

**Louisiana Association of Student Nurses
Executive Board Meeting Agenda
LASN Board Retreat
Home of Jim Vallee in Abita Springs
January 14, 2005**

Meeting is called to order by Christina Erwin at 9:58pm

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- Matthew Kratzer
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 8 voting members out of 12 voting members. Presently there are 11 out of 12 voting members. The following members are not present: Matthew Kratzer and Trygve Olson.

Christine announced that Matthew Kratzer has resigned from the position as the LASN Region II Director. He intends to e-mail the entire board this week regarding his resignation.

Motion I: I move that we accept the agenda as a working agenda for the January 14, 2005 meeting.

Submitted by: Samantha Summers

Seconded by: Ryan Moore

Action: Passed at 9:59 pm

Motion II: I move that we accept the minutes from the meeting with editorial changes for the December 14, 2004 meeting.

Submitted by: Samantha Summers

Seconded by: Emily Richardson

Action: Passed at 10:01 pm

I. Old Business

1. Regional Director membership information from NSNA

Susan Wong talked to Christina today about obtaining a membership list. Christina handed out a form to the Region Directors with a sequence of steps they should go through to get a membership list from NSNA. If you still have problems getting a list, contact Susan Wong. If she does not respond let Christina know. Christina has an updated membership list and other information that she sent today. Mrs. LaBrosse suggested that when the Region Directors contact Susan Wong for a list, they should also email Christina to let her know that they have contacted Susan Wong and are waiting on a response.

2. Parliamentarian Position

According to the Bylaws, a board application packet must be filled out for all those who are applying for the Parliamentarian position. Ryan has the board application and additional questions that must be answered by candidates with him. **Seth should contact Richard about putting the board application packet and the additional questions for the Parliamentarian position on the website by Monday or Tuesday of next week.** The application should be provided in both PDF and a Word file so that candidates can submit the completed application via e-mail. The potential candidates should e-mail the completed application to their region director. The region director is responsible for sending the applications to the rest of the executive committee. The Region Directors stated that they have contacted their schools about the position being open. Alli has two people from her Region that are interested. **The deadline is still January 31, 2005. The decision will be made by the Executive committee by February 4, 2005.** Chequita stated that she has one person in her Region who is interested. We will call Matt tomorrow to find out if anyone from his region was interested.

We need to have a letter drawn up to about Region II being open for elections. The application for Region II Director will also be posted on the website. Christina will contact Matt tomorrow to get the contact information for the SNA's presidents in his region. **Ryan, as the NEC chair, will send out the e-mail to the SNA President's and Advisors on Monday. All applications for Matt's position will be due by email on February 18, 2005 by 5pm.** If we do not have any feedback at that time, then Shana, as BTN/Membership Director, will keep in touch with the schools in Region II.

3. Nightingale Awards- January 22, 2005

Next Saturday night, January 22, 2005, is the Nightingale Awards Ceremony. It starts at 7pm. Your name will be on the tables, which will also have LASN signs. The location is at the Holiday Inn Select at 4728 Constitution, off of College Drive in Baton Rouge. There is a social time that starts at 6:30. They will have a cash bar...this is a great opportunity to network. We bought 4 tables of 8, which is 32 seats. **Christina stated that she needs a final count of who is going by Wednesday via e-mail.** We have 20 people from the LASN Board, including guests. We have 12 seats that we need to fill. The Region Directors should try to get people from schools in their region to come. This would be a great opportunity for the entire board to meet the candidates for the Parliamentarian position. After figuring the potential additional people, we still have two seats available. Christina suggested that we leave the extra seats open for the Deans of the nursing schools.

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

Regan has not registered everyone yet. She will by next week. NSU is paying for their LASN board members hotel rooms and flights. Christina has a credit of approximately \$350.00 from Southwest from when Emily and she were supposed to go Daytona for Mid year Convention. To get a group rate, you must have at least 10 people in the group. LSUHSC, OLOL and Southern board members will fly out of New Orleans using the group rate. Jill will look up the airline group rates out of New Orleans for Southwest-she should find out how much it will be per person for a group 10-15 people. NSU should let Regan know when they book their rooms so that the rest of the LASN board members can get rooms right next to them. Regan only needs to book two rooms for the remainder of our board members.

Congratulations to Samantha for getting a sponsorship check and having two additional checks on the way. E. Purchase of a Digital Camera

5. Purchase of a Digital Camera

Samantha did purchase a digital camera, with rechargeable batteries. The total price was \$401.97. She also purchased a second set of rechargeable batteries and a case out of her own budget.

II. Reports

A. Financial Report

1. Checking Account Balance: \$24, 295.78
2. Savings Account Balance: \$4497.81.

Regan stated that there are several checks that have not cleared the bank yet. Two \$50 checks from NSU and a \$130 check written to Aimee Davis and Sherry Williams. We need to find out if Sherry has received the check. Everyone was e-mailed the break down of the budget for each board member, which includes the new travel allowances. Regan has written a donations letter that was used to obtain items for the silent auction. She will e-mail the letter to everyone. Regan also sent out a copy of the 2004 convention budget as a guide for planning this year.

Motion III: I move that we accept the financial report as presented with editorial changes.

Submitted by: Samantha Summers

Seconded by: Emily Richardson

Action: Passed at 11:28

B. Officer Reports

1. All of the officers turned in an officer report.

Alli requested that board members go through the Region Directors to get information from the schools in order to maintain consistency.

Ryan is responsible for choosing a committee to work on re-writing the Bylaws. So far, he has chosen Mrs. LaBrosse to be on the committee. Christina suggested that Ryan choose a subcommittee to review the bylaws for grammar mistakes, misspellings, etc. Alli agreed to serve on the committee. Seth offered to proofread through the revised Bylaws. After all the changes are made to the Bylaws, they have to be approved by the board and then the revisions go to the House of Delegates. He also

stated that hopefully by the end of this semester, Southern University in Shreveport will have a SNA! Good work!

Motion IV: I move that we accept the officer reports with editorial changes for the month of December/ January.

Submitted by: Samantha Summers

Seconded by: Emily Richardson

Action: Passed at 11:29

C. Committee Reports

1. Alli stated that she sent a survey to the Region Directors to send to their schools.

Motion V: I move that we accept the committee reports with editorial changes.

Submitted by: Samantha Summer

Seconded by: Regan Grissom

Action: Passed at 11:30

D. Consultant Reports

1. Our only consultant at this is Mrs. LaBrosse, who submitted a board report.

Motion VI: I move that accept the consultant report with editorial changes.

Submitted by: Samantha Summers

Seconded by: Seth Stanfield

Action: Passed at 11:30

This meeting is recessed until tomorrow morning at 10 am.