

**Louisiana Association of Student Nurses  
Executive Board Meeting Agenda  
LASN Board Meeting  
Northwestern School of Nursing  
Shreveport, LA  
July 16, 2005**

**Meeting is called to order by Christina Erwin at 10:46 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**

**Parliamentarian- Kimberly Robertson**

**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 6 out of 9 voting members. The following board members are not present: Regan Grissom, Samantha Summers, and Trygve Olson.

**Motion I:** I move that we accept the agenda for the July 16, 2005 meeting as a working agenda.

**Submitted by:** Allison Vallee

**Seconded by:** Ryan Moore

**Action:** Passed at 10:48

**Motion II:** I move that we accept the meeting minutes from the June 3, 2005 executive board meeting with editorial changes

**Submitted by:** Trishana Ducros

**Seconded by:** Allison Vallee

**Action:** Passed at 10:48

## **I. Old Business**

### **A. Semester CD mail out**

1. Deadline for mail out was June 10, 2005
2. All semester CD packets were mailed out by the deadline; Alli reported no problems with contacts

### **B. Horizon's Newsletter**

1. Article submission deadline was June 10, 2005
2. Seth stated that it is at the publisher and he is awaiting a proof
3. This edition of Horizon's included information about scholarships, opening night party, elections, and Dr. Steele's article
4. The Horizon's should be mailed out by August 8, 2005

### **C. Public Relations**

1. Alli contacted the Convention and Visitors Bureau. They will not provide nametags for convention; however, they will provide bags stuffed with coupons.
2. The press release was in the Pelican. Meghan will send copies of it to the Public Relations Office of universities, hospitals, nurse recruitment agencies, and news stations. Alli stated that the Kenner Visitors Bureau will post the convention on their master calendar.
3. Seth will contact After College about providing the nametags.

### **D. Sum-R-Leaders Day**

1. Meghan wrote the thank you notes and mailed them out
2. Several nursing students from LA College are filling out scholarship applications; some students have even considered running for an office.
3. Alli stated that the schools can submit community service projects from November 1, 2004- September 1, 2005 for the community service awards. All e-mails regarding the community service awards can be forwarded to Alli.

## **II. Reports**

### **A. Financial Reports**

None submitted

### **B. Officer Reports**

**Motion III:** I move that we accept the officer reports for the July 16, 2005 meeting.

**Submitted by:** Allison Vallee

**Seconded by:** Ryan Moore

**Action:** Passed at 10:56

### **C. Consultant Reports**

**Motion IV:** I move that we accept the consultant reports for the July 16, 2005 meeting.

**Submitted by:** Ryan Moore

**Seconded by:** Seth Stanfield

**Action:** Passed at 10:57

### **D. Committee Reports**

Ryan stated that all of the proposed changes for the Bylaws are complete.

**Motion V:** I move that we accept the committee reports for the July 16, 2005 meeting

**Submitted by:** Seth Stanfield

**Seconded by:** Trishana Ducros

**Action:** Passed at 10:58

## II. New Business

### A. Bylaws committee

1. Proposed bylaw changes must be posted on the LASN website
2. All of the board members got a copy of the proposed changes to the bylaws
3. The information red is the proposed change. If the change is accepted, then the information above the red information will be deleted.
4. We need to go back through all of the bylaws and put a strike through the old information for the delegate packets
5. Mrs. LaBrosse suggested that we do a table with the old information, the revised information and a rationale for revising the information for the delegate packets. **Ryan will make a table template. He will send it to Alli and Emily, who will assist him in completing the table by September 17, 2005.**
6. The current bylaws will be printed in the convention book because the proposed changes have not been accepted yet. The proposed changes will be in the delegate packets
7. Correction: Article III Section I- remove the phone number
8. **Everyone should read over the proposed changes. If you have any comments, mark it and bring it to the next meeting for discussion**
9. **Kim and Christina should review the policies regarding addendums to the bylaws for the next meeting.**
10. Once we decide on wording and how we want to present the bylaws, the Region Directors should send a flyer to the presidents of the schools referring them to the website to review the proposed changes. The proposed changes must be on the website four weeks prior to convention.
12. Mrs. LaBrosse suggested that we send the proposed changes to the bylaws to the presidents of the schools via e-mail. The Region Directors will be responsible for e-mailing the presidents and request of receipt via e-mail.

## **B. Convention Menus**

1. Emily talked to Carol yesterday, but there are no updates regarding convention. They did not talk about menus.
2. Baton Rouge Bead Society was an exhibitor at the LSNA convention; Christina suggested that perhaps we ask them to come to our convention. Carol gave them a discount on the exhibitor price for LSNA. After much discussion, the board decided that the Baton Rouge Bead Society may jeopardize our profits at the silent auction. Because of this, the Baton Rouge Bead Society will not be asked to attend convention.
3. Schools are allowed to sell items at convention. They must purchase a table at \$25.
4. Camp Boncour is a camp for children with heart conditions. It is a non profit organization that relies on volunteers to run their camp in Lafayette. Christina suggested that we give them a table for free at convention so that they can recruit volunteers for their camp.

## **C. Honorary Member**

1. Christina only received one nomination from the board for Honorary Member.
2. Honorary member is awarded to someone who is involved in LASN, supports LASN, and encourages participation and membership in LASN.
3. Honorary members are chosen by the BOD and then voted on by the delegates at convention.

**Motion VII:** I move that we submit the name of Debbie Moore to the appointed delegates for confirmation as Honorary Member at the 2005 Annual State Convention of LASN.

**Submitted by:** Allison Vallee

**Seconded by:** Trishana Ducros

**Action:** Passed at 11:32

**D. Nicholls State University**

1. Chequita has been sending information to the advisor, Rebecca Lyons, via e-mail and has not received a response.
2. Seth stated that the advisor is not very receptive to student communication.
3. Mrs. LaBrosse will set up a meeting with Rebecca Lyons and the members of the Nicholls State University SNA. The meeting will be open to the whole board with Ms. Lyons consent.
4. Seth will forward all of the e-mails he has received from Rebecca Lyons to Chequita and Mrs. LaBrosse, who will maintain contact with the advisor from now.

**E. Website changes**

1. Online registration for convention is up and running on the website
2. Seth stated that some students have already registered for convention
3. Regan, Meghan, Emily, Christina and Seth will have access to the spreadsheet of registered participants.

## F. LASN Convention Book

1. Seth talked to four printers in Shreveport.
  - a) Two of them were too expensive.
  - b) Kinko's quoted \$750 for black and white and \$1332 for color
  - c) Office Depot quoted \$571 for both the convention and business book in black and white. With this purchase, they will include a \$50 gift card. He did get a bid, but in fine print at the bottom of the bid it states that the price is subject to change. Office Depot will not charge LASN tax because we are a non-profit organization. Seth said that they can have the books done in less than a week. If we decide to go with Office Depot in Shreveport, we will have to have the convention and business books shipped to the hotel in New Orleans, which will be an additional charge.
  - d) Kim also contacted some places- all were too expensive compared to the price quote Seth got from Office Depot
2. Mrs. LaBrosse recommended that we do not wait till the next board meeting to make a decision on the printer
3. In order to avoid shipping and handling costs, Kim will contact the Office Depot in New Orleans with the bid from the Office Depot in Shreveport to see if they can match the price.

**Motion VIII:** I move that we accept Office Depot as the printer for the 2005 Convention book and Business book.

**Submitted by:** Allison Vallee

**Seconded by:** Trishana Ducros

**Action:** Passed at 11:55

### **4. Deadline for the end of the year report submissions is September 1, 2005.**

5. September 8, 2005 is the deadline pre-slated candidates, which will be included in the convention book.
6. Seth is currently pre-slated for the position of Elected Consultant.

Ryan is currently serving as the NEC Chair. He has decided to run for a position for the 2006 LASN board; therefore, he must resign from his position of NEC Chair. Chequita has agreed to accept the position as the NEC Chair.

## **G. Sponsorships/Donations**

1. Seth stated that Samantha has contacted Marlene Hurst about the bags, but has not gotten a response.
2. Seth contacted Johnson & Johnson, who supplied 300 T-shirts for our convention bags! Great job Seth!
3. Seth stated that Raising Cane's has donated two baskets for the silent auction.
4. Alli has completed the LASN basket that will be donated at the silent auction. The total cost was \$60. Thanks Alli!
5. Emily will talk to the hospital that she is interning at for sponsorship and/or as an exhibitor for convention
6. Seth stated that Samantha contacted pharmaceutical companies to donate things for the bags or to be sponsors
7. We need to get at least 250 pieces of whatever is being donated for the bags.
8. If you contact people about donations or sponsorship, e-mail Seth with the contact information.

## **H. Speakers**

1. We still need speakers. If you know anyone who is willing to be a speaker for the focus sessions that are not full, contact Samantha or Chequita
2. Christina passed out a list of the focus sessions. The list contains whether or not a speaker has been confirmed for the focus sessions.
3. Because Mary Manheim is going to charge a fee for speaking at the convention, the LASN BOD decided to try to find an alternate speaker for this focus session.

4. If we do not have enough people for the panels, we may have to change the panel into a focus session.
5. Christina stated that Chequita and Samantha should contact the speakers that have not responded to the letter via telephone. After being contacted by phone, the speakers should have one week to send in their paperwork if they are interested in being a speaker. If the speaker is no longer interested, then Chequita and Samantha should mail letters to other potential speakers
6. Chequita stated that the OB, Peds and Neonatal speaker letters have been mailed to two different people- no response has been received yet.
7. Alli will contact someone about being the CRNA speaker for the Advance Degree panel
8. Christina will contact Darla Webre about the Charge Nurse Role
9. Mrs. LaBrosse will contact Dr. Clark for the Politics in Nursing focus session. She will also talk to someone about doing the Homeopathic-Complementary Nursing session
10. Kim will contact someone about the Forensic Nursing Focus session. Since this session is scheduled to be repeated, it was suggested that perhaps one of the sessions could be from a nurse who is a Death Investigator and the other session could be from a SANE nurse.
11. Trygve was mentioned as a potential speaker for Hospice Care nursing

#### **I. BOD Convention Binders**

1. Convention binders are complete but Christina left them at home
2. Christina will have the binders at the next meeting.
3. Any information that needs to be added to the binders will be e-mailed with a note to add it to the convention binder

#### **J. AVPG**

1. If the speakers need any equipment, a request must be sent to Seth as soon as the information is received

Christina stated that the next two meetings (August 20 and September 17) will be the longest meetings! Do not plan any activities for the afternoon of the meetings. Christina stated that every board members presence at the next two board meetings is mandatory. Seth stated several months ago that he will be out of state the whole month of September, so he will not be available for the September meeting. They will both take place at the

hotel that the convention will be held at. Emily is waiting for a response from the hotel in regards to the getting a conference room for the meetings.

Shana requested a budget for decorations for the opening night party. Mrs. LaBrosse suggests that we see what decorations the hotel has. Chad, Christina's husband, has some 10ft and 20ft banners from Coke that we can use to decorate and/or advertise at convention.

**Motion IX:** I move that we allocate a maximum of \$200 for decorations for the 2005 Annual Convention opening night party.

**Submitted by:** Seth Stanfield

**Seconded by:** Ryan Moore

**Action:** Passed by 1:30

Christina stated that hotel rooms are included in the travel budget allotted to board members at the beginning of the term. Seth will submit his credit card statement to Regan with the hotel that they stayed in for our board meeting in Baton Rouge. Mrs. LaBrosse reinforced the fact that we are volunteers for LASN and are not expected to spend our own money for LASN travel or other expenditures.

Christina suggested that if there is an extra slot available for the focus sessions, we can fill the space with students who have been involved in nurse internships this summer. Shana and Emily will be the speakers for this session.

**Motion X:** I move that we adjourn the July 16, 2005 meeting of the Board of Directors.

**Submitted by:** Allison Vallee

**Seconded by:** Ryan Moore

**Action:** Passed at 1:39