

Kimberly would not be reappointed as elected consultant rather possibly help out during the LASN convention. Ms. Labrosse suggests that Aimee send an email/letter to Kimberly's asking about her intentions to help for convention, as the LASN board would be grateful for her help. This way, we could resource her in the best manner possible. Ms. Webre says that Jenny Stevens has contacted her by email and that Jenny is willing to help out the board during convention. Aimee discusses that we can have both previous board members can help out during convention because their expertise is welcome. Trygve suggests that they could be appointed as special committee leaders during convention and not per say electing them back on the board to abide by the by-laws and still have them help out. Aimee will contact Jenny and Kimberly about helping out during convention.

Topic: Financial reports

Discussion: Currently there is \$ 22,993.47 in checking account which include deposits from exhibitor payments (about 4-5 exhibitor checks). Currently in the savings account there is \$ 6,609.27. Darla suggests that each board member looks at the expenditures/deposits in the financial report at each meeting and pay attention to account balances as this affects the association and the board.

Motion 2 I move that the financial report be accepted with editorial changes.

Submitted by Ana Depuy seconded by Christina Erwin

Action: **Motion passed** at 10:31 am.

Topic: Special Guest: Carol Cairo from LSNA and LASN website

Discussion: Carol will be the liaison from LSNA to LASN. Judy Bagwell will also be helping out (because of changes of positions within LSNA). Trygve discusses about the LSNA contract with the payment of the web creator's payments. (Trygve had a meeting with Richard last week, and a majority of the website cannot be duplicated, which may cause extra labor hours for the website creator.) Trygve inquires how the website creator is to be paid, if his work exceeds the number of hours that is allocated without charge. Trygve requests a statement in writing from LSNA about how Richard (the website creator) is paid above the use in customary expenses. Trygve requests an addendum to the contract so Richard has a contract to work by as well. Payment within the contract is \$400. Trygve discusses the addendum created by LSNA contract with the web master contract and special events LASN web site maintenance, above the usual customary amount will be paid by LASN, and this must be given by the Horizon's editor.

Topic: LSNA's help for LASN during convention

Discussion: Trygve inquires about how is LSNA going to help the LASN board with convention. He states the need for help with the registration. LSNA need a to be committed/ working for convention. This will be done by having one staff person from Thursday- Saturday at the convention to help out. Ryan discusses that Ms. Moore and Ms. Cashio will also be able to help out during the

convention. It is important that each person who is helping out have specific tasks within a specific block of time.

Topic: Officer reports

Discussion:

President report: The faculty luncheon reps information has been sent and information to NSNA about having national members presence at convention. Mark with AVPG equipment from last year's convention was used for audio equipment. A decision needs to be made about what type of audio/visual equipment will be made.

Treasurer report: Nightingale lamps have been ordered for the scholarships/award. Exhibitor forms have been sent to OLOL college and Baton Rouge General. Darla suggests to call Terri Sterling/ Terri Bowan about signing up for being an exhibitors. Contacted WL Earhart for list of LASN members. LSNA has been paid 750 dollars for Mary Foley from last convention. Aimee discusses about promoting scholarships and convention attendance to each of individual's school.

Horizon's report: Trgyve discusses that he has emailed 80-90 people about overtime amendment to get constituents involved about overtime pay. The only states that have responded to these amendments were Virginia and Michigan,

Region I director: Ryan discusses that Grambling now has members, to be credential within the state. Darla discusses that members need to pay membership with NSNA and schools need to keep a copy of records for NSNA.

Special Events coordinator: Brandi discusses that she did not have an officer report.

Presidential consultant: Darla discusses confirmed exhibitor list (currently) and a schedule for convention. She emphasizes the importance of seeking out exhibitors, making phone calls, and gaining sponsorship. If a school wants to have an exhibit table, there is a decreased charge for schools. For the convention schedule everything on Friday is confirmed. Wanda Piazzet (SANE nurse at Earl K. Long) can be contacted if Ms. St.Germain from LSUHSC cannot be contacted for the Forensics focus session (due to numerous failed attempts to be contacted by Ana and Nicole). All focus session speakers need to have each other contact information if they are doing a panel focus session. Ms. Morvant, a focus session speaker for state boards, stated that LASN can have a set of questions for her focus session that may pertain to student nurses, state boards and other things that may be pertinent to a new grad getting a license in the state of Louisiana. Ana states that she will ask Kelly Madere to come speak on the Transition from student nurse to RN panel focus session.

Motion 3: I move that officer, committee and consultant reports be accepted with editorial changes.

Submitted by: Ana Deputy seconded by: Christina Erwin

Action: **Motion passed** at 11:17 am.

Old business:

Topic: Future meetings

Discussion: We will have our next meetings on September 18th and October 23rd at the LSNA office from 10:00 am to 1300 . We will meet October 27th in Alexandria because the convention starts the 28th. This will be discussed further at the next meeting.

Topic: Board members receiving time off for convention

Discussion: Aimee discusses that Ms. Labrosse will contact deans/ instructors if necessary to discuss time off from clinicals/school. Aimee discusses that sometimes instructors may be lenient instead of making up a clinical day, the student can type a report for that class, and it is worth trying to ask.

Topic: Masquerade Opening night celebration at the LASN convention

Discussion: The meals/menus have been confirmed as decided by the board at the meeting in July in Alexandria. If the masquerade were to be a pool party, then it would be necessary to block all of the rooms for the LASN convention around this area and it is not possible as the hotel has already started blocking rooms. The pool would be an open public area. It is discussed that the LASN board decided against selling masks at the hotel because 1. The LASN members will have been aware that this would be a masquerade and had already bought masks 2. It would be difficult to estimate how many masks would be needed without estimating too many and thus losing money 3. Previous boards before the current board tried fundraising such as these and have not been successful. Darla suggests that each LASN board member wear a mask and be involved. It would be great if the whole board had a general theme with masks so that we may stand out. Darla also suggests that if LASN members could have the option on the registration form to pre-order a mask as well as on the website. It is suggested that Brandi discuss with Darla about how the masks are to be sold/pre-ordered and to discuss this further with Trygve and Aimee for registration. A deadline for the masks would need to be made (a minimum of two weeks before convention) and the LASN member attending convention could pick up the mask at convention. The masks are to be five dollars per mask, and a picture of a mask is to be placed on the website so that the LASN members who are purchasing can see a sample mask. It would be important to stress that NO masks will be sold at convention, it would be pre-order only, and Brandi would have to keep a detailed record of who bought a pre-ordered mask. Darla suggests that the board talk to Jeffrey about asking about where to find masquerade costumes for the whole board.

Topic: Ideas for decorating for masquerade party

Discussion: Staci explains that the LASN board has a lot of madri gras items that are in storage which can be used to decorate table or possibly sell at the convention. Christina suggests going to the dollar store and getting confetti and other items to decorate. It is suggest not hanging items on the wall as it may ruin the wall/paint. For music to be provided, Trygve will call the hotel to get a name for a DJ in Alexandria. The area for the celebration will be separate from the convention area as well as the exhibit hall so the celebration will be able to be decorated early. Darla suggests getting local SNA chapters to help out setting up. Ryan states that he has many schools that will be willing to set up to help out.

Topic: Tentative lodging and rooms for convention

Discussion: WE are reserving more spaces than the original four rooms, the conference rooms will be reserved from Wed-Sunday for the executive board meetings. Extra rooms (wisteria, cameila, gardenia) will be used for Friday night for the opening night celebration. LASN will have one room as a courtesy room, room 140 hospitality suite, reserved this room on Thursday for scholarships interviews with a table placed inside. We will have this hospitality suite all weekend. Marlene Hurst has agreed to be a keynote speaker at no cost, Trygve suggests that the hospitality suite be for Ms. Marlene Hurst because she is not charging LASN for speaking (as well as she would pay out pocket for her room). **It is suggested that a fruitbasket be placed in the speakers room as well as having a gift for the speaker.** Christina will take care of getting gifts for the speakers, as she has beautiful madri gras plates and cups. The hotel would need to be contacted about placing a fruit basket in the speaker's room prior to their arrival. Hotel rooms assignments- board members need to be together and the arrangement will be as follows:

one room for LSNA person- in contract

board members- three rooms for girls one for boys

LASN should pay for Ryan's portion of his room because he will be staying with his school at Northwestern. Tawna's room will be paid by the OLOL college (because she is a faculty advisor) or LASN as soon as notification is made.

Topic: Semester Packets

Discussion: It is important for everyone to submit their officer reports on time no later than 48 hours before a board meeting so that the secretary can email everyone their officer reports. Each board members need to go through their LASN semester packet CD and email necessary changes to Nicole by no later than Tuesday. Please make correction on the forms that are related to your committee assignments and other events that are related to your part of convention. (Example, Staci would email me adjusted scholarship forms because she is on the scholarship committee).

Topic: Scrapbook

Discussion: Christina discusses that the scrapbook will be finalized by the September meeting (except for the pictures that will be take at convention) so that the board members may review it. If a school brings a mutli media scrapbook they will need to bring their own laptop to display their scrapbook. The laptop will be placed in a safe location (where someone is around it at all times, like where information is being sold etc..)

Topic: Awards/Certificates etc.

Discussion: Lamps will be given to each award winners. Some awards will get certificates as well. The Certificates will be printed at the convention with the board members computers and printers. Staci has ordered twenty-two lamps (no plaques, using lamps instead of plaques for awards). Certificates will be printed by Staci using a computer. Darla suggests getting a copy of a certificate from an OLOL award (from last year's convention) and doing it in Word form. Trygve states than he can format a certificate prior to convention for assembling the certificates.

Topic: Convention booklets

Discussion: Christina is trying to get a sponsorship for the convention booklets and is waiting for the pharmaceutical company to write a check.

Convention book- must have year end officer report to Trygve no later than Friday, September 10th!

It is suggested to look through previous convention booklet to get idea of what needs to be written for each officer. Trygve will email everyone their pic on file on Monday, if you do not like your picture, you need to submit a picture by September 10th to Trygve so that a desired picture is placed in the convention booklet. .

Topic: LASN Website

Discussion: The website contract is taken care of. Trygve has sent an introductory email to aftercollege.com so that a job link can be placed on the LASN website. Email through the LASN website is running, if there is a problem with email then the board needs to contact Trygve so that Richard (website creator) can be contacted to place a trouble call.

Topic: Contacting board members

Discussion: Brandi is to contact Andranecia to find out her status. Brandi will find out when she has class and will communicate with Aimee about her status. It is suggested to either find her nursing instructors or contact the dean to find a way to contact to her. It is important that every board member check his/her email every Monday and Wednesday to stay updated on what is going on with the board.

Topic: House of delegates

Discussion: The LASN board needs 6 weeks to mail out delegate information. On September 1st we are asking NSNA updated list of members to have an official count. There is a printer deadline for Horizon's to print a list of updated members and delegates, but there is two weeks before convention for the school to achieve their delegate status. The school make a current status and then would need to contact Staci if they are interested in knowing what their official status two weeks before convention. Staci will contact NSNA about the membership status monthly from the past year. Staci needs to submit this information to Trygve by September 10th. Ms. Labrosse and Darla will send out information to the schools for delegate credentialing (due to absence of board member, role is assigned otherwise) Every board member needs to bring a bag of candy for HOD. For voting, the assigned committee will now be Ms. Labrosse and Jenny Stevens (due to absence of board member)

Topic: White elephant

Discussion: Kimberly Marler and Jenny Stevens can help out LASN with this committee. The LASN boards needs to get a few extra gifts for the white elephant (in case someone forgets a present), A flyer for COSP for white elephant needs to be made and sent to the schools.

Darla suggests using this website to get the addresses for all of the school needed:

www.lsbn.state.la.us

click on nursing schools

Send information to school via mail (Louisiana state board of nursing) to all twenty two schools

Trygve will email lists of school to Chanal and Nicole

Topic: Convention Bags

Discussion: Bags for convention need to be stuffed on the Wednesday night (optimally). Ryan will recruit people to come stuff bags from local North Louisiana schools. The helpers need to be there on Thursday morning by 9 am. It is important that board members contact people for items (drug companies, banks, hospitals) to be stuffed in the bags. These items needs to be sent to the war room at the Best Western hotel in Alexandria. Each region director is responsible to get items for the bags from hospitals, schools and other organizations in their area. All items for the convention bags need to be there by Wednesday. Ryan discusses that he will talk to Rapides hospital about sponsoring something other than convention bags (such as the convention booklet) as Darla has arranged convention bags with the logo on it already from Marlene Hurst. Ryan will talk with them on Monday and see if they will possibly use the funding from the bags for another sponsor (and they will be recognized as helping out). Darla will call Marlene to discuss this first and then contact Ryan.

Topic: Scholarships

Discussion: The board members that are doing the interviews include: Treasurer, all four region directors, one consultant. The scholarships should be sent to treasurer. Each board member that is chair of something is responsible for receiving that particular award (ex: Ana is region IV director and community chair, she would receive the outstanding community service activity award application, not Staci.) Each application should be unopened in a envelope and should not be open before convention. The way the awards will be judged by the committee chair of that award and two other board members (random). Every school should submit a student nurse of the state. The school is supposed to elected a student nurse of the state through their local SNA chapter.

Topic: Other

Discussion:

It is important that registration forms for state convention need to go out to the schools on Monday. Kimberly and Jenny will help out with the silent auction as well because they did a great job last year!

Trygve discusses that speakers need to receive paperwork about speaking and have a confirmation letter. A confirmation letter will go out to all focus session speakers as well to the exhibitors.

Motion 4: I move that with there being no further business this meeting be adjourned

Submitted by: Trygve Olson seconded by: Chanal Caine

Action: at 1500.

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