

**Louisiana Association of Student Nurses  
Executive Board Meeting  
Radisson Hotel  
Kenner, LA  
August 20, 2005**

**Meeting is called to order by Christina Erwin at 10:23 am**

**Roll Call conducted by LASN Secretary Meghan Scott**

**Board members**

**President- Christina Erwin**

**Vice-President- Emily Richardson**

**Secretary- Meghan Scott**

**Treasurer- Regan Grissom**

**Region I Director- Ryan Moore**

**Region II Director- Vacant**

**Region III Director- Chequita Hilliard**

**Region IV Director- Allison Vallee**

**Historian-Recorder- Samantha Summers**

**Horizon's Editor- Seth Stanfield**

**Special Events- Vacant**

**BTN- Trishana Ducros**

**Elected Consultant- Vacant**

**Presidential Consultant- Trygve Olson**

**LSNA Consultant- Patricia La Brosse**

Meghan Scott, LASN Secretary, determines quorum as 6 voting members out of 9 voting members. Presently there are 9 out of 9 voting members.

**Motion I (Verbal): I move that we accept the August 20, 2005 agenda as a working agenda.**

**Submitted by: Allison Vallee**

**Seconded by: Ryan Moore**

**Action: Passed at 10:28**

**Motion II (Verbal): I move that we accept the July 16, 2005 meeting minutes with editorial changes.**

**Submitted by: Samantha Summers**

**Seconded by: Seth Stanfield**

**Action: Passed at 10:28**

**I. Old Business**

**A. Board Boxes**

1. **The final due date for cleaning out old board members boxes is September 17, 2005, the next board meeting.** Save documents or items that need to be put in the storage unit or passed down to the next board member.

**B. CDs of compiled documents**

1. Every board member should not only e-mail the important documents to Christina to be put onto a master CD, but also create two CDs, one for

Christina to put in the storage unit and the other to pass onto the next board member. **The deadline for the CDs to be made is convention.**

### **C. Convention Binders**

1. Christina handed out some additional papers that need to be put into the binder: Opening Ceremony Agenda, Closing Ceremony Agenda, Scholarships and Awards Deadlines and Business Meeting Agendas.
2. Everyone should put the hotel contract, LSNA contract, and the AVPG contract in the binder. Seth is the only person who has the AVPG contract; it will be e-mailed to everyone. **E-mail Christina if you are missing copies of these contracts.** The flyer with the layout of the Radisson Hotel should be put on the back cover the binder.

### **C. LASN State Convention Schedule**

1. There are some changes that need to be made to the LASN State Convention Schedule due to the hotel booking another party the same weekend as our convention.
  - a. On Saturday, HOD will be in the Metairie room instead of the Metairie and Kenner rooms. At this time, Christina and Emily are still trying to work out some form of compensation for this problem. Christina is going to try to get some complementary rooms for the inconvenience
2. The scholarship interviews are going to be held in Executive Room #229 on Thursday. This room will serve as a faculty/speaker break room on Friday and Saturday.
3. The endnote address will be from 5-6 pm instead of 6-7pm on Saturday in the Metairie Room. The Silent Auction, which will start at 7 pm will be in the Metairie, Kenner, and Harahan rooms.
4. The NCLEX review has moved from the Metairie and Kenner room to the Bayou room
5. **Christina will email everyone the revised schedule.**

### **B. Bylaw Changes:**

1. Emily, Alli and Ryan will continue to work on the Bylaw changes.

## **II. Reports**

### **A. Financial Report**

1. Checking Account Balance: \$15,132.06
2. Savings Account Balance: \$ 4816.88
3. The checking account balance does not include the \$1000 from OLOL
4. Regan is still working on getting reimbursed from the Peery Hotel, which is about \$1700.
5. Taxes are coming along. Regan asked if she could remain on the 2006 board, but not as a board member. Her role would be to work strictly on the taxes so that she does not have to hand over the tax information to someone else. Christina said that the new board will have to take a vote.
6. Everyone should have copy of the amount of money they have left in their budget.

7. Regan wants everyone to keep up with their own budget from now until convention.

**Motion III (Verbal): I move that we accept the financial report for the August 20, 2005 meeting.**

**Submitted by: Allison Vallee**

**Seconded by: Samantha Summers**

**Action: Passed at 12:00**

#### **B. Officer Reports**

1. Samantha Summers stated that people who want a copy of the CD with all of the pictures on it need to let her know.
2. Region Directors should send another e-mail asking the schools for pictures for their page of the scrapbook. The deadline is September 17, 2005.

**Motion IV (Verbal): I move that we accept the officer reports for the August 20, 2005 meeting.**

**Submitted by: Seth Stanfield**

**Seconded by: Ryan Moore**

**Action: Passed at 12:07**

#### **C. Consultant Reports**

**Motion V (Verbal): I move that we accept the consultant reports for the August 20, 2005 meeting.**

**Submitted by: Allison Vallee**

**Seconded by: Ryan Moore**

**Action: Passed at 12:08**

#### **D. Committee Reports**

None submitted

### **III. New Business**

#### **A. Committee Assignments**

1. Christina passed out the committee assignments.
2. Corrections
  - a. HOD chair is Kim. Trygve is a member of the committee.
  - b. Voting chair is Kim. Tyrgve is a member of the committee.
  - c. Convention Rules chair is Kim.
3. **Registration:** Chair: Regan. Members: Seth, Shana, Samantha, Chequita and Meghan. We will need three people at the registration table at all times. LSNA is supposed to assist with registration; therefore, Carol will also be at the registration table.

4. **Auction:** Chair: Seth. Members: Ryan, Regan, Meghan, Emily, Alli, and Kim. Members will be responsible for assisting with setting up the tables with the auction items.
5. **Information and Publicity:** Chair: Meghan
6. **Exhibitors:** Chair: LSNA/ Emily.
7. **Awards:** Chair: Chequita. Members: Seth, Shana, Alli, and Samantha. Chequita is responsible for printing the award certificates at convention. Christina has the template for the certificates, so all that has to be done is adding the names of the recipients. The members of this committee will assist with presenting the awards at the banquet.
8. **Voting:** Chair: Kim. Members: Mrs. La Brosse and Trygve. Kim will have to type up a ballot at convention once nominations have been closed. A template can be made in advance and then updated at convention as people are nominated. Emily has the template for the Honorary Member ballot.
9. **Scheduling:** Chair: Christina and Trygve. Members: Emily
10. **Awards Banquet:** Chair: Christina. Members: Emily and Trygve
11. **Convention Booklets:** Chair: Seth. Members: Christina
12. **Focus Sessions:** Chair: Samantha. Members: Chequita and Alli. Samantha, Chequita and Alli will introduce the speakers at convention. After introducing the speaker, the board member can leave the room; however, they must return in time to give the speaker a 5 minute, 3 minute and 1 minute warning prior to the conclusion of the focus session.
13. **Theme Party:** Chair: Shana. Member: Kim.
14. **Nominations and Elections:** Chair: Chequita. Member: Alli. The duty of this committee is to make sure the people who are running for office are current members (according to the membership list that Shana will have), in good standing with their school, and that they are running their campaign appropriately.
15. **Convention Rules:** Chair: Kim. Members: Trygve and Mrs. La Brosse
16. **Faculty Luncheon-** Chair: Christina. Members: Mrs. La Brosse.
17. **Bag Stuffers:** Chair: Alli.
18. **Raffle (Awards Banquet)-** Chair: Shana. Members: Samantha and Chequita. Lippincott does not pay for an exhibitor table, instead, they donate \$500 in books to be given away at the raffle. The board decided to do the half and half raffle. The tickets for the half and half raffle will be \$1 each or 6 tickets for \$5.

19. **Scholarship-** Chair: Regan. Members: Ryan, Chequita, Mrs. La Brosse, Trygve, and Alli.
20. **Image of Nursing-** Chair: Chequita. **Chequita needs come up with an Image of Nursing project for convention.**
21. **Breakthrough to Nursing-** Chair: Shana. **She needs to create a BTN project for the convention.**
22. **Scrapbook-** Chair: Samantha
23. **Community Health:** Chair: Alli- The Community Health project is complete.
24. **Powerpoint Presentation:** Chair: Samantha
25. **Evaluations:** Chair: Emily.
26. **Bylaws:** Chair: Ryan. Members: Alli, Kim, Emily and Mrs. La Brosse
27. **Credentials:** Chair: Kim. Members: One member from each region, excluding LASN board members. These members will be chosen at convention. This committee is responsible for checking the credentials of each candidate.

If you have any questions about the committees, call Christina on her cell phone.

#### **B. Focus Session Speakers**

1. Samantha has a current list of the focus session speakers.
2. Kim has been talking to a Death Investigator and a S.A.N.E. nurse in regards to the Forensics focus session. We will have them each do their own session instead of having just one of them repeat the session twice. Kim will confirm both of the speakers
3. CE credits will be offered for the session on Politics in Nursing, and possibly one of the Forensic Nursing focus sessions. Once Carol receives the final list of focus sessions, she will determine which ones will count for CE credits.
4. Chequita stated that we still need a speaker for the following focus sessions: Pediatrics, Neonatal, Charge Nurse, and Geriatrics.
5. **Christina suggested that Samantha contact Carol to see if she can get speakers for the sessions that are still vacant. Carol will need to know the focus sessions and the times that need to be filled. Carol can also contact the speakers that have been confirmed but have not sent in their biography.**
6. Carol can call the State Board of Nursing for a speaker on Malpractice.
7. The Fluid and Electrolyte session, which is supposed to be done by Marlene Hurst, will be done by Autumn Langford, a Hurst representative. Ms. Langford will also do the NCLEX review on Sunday. **Samantha will reconfirm Autumn Langford's presence at convention with the Hurst Review representative.**

8. In order for the speakers to receive a special room rate, they must book their hotel room under LASN.
9. Carol has a welcome packet for the speakers that Chequita and Samantha need to check into. **Chequita, Samantha, and Christina will make an appointment with Carol in regards to the speaker packets.**

### **C. Silent Auction**

1. Region Directors need to send out an e-mail to the schools in regards to donating a basket for the silent auction.
2. **Seth has a bid sheet, which has a white and yellow copy, that will be placed on the tables. He will take it to Office Depot to have copies made.**
3. When the auction is closed, Seth and Regan will separate the bid forms and gather the silent auction items to be placed behind the table where Regan will collect the money.
4. At the appropriate time, Seth will give a description of the basket, the donor, and the winner.
5. At the conclusion of the awards banquet, the winners can go to the back of the room to pay Regan. We will accept cash and check. Regan will make a copy of the drivers license of those who choose to write a check.
6. LA Tech has a basket ready that will be sent to Seth.

### **D. Exhibitors**

1. The first set of exhibitor packets were mailed out at the beginning of the summer. Another set was sent out at the beginning of August.
2. At this time, we have four exhibitors confirmed. Christina reassured the board that as time goes on, the response will increase.
3. Carol will send everyone a finalized list of the exhibitors and where they will be set-up in the exhibitor hall before convention.
4. Food and drinks will be provided in the exhibit hall for the exhibitors only

### **E. Awards**

1. Christina suggested that we only give lamps to the Student Nurse of the Year, SNA Faculty Advisor of the Year, and the 2005 Board members.
2. We have approximately 21 lamps in the storage unit, all of which have the LASN crest on them. **Regan is going to bring these lamps and have them engraved with the year (2005) over the crest and the office or the award under the crest.**
3. The other scholarship award winners will receive their check and a certificate.
4. **Alli will get the plaque for the Honorary Member award. Mrs. La Brosse will send Alli the wording for the plaque.**

5. Checks for awards will be written by Regan on Saturday afternoon.
6. We will be able to seat 150 people at rounds for the Awards banquet.
7. If parents or significant others of the board members want to come to the Awards banquet, they will have to pay for their food; however, if we have 150 participants, then no outside guests will be allowed!
8. The flow of the awards banquet is included in the closing ceremony agenda. Remember that the endnote address should be changed to 5-6 pm.
9. Christina will acknowledge the Faculty and Deans present and then the Advisors present separately.
10. Shana is doing the invocation at the awards banquet.
11. Throughout the convention, we need to remind the convention participants that the funds from the silent auction go towards scholarships.
12. The emcee for the silent auction will be determined at convention
13. Board Oath
  - a. Mrs. La Brosse or Trygve will read the Board Oath.
  - b. **Christina will obtain the oath.**
  - c. Each current board member is to pin the newly elected board member to their position with the LASN pin
14. Decorations
  - a. Trygve, Emily and Christina will decide on decorations.

#### **F. Opening Ceremony**

1. Regan is doing the invocation at the opening ceremony.
2. **Alli will take care of securing the Honor Guard for the opening ceremony.**
3. **Seth and Chequita will sing the National Anthem**

#### **G. Convention Book**

1. **End of year reports are due to Seth by September 1, 2005**
2. **Financial and Membership reports are due by September 4, 2005.**
3. HOD rules and agenda will be included in the convention books
4. **Poster/abstracts submissions are due by August 29, 2005**
5. Keynote and endnote speaker- **DONE!!!!**
  - a. Picture
  - b. Brief summery
6. Convention and Business Book
  - a. Final quote from Office Depot for 251 forty page convention books in black and white is \$474.39; 251 color copies is \$846.87.
  - b. For every 4 pages you add \$0.75 per book.

- c. There are people who are interested in purchasing ads. The more ads we put in the book, the bigger the book, which increases the cost.
- d. Seth will probably bring the books with him from Shreveport instead of having the books shipped to New Orleans.
- e. Seth will check into getting the foam boards made at Office Depot for the convention exhibitors and sponsors.

#### **H. House of Delegates**

- 1. Shana will obtain an updated membership list for every school from NSNA by September 1, 2005. She will then e-mail the schools with the number of delegates they will be allowed in the HOD.
- 2. Kim will ensure placement of the motion cards, red card, blue card, school placement cards in the HOD
- 3. Region Directors can send out an e-mail requesting monitors for HOD

#### **I. Voting**

- 1. Region Directors should send an e-mail to the chapter presidents at their schools containing the Responsibilities of the Delegate form from NSNA website
- 2. Kim will send delegate packets to the schools when Shana determines the number of delegates each school is allotted.
- 3. When candidates are nominated from the floor, Meghan will add them to the list that will be displayed on the screen. A ballot must then be collected from the floor.
- 4. Kim will conduct delegate credentialing, which will end at 12:30 on Saturday instead of 4 pm.
- 5. Kim will prepare the delegate credentialing book for voting
- 6. All delegates must have their name badge, delegate ribbon, and picture ID with them to vote. The delegates will sign by their name in the delegate credentialing book prior to getting their ballot.
- 7. Christina will check the storage unit to see if we need to order some more ribbons.
- 8. Every board member should bring a bag of candy to the House of Delegates. Also, some extra candy will be put in the convention bags.
- 9. Kim will count the ballots and Trygve will witness the counting

#### **J. Theme Party- Opening Night Celebration**

- 1. Shana and Kim will take care of the decorations. Shana stated that she does not think another board member will be needed to assist with decorating prior to the party.

2. Chad, Christina's husband, needs to know how many Coca Cola banners he needs to get and what they need to say. He can get either 10 ft or 20 ft banners.
3. Food for this event will be determined by Carol and Emily.
4. The D.J. will set-up between 5:30 and 6:00 pm
5. We should try to get gift certificates donated for the best dressed award and the dance off award.

#### **K. Nominations and Elections**

1. Board members should be encouraging students at their school to run for an office
2. Region Directors need to send their schools an e-mail about nominating people as candidates

#### **L. Convention Rules**

1. Seth is responsible for the convention rules.
2. Regan stated that we need to have a rule that at least one delegate from every school must be present at every HOD session in order for the delegates of the school to vote.
3. If a rule stating this added to the convention rules, then we will have to conduct roll call at every session to ensure that at least one delegate from every school is present.
4. Christina stated that we have to be careful that the wording of the rule does not put a stipulation on voting, which is strictly outlined by the Bylaws and NSNA.
5. The following statement will be added to the 2005 convention rules: To maintain delegate status, your school must have representation by either a delegate or a delegate alternate in the House of Delegates from the time that the first eligible constituent checks in at the registration desk.
6. Seth will put the convention rules and Responsibilities of the Delegate form from NSNA on the LASN website.

#### **L. Faculty Luncheon**

1. This luncheon is for SNA faculty advisors and Deans of the schools.
2. All board members must be present.
3. It is from 11-1 on Friday. The board members will be seated at various tables to mingle with the faculty.
4. Christina has had several faculty members RSVP.
5. The multimedia slide show will be previewed at the faculty luncheon.

#### **M. Convention Bag Stuffers**

1. Board members should still be working on getting good stuffers
2. We can contact our sponsors for donations.
3. Mrs. La Brosse suggested that we contact people in the hospitals that we work to get the contact information for the pharmaceutical sales representatives.

4. Christina will talk to Carol about including membership flyers for ANA and LSNA in the bags. Carol may also be able to obtain some nursing magazines to use as stuffers.

#### **N. Scholarships**

1. Regan will call the applicants to set-up interview times. The Northern LA students should be scheduled for the afternoon and the Southern LA students should be scheduled in the morning.
2. If a person applies for more than one scholarship, 30 minutes is allotted for each scholarship that they applied for. They will be interviewed for each scholarship at one time.
3. Scholarship applicants should receive an e-mail confirmation on receipt of application
4. The interviews start at 9:00am on Thursday.
5. The committee will make up some questions prior to the interviews.
6. Scholarship checks will be written out at convention

#### **O. Registration for Convention**

1. Name Badges
  - a. Meghan will make all the name badges
2. Cut off date for online registration is September 16, 2005
  - a. The spread sheet of convention participants should include whether or not they are attending the awards banquet and/or the Hurst review.
  - b. Regan should e-mail the completed list of registered convention participants to Meghan, Emily and Christina.
3. We currently have 6 participants pre-registered
4. Regan should withdraw about \$150 dollars cash from the bank for onsite registration.

#### **P. Convention Evaluation Committee**

1. Emily will update the evaluation forms for convention.
2. The evaluation forms will be included in the convention bags.
3. Mrs. La Brosse stated that we need to create a system of getting the evaluations to the next board members for review.
4. There will be a box at the registration table for the evaluations to be turned in at the conclusion of the convention.
5. Trygve suggested that we ask the hotel staff if we can place a drop box at the front desk for convention participants to turn in their evaluations as they are checking out.

#### **Q. Web Page Update**

1. Alli should e-mail Richard directly to update the Community Service page

**R. Board Transition Books**

1. Organize your binder to help next board member. You do not have to keep your meeting minutes or your agendas. You can keep your board reports as a To Do list.
2. Include a list of suggestions to help the new board member
3. In the back of your binder, you should have your CD with all of your documents.
4. Also put a copy of the Bylaws at the back of the binder.

**S. Board Convention Binders**

1. Use the binder for convention schedules and important information
2. Additional information will be e-mailed to you

**T. Board Dress Code for Convention**

1. Business casual
2. Day one (Friday) is clinical dress day.
3. A certificate will be given at the awards ceremony for school spirit and best dressed.
4. For the Awards ceremony, where dressy/professional attire
5. The LASN Board will wear the LASN T-shirts on clinical dress day (Friday) with their schools scrub pants.

**U. Photography at convention**

1. Samantha will be taking all of the pictures at convention. She can add them to the multimedia scrapbook.

**V. Floor Open to Miscellaneous Business Discussion**

1. For the convention, bring printers, laptops, computer equipment, etc. Make sure to label your personal belongings with your name.
2. The war room will be locked. We will have three keys to the room.
3. Everything will be set-up in the war room on Wednesday night.
4. **Christina is sending out the COSP packets around September 1, 2005.** COSPs is an opportunity for all of the school presidents to share information about fundraising, community service projects, etc.
5. Christina will make a trip to the storage unit on the Tuesday night before convention.
6. **Kim will come up with T-shirt design based on the convention theme.**

**W. Next Meeting: September 17, 2005 in Kenner**

**X. Announcements**

**IV. Adjournment**

**Motion VI (Verbal): I move that we adjourn the August 20, 2005.**

**Submitted by: Allison Vallee**

**Seconded by: Ryan Moore**

**Action: Passed at 4:21.**

