadline for pre-registration
 - They can continue to register online up until the conference, but it goes up to \$10 starting October 20th
 - We will place orders for folders and supplies on October 20th
- We need to ask presenters for any handouts they would like us to print - either late this week or early next week
 - Once we get the number of how much stuff we need to order/print, we can get it ordered

2. President-Elect - Katherine Attong-Mendes

- We have the application for Fall Con hotel scholarships ready to go
 - It's a document that chapter members will fill out and submit to us via email
 - We budgeted for two rooms for both nights (October 27-28)
 - Requires personal information, personal statement, and proof of CNAfME membership
- We need to ask Val when is the last day to cancel a room reservation, because that will inform when the deadline is to apply for the scholarship

4. Secretary - Emma Harmon

- We have 19 people registered for Fall Con!!
- Information is on the facebook page, and there is a facebook event
 - We also sent all the info to FMEA, who published it on their website and facebook page
 - We also emailed every CNAfME member in the state of Florida that we had contact emails for with all of the info
 - Hotel info is now on facebook and has been emailed to all chapter advisors, presidents, and president-elects
- We can ask the FMEA web person to email everyone registered as a collegiate FMEA member

3. Treasurer - Tyler Marais

- We were looking at around \$6000 for Fall Con, but now we're at around \$4000
 - We over budgeted for the hotel rooms, so we saved around \$100 on hotels
 - We also over budgeted for the clinician fees

- Tyler also did the FMEA donation of \$50

5. Parliamentary - Caterina Papadopoulos

- Parliamentary webinar is happening this Sunday October 7 at 1pm
 - There was also one last week
 - She's been emailing everyone - some people answer, but some just don't
- The webinars are awesome, we want to get as many people on them as possible

6. Advocacy Chair - Justin Fitzpatrick

- We had a google hangout with the advocacy committee reviewing their presentation for Fall Con
 - They're all very excited and prepared
 - We will keep working on them and editing them
 - We are meeting again on October 14th
- Their presentation is going to be awesome

Future Plans and Agendas:

- Check with Dr. Southall to make sure we still have a spot reserved for us to speak during the Student Experience at FMEA
- Check with Val to find out the last day to cancel a hotel room for Fall Con
- Ask the FMEA web person to email everyone registered as a collegiate FMEA member about Fall Con
- Ask presenters for any handouts they need printed/copied for Fall Con
- Planning a conference call (preferably Google Hangout) for either October 19th or 20th, stay tuned
 - Prepping final details and assignments for Fall Con

Information for the Good of the Order:

None.

Meeting Adjourned: 6:26pm