

**Louisiana Association of Student Nurses
Executive Board Meeting Agenda
LASN Board Retreat
Home of Jim Vallee in Abita Springs
January 15, 2005**

Meeting called back to order at 11:07am. We are going to start with new business today since we were able to complete old business last night.

I. New Business

A. 2005 LASN State Convention

1. City- The top three cities voted on were Baton Rouge, New Orleans, and Lafayette. Emily has not gotten bids yet from the hotels, but she does have plans and layout for hotels in Baton Rouge. She will contact the hotels in New Orleans personally in stead of going the city bureau. She will find out the dates various hotels can accommodate our convention. Christina said that we need to decide on a city at this meeting and gather information from hotels in that city. Baton Rouge was the first choice since it is a central location to all of the schools on the state. The only issue with Baton Rouge as the convention location is the LSU games.

For the 2004 Convention, Darla and Trygve did plenty of negotiating with the hotels. Tyrgve, Christina, and Emily should work together to get information from hotels. It is in our contract with LSNA for them to help us plan the LASN convention. Emily will contact Carol Cairo to help us find a hotel in Baton Rouge. Carol will be responsible for contacting the hotel and getting the information for us. We do not need conference rooms on Wednesday or Thursday. The only room we need on Thursday is an interview room, board meeting room, and another small meeting room. The ultimate decision on a hotel for the convention is decided upon by the LASN board. Last year, the total convention cost was roughly \$16, 172.00, which does not include the expense of the meeting rooms. The best way to bargain with the hotels is by using trade-offs, in other words, if we book a certain amount of rooms, food, etc, then we will get so much for free.

Christina stated that she would like to have the general information about convention (date, location, etc) to the schools before the semester ends. As soon as we choose the location and the date, a press release should be sent out to refer all those interested to the website for updated information. Samantha is going to give Emily a copy of the 2004 contract.

Motion I: I move that we accept Baton Rouge as the location for the 2005 LASN Convention.

Submitted by: Samantha Summers

Seconded by: Ryan Moore

Action: Passed at 11:28 am

2. Date- LSU does not have a game on September 17, 2005 and October 29, 2005. The LSU away games are scheduled for October 1 and 8, 2005. The first game is scheduled for September 3, 2005. After much discussion, October 29, 2005 is no longer going to be considered a potential date. We are going to shoot for the week of September 28- October 2, 2005.

3. Theme- In the past, the LASN convention theme has been broken off of the NSNA theme; however, we do not have to do that. Christina likes the idea of keeping with the theme of student nurses in LA. Ryan suggested "LA nursing...the ultimate adventure". Seth suggested: "LA nursing, shaping the future one student at a time". When deciding the graphic design of our theme, we have to remember that the logo has to be re-printable. The business books and convention books are written in black and white because color copies are very expensive. Whatever the logo ends up being, it must look good in both black and white and in color. NSU students said that they have a new member to their SNA that has a degree in graphic design. They are going to talk to her about helping us obtain a logo with the chosen theme.

Motion II: I move that we accept the theme of the 2005 LASN Convention as "Louisiana Nursing: Shaping the future one student at a time."

Submitted by: Ryan Moore

Seconded by: Meghan Scott

Action: Passed at 12:00 pm

4. Focus Session Topics/speakers- Alli stated that she thinks that we should have a focus session geared towards taking care of yourself as a nurse. Jill received a newsletter from a local hospital that had some topics and speakers that employees from the hospital speak to conventions about. At this time, we do not have to choose people to speak at the focus sessions. The speaker committee will be responsible for the speakers... contact the chair of the committee if you have any suggestions for speakers. Our main focus for this meeting is to make sure that both pre-clinical students and students who are about to graduate can benefit from the focus sessions that we have chosen. The focus sessions that we know are going to be popular should be scheduled at the same time as a focus session that is not likely to fill up. For the popular focus sessions, we should have one person in the back of the room, possible a student from one of the schools, to redirect students to a session that is taking place simultaneously once the room is full. Another option to cut down on the amount of people that are turned away from the popular sessions is to offer the session twice. Mrs. LaBrosse suggested that for sessions that are going to fill up that we have people sign up for the session ahead of time. The following topics have been agreed on as focus sessions:

- a) Travel Nursing (2 sessions)- Maggie Candon
- b) Forensic Nursing (2 sessions)-Mary Manheime
- c) Fluid and Electrolytes/ Acid and Base Balance- Marlene Hurst
- d) Specialties in Nursing Panel I- OB, Pediatrics, Neonatal/NICU, Midwife
- e) Advanced Degree Panel- CRNA, NP, Clinical Nurse Specialist, PhD.
- f) Transplant
- g) Bioterrorism and Disaster Preparedness (CE)
- h) Specialty Nursing Panel II- ER, ICU/CCU, OR, Geriatric
- i) Charge Nursing Role
- j) Self- Health Care- “A healthy nurse is a happy nurse” Body mechanics and self help
- k) Drug Calculations
- l) Malpractice Insurance/ Documentation/ Nurse Practice Acts “How to Protect your Nurses” (CE)

m) Politics in Nursing (CE)

n) Homeopathic/ Alternative Nursing Care (CE)

We decided that the end note speaker is going to address the convention after the silent auction and right before the awards ceremonies. Voting is going to be from 4-5pm on Saturday. The closing ceremonies will start at 6:00 pm. The only speakers that we have to decide on as a group are the Keynote and Endnote speaker. Mrs. LaBrosse suggested Mary Sullivan, the current LSNA President, as the Keynote Speaker. Everyone on the board is in agreement with having Mary Sullivan as our Keynote speaker. Christina said that she will contact Mary Sullivan. The board felt that it is important that we have someone as passionate as Mary Sullivan to bring the convention to a close. The entire board felt that the best person to deliver our end note address is Mrs. LaBrosse. Mrs. LaBrosse has agreed to be the endnote speaker!

5. Convention Committees

- a) **Public Relations-Meghan Scott-** The responsibilities include press releases, contacting schools to encourage people to attend, arrange for media coverage at convention etc. Mrs. LaBrosse suggested that we invite the Governor Blanco to speak at the convention since the convention is going to be held in Baton Rouge. If she has a legitimate prior commitment, she could possibly appoint someone to come in her place. We should also invite the mayor, who is Chequita's cousin, to open the exhibitor hall, which will surely bring us some media coverage. Senator Willie Mount will be invited to speak briefly before Mrs. LaBrosse's endnote address. Mrs. LaBrosse will take responsibility for contacting her. Kyle Ardown is the LSNA lobbyist who will be invited to speak with Maxine Johnson for the focus session on Politics in Nursing. We should get the letters and phone numbers ready to send to, even though we do not have a specific date. Mrs. LaBrosse has the form that needs to be used.
- b) **Convention Committee- Emily Richardson-** There is nothing else to talk about in regards to this committee as of right now. Once the date and location are decided upon, then this committee will be further developed.
- c) **Scholarship Committee- Regan Grissom-** The responsibility of this committee is to get information out to the schools about scholarships. This committee includes the Region Directors.
- d) **Credentials Committee- Parliamentarian-** The responsibility of this committee is to check the credentials of the voting delegates, follow Robert's Rules of Order, etc.
- e) **Awards Committee- Changes Yearly-** Alli stated that she would like to be the chair of this committee. This committee is responsible for the awards handed out at the awards ceremony, providing the deadline for scholarship application, etc.

Motion IV: I move that we change the wording of the following awards in the Policy/Procedures manual to:

- a. **A certificate and a \$50 check shall be presented to the constituent who submitted the most newsletter articles as verified by the Horizon's editor.**
- b. **A certificate and a \$50 check shall be presented to the constituent with the greatest percentage increase in memberships as verified by the BTN/Membership Director.**
- c. **A certificate and a \$50 check shall be presented to the constituent with the greatest number of new members as verified by the BTN/Membership Director.**

- d. **A certificate and a \$50 check shall be awarded to the constituent with the best recruitment project as judged by the BTN/Membership Director and awards committee.**

Submitted by: Seth Stanfield

Seconded by: Ryan Moore

Action: Passed at 8:56pm

f) **Registration Committee-** The responsibility of this committee is registration of students prior to convention and also at the convention site. The bylaws do not outline that a specific person must be chair of this committee. **Christina thinks that Regan should be chair of the committee so that she could keep a list of names, how much they paid, and the checks will only go through one person.** Meghan agreed to work with Regan on the committee. Christina would like to see that we start to send receipts to the registered participants.

g) **Information Committee-** The responsibility of this committee is to post an updated schedule of the focus sessions at various locations throughout the convention. The duties that this committee is responsible for could be shared with registration committee.

h) **Host Committee-** Every board member is part of the host committee. We are responsible for introducing the speakers, etc. Mrs. LaBrosse suggested that wherever the convention is located, have the local schools in the area be responsible for introducing the speakers. Ryan suggested that we change the committee name to the Host City Committee, which does not require a Bylaws change since it is written in the Policies and Procedures manual. The person who introduces a speaker is also responsible for sitting in the back of the room, and hold up a sign to the speaker when there is 5 minutes left. If the speaker does not stop in the time that is allotted to them, then the introducer should cut the speaker off by thanking them for their time and knowledge. **Chequita agreed to be chair of the host committee since it looks like the convention is going to be in Baton Rouge.**

Motion III: I move that we change the Host/Hostess Committee as stated in the Policy and Procedures Manual to read the Host City Committee. The committee would be SNA members from the schools where the convention is to take place.

Submitted by: Samantha Summers

Seconded by: Seth Stanfield

Action: Passed at 4:30 pm

i) **Speakers Committee-** The responsibility of this committee is to secure speakers for the convention with approval from the executive board. Mrs. LaBrosse recommends that we get the

biographical information for the speakers in advanced, through the use of the biographical form. A person from the Host City Committee will be responsible for introducing the speaker by reading their biographical information. **Samantha volunteered to be the chair of this committee.** It is important that Samantha keeps in touch with the speakers periodically. The speakers need to let Samantha know what AV equipment they will need prior to the convention. It is important to confirm the people that will speak as well as the people who will not speak. Remember to send all e-mails to the entire board so that we continue to be in touch with each other.

j) **Social Night Committee- Jill will be the chair of this committee.** At the next meeting Jill should bring some ideas for a theme of the party. The theme will then be voted on by the board.

k) **Donations Committee- Seth Stanfield-** Samantha agreed to be on the committee. The remainder of the committee members is still in the works.

6. Convention CD packets- Christina's goal is to have everything that is supposed to be on the CD completed by Sum-R Leader's day so that all of the information can be sent home with the participants. Once school starts, we will be mailing the information to the deans, the faculty advisors, and SNA Presidents of every school, which is a total of 3 CDs for each school. All of the information on the CD will also be on the website. Flyers for awards, scholarships, scrape book award, membership awards, community service award, etc are included on the CD. Any awards that we give, the board member who is in charge of giving the awards must have a flyer. Much of the information for the CD packet is the same as last year, just a matter of changing the dates. By the next meeting, Christina will go through what information we have from last year and what new information we may have to include for this year. She will compile a list of the information that each board member must provide on the CD. Everything has to be e-mailed to one person and compiled on one disk so that one person can burn all of the CDs. Alli suggested that all of the Region Directors burn their own school's CDs. Mrs. LaBrosse thinks that sending a CD to the Dean of every school is a waste of time because they usually just pass it onto the SNA President. Instead of sending the CD to the Dean, just print the letter to the dean that is on the CD and mail it. Alli mentioned that Policies and Procedures Manual states that the packets have to be sent to the schools two months before the convention. The Regional Directors can send out an e-mail to the schools about the awards and scholarships that are given at convention since the schools may not have the CDs two months before convention. Samantha suggested that if we can have the date and location of convention by the

February meeting, then Seth can write an article to be published in Horizon's to promote convention.

7. Sponsors/Exhibitors (LSNA's role) - LSNA will assist us in contacting exhibitors and sponsorships for the convention. There is a form that exhibitors must fill out

8. Press Release- Seth agreed to work with Meghan on press releases. Press releases will be written after a date and location for the convention have been decided on.

9. The Opening Celebration Party- Jill is the chair of the Social Night Committee. She will come up with a list of potential themes for the party, which will be presented at the next meeting.

10. Sum-R Leaders- planned by Ryan and Jill- A date needs to be decided on by the next meeting. Mrs. LaBrosse suggested calling Darla Webre to see what she suggests about the date for Sum-R Leaders. Just a reminder that Seth graduates August 12, 2005

II. Website changes- If you have anything that you would like to have changed on the website, let Seth know. Your article in the next edition of Horizon's should focus on what has been going on in your office.

The next meeting will be February 12, 2005 at the LSNA office. The following meeting will be on March 12, 2005 in Alexandria. We will use the NSNA Convention in Utah as our April meeting. Since the Bylaws state that a Consultant must be present at all meetings, we should either have Mrs. LaBrosse on conference call or declare the meeting as being unofficial; however, we can still conduct business.

III. Adjournment