

**Louisiana Association of Student Nurses
Executive Board Meeting Agenda
LASN Board Retreat
LSNA Meeting Room, Baton Rouge
February 12, 2005**

Meeting is called to order by Christina Erwin at 10:16 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- Jill Williams

BTN- Trishana Ducros

Elected Consultant- Vacant

Presidential Consultant- Trygve Olson

LSNA Consultant- Patricia La Brosse

Meghan Scott, LASN Secretary, determines quorum as 7 voting members out of 10 voting members. Presently there are 7 out of 10 voting members. The following members are not present: Emily Richardson, Chequita Hilliard, Jill Williams, and Trygve Olson.

Motion I: I move that we accept the February 12, 2005 agenda as a working agenda.

Submitted by: Ryan Moore

Seconded by: Samantha Summers

Action: Passed at 10:28

Motion II: I move that we accept the January 14, 2005 meeting minutes with editorial changes.

Submitted by: Ryan Moore

Seconded by: Samantha Summers

Action: Passed at 10:29

Motion III: I move that we accept the January 15, 2005 meeting minutes with editorial changes.

Submitted by: Ryan Moore

Seconded by: Allison Vallee

Action: Passed at 10:30

I. Old Business

A. LASN Annual Convention

Carol Cairo from LSNA came into the meeting to go over some details about the LASN Convention. Emily will work with Carol on the bid for a hotel in Baton Rouge. She said that the projected attendance at the convention is less than 150 people; however, we have to keep in mind the location. Baton Rouge is central to many schools which may give us a greater attendance. Carol said they are very few hotels in Baton Rouge that will be able to accommodate us. She stated that the potential dates she was given was any weekend in October or the latter part of September. Ideally, the latest date we would like to have the convention is October 15, 2005. If we are unable to find a hotel that is going to be able to accommodate us, then we are going to have look into another city; namely, New Orleans. Carol said that planning a convention in New Orleans is going to mean that we are going to have to deal with a completely different budget. Trygve talked to Marlene Hurst. She held the only two dates that she had open, September 29-October 2 and October 13-16. Based on her dates, the Radison Hotel is ruled out. Lod Cook is also ruled out because the dates are in the middle of the LSU season. Carol will try the Mariotte, the Centroplex, the Holiday Inn on Airline, and the Sheraton. The Sheraton, however, has limited break out rooms. Chequita stated that there is a new hotel that was just built by the airport; Carol said that it is a Hilton and that she will check that one out too. Carol suggested that we have two sessions at a time instead of three due to the availability of the meeting rooms.

Mrs. LaBrosse voiced some concerns. She said that we need to give Carol the tools that she needs to meet our goals. Christina will work with Meghan to get the room assignments to Carol. We should not plan our convention around the dates that Marlene Hurst can attend because there are other people in LA that can do a NCLEX review, or Marlene can send someone else. Carol said she needs an outline of the days, times, and size of the rooms that we are going to need for the entire convention. As for CE hours, Carol said that she only had gave out about 10 CEs last year, so CEs should not be a major focus when planning our focus sessions.

Christina stated that Casino Rouge has a pavilion area with a conference center. Carol mentioned what the organization is going to do if their students are at a gambling site for a convention. We have think about our brochures and advertisement if we try to go to a casino. Also have to think about the exhibitors if they are going to want to have their hospital represented at a casino.

Trygve said that he will be there to help Emily also since he has experience with writing the contract with the hotel. Emily will present the proposal to the board for a vote at the next meeting.

Don't complain to Christina if you are not present to vote on the convention site at the next meeting. The decision that is voted on by the members who meet quorum is going to be the final decision. If you have any concerns, voice your concerns ahead of time instead of waiting to the next meeting to bring the issue to the table. **We have got to make a decision at the next board meeting, on March 5, 2005 in Alexandria at 10:00.**

B. Semester CD Packets

Christina and Trygve are still working on the list of information that needs to be on the Semester Packet. There were plenty things that were missing on the packet sent out last year. They are trying to decide what was missing so that it can be put on this year's CD. She will have a full list of the information that the semester packet is to

include for the next meeting. At the board retreat, we decided that the CD's were going to be completed by Sum-R-Leader's day. Samantha already has her flyer made for the scrape book award.

C. Sum-R-Leaders Day

The event is usually one day and is held on either a Friday or Saturday. Regan wants to know approximately how much money this event is going to cost. We need to look at the records from the year before last, because last year is not a good comparison. We have to pay for speakers (usually not just one), rental equipment the speaker needs, a hotel or location, lunches (usually provide a box lunch), breakfast food/snacks, and supplies. For speakers that want packets printed, we usually ask them to take the cost of the packets out of the cost that they are charging us to speak. Christina said that Ryan should look into using The University of Phoenix; LSNA uses their meeting rooms, which has updated equipment, for their meetings free of charge. Alli suggested that Ryan look into the University Baptist Church on Highland Road. Weight Watchers holds their meetings there for free. We may be able to work something out the hotel that we are planning on have the convention at. Mrs. LaBrosse suggested enlisting Carol Cairo to help with the location. Christina stated that Ryan and Jill need to start working vigorously on the event because it is approaching fast. Regan made a good point when she stated that if we don't have things going by next month then it will be May until things get rolling again because of Nationals in April. **Ryan and Jill need to decide on a theme, date, and potential locations to present to the board at the next meeting.**

Ryan said that they are planning on using the convention theme, but with more of a focus towards leadership. Christina said that her only concern with using the convention theme is that people may not attend the actual convention because they think that have already attended everything.

II. Reports

A. Financial Report

Motion IV: I move that we accept the financial report

Submitted by: Ryan Moore

Seconded by: Samantha Summers

Action: Passed at 11:23

B. Officer Reports

Motion V: I move that we accept the officer's reports

Submitted by: Ryan Moore

Seconded by: Allison Vallee

Discussion: Samantha wants to add something to the speakers list. The names in bold red have been contacted and have agreed to speak at convention. The only two people so far are Marilyn Sullivan and Mrs. LaBrosse. The names in bold black are the ones that we said that we would like to have at convention, but either they have not been contacted or they have not agreed yet. The board discussed potential speakers for the focus sessions. Chequita mentioned that we need to make sure that there is diversity among the speakers and make sure that not all of the speakers are from one school. Chequita offered to work with Samantha on contacting and lining up the speakers. If anyone knows of someone who would like to do a focus session, e-mail Chequita and Samantha with their name and contact information. Christina talked to Kyle Ardoin at the Nightingale Awards

Ceremony and he said that he will be there if he is available on the date that we choose. Chequita talked to Kip Holden, who said that he would be honored to be there if he is available the date that we choose. We need to confirm a date before we start to call potential speakers. **Samantha is going to e-mail everyone an updated list of the potential speakers she and bring the most current list to the next meeting.**

Action: Passed at 11:48

C. Consultant Report

Mrs. Labrosse elaborated on her contact with Ms. Theresa DeBoche at LSUE. Ms. DeBoche is more than willing to have some of the board members talk to the students about affiliating their SNA chapter with LASN and NSNA. She said that people have come before, the students have listened but they never put anything into action. Christina would like Mrs. LaBrosse to go to the school with some of the board members.

Trygve's list of dates indicated that he will be available for board meetings. We would like him to be present for the convention, but if he is unable to make it then it will be okay.

Motion VI: I move that we accept the consultant reports.

Submitted by: Ryan Moore

Seconded by: Allison Vallee

Action: Passed at 11:55.

D. Committee Reports

Ryan stated that he will wait until the summer to revise and reprint the bylaws.

Regan suggested that he sends the revised bylaws to the board via e-mail. Alli is working on a section of bylaws, so is Emily.

Motion VII: I move that we accept the committee reports.

Submitted by: Ryan Moore

Seconded by: Allison Vallee

Action: Passed at 11:58

II. New Business

A. Parliamentarian Position

Not all of the members of the Executive Committee got the e-mail from Ryan regarding the candidates for the position of Parliamentarian. Christina suggested that we make copies of the candidate's nominations packet and take a full board vote on the Parliamentarian position today.

Motion VIII: I move that we vote for Kimberly Robertson to assume the position of the LASN Parliamentarian 2004-2005.

Submitted by: Samantha Summers

Seconded by: Seth Stanfield

Action: Passed at 12:47

B. NSNA National Convention- April 6-9, 2005

NSU is leaving out of the Shreveport airport at 3:45 pm on Tuesday and arriving at 8:50 pm. They have a layover in Houston. Christina, Kim, Alli, Shana, Regan, Samantha, Chequita and Meghan still need flight arrangements through LASN.

Christina is going to leave from the New Orleans airport on Tuesday morning at 7:15 and arrive at 9:45 am so that she can attend the Council of State Presidents. Christina will be able to fly for free with the credit that she has from Continental from Midyear Convention. The flights out of Baton Rouge on Continental Airlines on Tuesday or Wednesday are at 1:30 pm and arrive at 5:47pm, 7am and arrive at 12:05pm or 6:00am and arrive at 10:16 am. The base fare on Continental is \$299.80; a group (10 people or more) rate is \$220.00. If we wanted to leave from New Orleans it would be the same rate, but the times differ. Depart at 12:17 pm and arrive at 5:47, 11:05am and arrive at 5:47 pm, or 1:45pm and arrive at 5:47pm.

Some of the board members have schedule conflicts with leaving on Tuesday. Christina thinks the board could get a lot of information from the Association Activity Seminar, which starts at 12:00 pm on Wednesday; however, she is not going to require that we are there. All board members should be dressed professionally on the morning that we are leaving.

So far, the only board members that are in the group rate are Alli, Regan, Meghan, Samantha, Chequita, Shana, and Kim. We would need another school to fly with us so that we can get the group rate. Continental does not have a maximum number to get the group rate. LSU can be included in the group rate because Alli will not know how many people they are sending until March 14, 2005. Christina and Samantha contacted the President of the Our Lady of the Lake SNA Chapter, who decided that they would need five tickets for a Wednesday morning flight. The five students from Our Lady of the Lake plus the seven board members will equal twelve. Tawna Pounders will be flying with the group as the Our Lady of the Lake Advisor.

Seth suggested that we call ahead to the taxi service to reserve taxis since we know what time we are going to be arriving, that way we can get to the hotel sooner. The flights have been booked. Kim, Meghan, Chequita, Samantha, and Shana will be leaving with Our Lady of the Lake on Tuesday, April 5, 2005 from the Baton Rouge Airport at 1:30, and will be arriving in Salt Lake City at 8:05 pm. Alli and Regan will leave from Baton Rouge on Wednesday, April 6, 2005 at 7:00 am and will arrive in Salt Lake City at 12:05 pm. The airline will not charge the whole amount today, but to hold the tickets, they are going to charge \$40 per ticket right now. Chequita put \$491.30 for the flights to be held on her credit card. Regan issued her a check for this amount at the meeting. Chequita will let Regan know when she pays the balance.

Seth is the contact person on the account. By March 7, 2005 the legal names of everyone who is part of the group is due to Seth. He is the only person that is allowed to make changes to the account. The return flight departs at 8:10 in the morning on Sunday. Seth will e-mail all of the flight information to the board members.

We have received \$200.00 so far in donations. Ryan already booked rooms for LASN, which totals \$1580.00 for three rooms for five nights. What we need is one room for 6 nights and two rooms for four nights. We do not have to pay for two hotel rooms because NSU is paying for Ryan, Seth, Jill and Emily.

Expenses for NSNA:

Registration \$80 for 12 people	\$ 960.00
2 Taxi's	\$ 80.00
(Christina stated that she would pay for her own taxi)	
Airfare	\$ 2045.30

Hotel rooms plus tax which is 11.2% \$ 1764.25

Total:	\$ 4849.55
Subtract Christina's hotel room (paid for by LASN)	\$ 661.20
Subtract Registration Fee	\$ 960.00
Subtract Image of Nursing Grant	\$ 1988.50
Subtract Donated amount	\$ 200.00
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Total:	\$1039.85

\$1039.85 is the total amount of money that must be raised, which is about \$177.21 per person.

NSU is paying for the hotel rooms and flights for the NSU students on the board. **March 5, 2005 (date of the next meeting) is the deadline for donations.** Please e-mail Meghan with the address and phone number of the contacts if you send out any letters for donations. Also, e-mail Meghan if you receive any money so a thank you note can be written.

Mrs. LaBrosse said that we need to determine the time that we will be having our board meeting at the NSNA convention so that we will be able to get in touch with her.

C. Website proposal

Richard redid the proposal, which Seth handed out to all of the board members at the meeting. We are going to have to renew our domain, which is \$5.00 per year. Having a web host is \$7.95 a month, which is what are paying now. Richard's fee would be \$3100.00, with 50% due upfront. Seth recommends that we use Richard to make our website look professional. Seth also suggests that we purchase the rights to lasn.org, lasn.net, and lasn.com so that no else will use them.

Some of the board members are having trouble with Squirrel mail. Seth is going talk to Richard about changing e-mail servers.

Christina asked Seth to add a link titled "LASN Annual Convention" and "Sum-R-Leaders" under Programs. Under links we are going to add "Affiliate Organizations" and include LSNA, NSNA, and ANA. Seth would like to add a link to the individual nursing school web pages as they are being designed.

The current contract that LASN has with Richard is part of the LSNA contract. As a new board, we will have to renew our contract with LSNA. **Christina said that she will send a copy of the new contract via e-mail for everyone to review prior to the next meeting.** We will sign the new contract at the meeting in March. The contract is going to have to be renewed every year when a new board is elected.

Motion XI: I move that we accept the proposal for the new Website Design as set forth from Richard Felix, Jr. in the amount of \$3100.00 with editorial changes to purchase the domain name of www.lasn.com and www.lasn.net.

Submitted by: Samantha Summers

Seconded by: Seth Stanfield

Action: Passed at 3:22

New Business Additions

Seth and Samantha are responsible for all donations for 2005 LASN Convention. Once the donations are accepted, we will dispense the money to different areas of the convention.

Christina said that after school is over, she would like if a group of board members can get together to clean the storage room.

NEXT MEETING: MARCH 5, 2005