

**Louisiana Association of Student Nurses  
Executive Board Meeting Agenda  
Best Western Hotel, Alexandria, LA  
June 3, 2005**

**Meeting is called to order by Christina Erwin at 9:09.**

**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**

**Elected Consultant- Vacant**

**Parliamentarian- Kimberly Robertson**

**Presidential Consultant- Trygve Olson**

**LSNA Consultant- Patricia La Brosse**

The following board members are not present: Trishana Ducros, Chequita Hilliard, Mrs. LaBrosse, and Trygve Olson.

Since we do not have a consultant present, we cannot vote. We do have three members of the Executive committee present; the LASN board has given the Executive committee the power to make decisions so that we can move forward with business.

**Motion I:** I move that we adopt the agenda as a working agenda for the June 3, 2005 meeting.

**Submitted by:** Emily Richardson

**Seconded by:** Regan Grissom

**Action:** Passed at 9:18.

**Motion II:** I move to accept the meeting minutes from the May14, 2005 meeting with editorial changes.

**Submitted by:** Emily Richardson

**Seconded by:** Regan Grissom

**Action:** Passed at 9:19.

## **I. Old Business**

### **A. Sum-R-Leader Day**

- The first speaker has changed for tomorrow. Ann Deshotels is moving from 11:50 to 10:15. At 11:50 Ms. Debbie Moore is going to speak.

- Every board member will have about 10-15 minutes to speak about their position on the board.
- Nelnet will sponsor the refreshment break from 2:45-3:00.
- **Ryan is going to give the sponsor information to Meghan by Sunday evening for thank you notes.**
- Alli stated that she thinks that the students coming to Sum-R-Leaders Day are coming because they are interested in running for a state office. Our main focus for tomorrow should be highlighting the duties of our office in an honest and positive manner.
- We need to announce that our meetings are open so that anyone interested can attend.
- Alli has semester CD packets with her to hand out to the students interested in running for an office.
- It will take about 10 minutes for the board to get from the Best Western hotel to the Rapides Learning Center; therefore, we need to leave the hotel by 8:30 in the morning.
- We must check out of the hotel before we leave in the morning, so make sure everything is packed.
- The total for the hotel rooms are \$248.40.
- **Registration**
  - o Starts at 9:30. We need to be setup and ready to go by 9:15.
  - o Regan, Meghan and Samantha will be working the registration table tomorrow morning.
- **Bags**
  - o The bags are ready to go!

#### **B. Semester CD mail out**

- Christina has mailed out the Region II and Region III semester CD packets.
- Ryan is waiting for the addresses of the presidents at his schools. Christina stated that if the Region Directors cannot get the addresses of the current SNA presidents, then they should send the CDs to the schools at the attention of the SNA President and then send a letter to the SNA advisors informing them that the CDs were sent.
- **The deadline for sending the CDs to the schools and/or the SNA chapter presidents is Friday, June 10, 2005.**

#### **C. LASN Storage Clean up**

- We purchased 2 2-drawer filing cabinets and a shredder.
- **Any officer who took home a box for their board position from the 2004 state convention should clean the box out. The deadline is the August meeting.**
- The items that need to be saved include financial records, meeting minutes, motions, convention books, contracts, and *Horizons*.
- If you come across any financial records from 1999 to present, bring it to Christina at the July meeting.

- If there are sample letters that you think will be useful to future board members, write SAMPLE on the top of the letter and make sure there is a date on the letter.
- In order to organize the storage unit more effectively, we are going to try to start a trend of having one box per year, which will contain all of the important information from every office for that year.
- Each individual officer's monthly board report from this year should be passed onto the 2006 board member to serve as a checklist for them.
- **Every document that we have created for LASN needs to be e-mailed to Christina so that she can make a master CD with all of the information on it. Also, every officer needs to make two CDs: one to pass onto the next officer and one to put into the 2005 officer box. This needs to be done by the August meeting.**
- Since we all have the boxes and binders from the 2004 board, we will also have to make a box for the 2004 board.

#### **D. LASN meeting the CPA**

- Christina and Regan signed over power of attorney to Tim McKey, CPA. He is working with us on filing appropriate paperwork to the IRS.

#### **E. Website update**

- Seth stated that everything has been send to Mark Key, from After College. They are in the process of building the online registration for state convention. When it is complete, Seth will meet with Regan to determine a date to cut off registration.
- Seth stated that After College will charge individuals an additional \$2.00 per person if they choose to register online. This information is stated on the online registration form.
- After College writes checks on Wednesdays.
- After the registration is complete, After College sends the individual an automatic confirmation.
- Regan suggested that we accept cash and organization checks only for on-site registration to avoid the chance of getting an NSF check.
- Everyone who registers online will be added to an online list. The only people who will have access to this information are the LASN Treasurer, Secretary, President and Vice President. The online list of people who have registered will aid the LASN board in sending confirmations.

#### **F. Opening Night Celebration**

- All board members received a copy of the DJ contract.
- The DJ will play rock, soul, rap, country, oldies, and dance music. Added to the contract was that only the edited (clean) version of the songs should be played.
- Additionally, we are going to spend an extra \$100 on club lighting.

- Regan wrote a \$200 check as a deposit to Audie Guilbeau. The check was given to Kim Robertson.

## II. Reports

### A. Financial Report

- Checking Account Balance: \$15,072.19
- Savings Account Balance: \$4,695.34

**Motion III:** I move that we accept the financial report for the June 3, 2005 meeting.

**Submitted by:** Emily Richardson

**Seconded by:** Regan Grissom

**Action:** Passed at 10:13

### B. Officer Reports

**Motion IV:** I move that we accept the officer reports for the June 3, 2005 meeting.

**Submitted by:** Regan Grissom

**Seconded by:** Emily Richardson

**Action:** Passed at 10:13

### C. Consultant Reports

**None submitted!**

### D. Committee Reports

**Motion VI:** I move that we accept the committee reports for the June 3, 2005 meeting.

**Submitted by:** Regan Grissom

**Seconded by:** Emily Richardson

**Action:** Passed at 10:14

## III. New Business

### A. *Horizon's* Newsletter

- **Article submission deadline is June 10, 2005.**
- This is the pre-convention issue.
- The theme of this issue of *Horizons* is "Leadership in Nursing". Submissions should be geared towards this theme. Also include information on Sum-R-Leaders Day, Convention, and farewells.
- End of Year report does not go into the *Horizon's*

### B. LASN Convention Book

- Seth is going to work on getting a printing company. **He will have a printer by the next meeting.**
- He will let us know our deadline to submit information to be included in the program as soon as he finds a printer.
- Kim offered to help Seth with getting a printer.
- Alli suggested Paw Prints on LSU's campus.

- **Included in the program will be a brief biography and picture of the keynote and endnote speakers. Samantha should obtain this information.**
- The program will include officer and association year-end reports. All officers should start working on their report ASAP. If you need to see an example, contact Christina.

### C. Sponsorships/Donations

- The following convention events need sponsors: convention book, bags (Marlene Hurst), Dean/faculty luncheon, candidates' luncheon, awards banquet, opening night celebration, COSP, scholarships.
- Samantha left a message for Marlene regarding the bags.
- Carol sent out a sponsorship form that will be sent to the exhibitors. Christina passed a copy of it around at the meeting.
- Board members are encouraged to obtain sponsors also. If you know of a company or a hospital who would like to be a sponsor, contact Christina to get a sponsorship form.
- Alli stated that there is an organization of Nurse Recruiters who have meetings and discuss schools, career fairs, etc. that they have attended. **Meghan will contact to Melissa Love at Ochsner, who is the nurse recruiter and a part of the organization, to inquire about contacting all of the nurse recruiters in the organization about being exhibitors at convention.**
- Pharmaceutical companies are great sponsors.
- Region Directors should contact their schools about donating a basket to the silent auction.
- The LASN Board will donate a basket entitled: "Surviving Nursing School-LA Style". Alli volunteered to put the basket together.

### D. Bylaws Committee

- Because numerous amendments have been made to the bylaws, the proposed changes will not be included in the August edition of *Horizon's*. Instead a flyer will refer everyone to the website to view the changes that will be voted on at convention.
- **The Region Directors should send out a copy of the proposed changes to their schools.**
- **Ryan will have all the changes completed by the next meeting and have them e-mailed to the board one week before the next meeting.**
- **The board is responsible for reviewing the changes by July 31, 2005.**

### E. Public Relations

- Minor changes to the press release.
- Seth has a copy for the website.
- A copy has been sent Carol to be posted on the LSNA website.

- **Meghan is going to work on sending the information to radio stations, TV stations, etc.**

#### **F. Exhibitors**

- Meghan typed a list of potential exhibitors for convention.
- The list was sent to the entire board and to Carol, who will contact the companies, hospitals, organizations, etc. on the list.
- Meghan also passed around a list of all of the hospitals in LA. Board members were encouraged to highlight any hospitals that they would like to see at convention.
- The goal is to have a good show of exhibitors from LA.

#### **G. Convention Menus**

- Emily and Carol will choose the menu.

#### **H. COSP**

- **COSPs will take place on Thursday night from 5-7:30 pm.**
- **Invitations to attend COSP will be mailed out to presidents by August 1, 2005. A reminder postcard and a reminder e-mail will be sent on September 1, 2005.**
- At the COSP meeting, Presidents of SNAs are encouraged to share events that their SNA has participated in.
- **The Sharing of Accomplishments form will be e-mailed to Seth for posting on the web by August 1, 2005.**
- Participants will have the option of whether or not they want to participate in a game of White Elephant following the COSP meeting.

#### **I. Region Directors Contact Information**

- Region Directors should update all of their contact information for the SNA officers of their schools.
- The updated information should include:
  - o the name of school and main mailing address
  - o mailing address, email and office phone number of the dean
  - o the mailing address, email and office phone number of the advisor
  - o the mailing address, email and office phone number of the SNA President
  - o the mailing address, email and office phone number of the board members
  - o the website of the school
  - o election dates
- **Christina will send All the LA Board of Regents website. This website has the website of every school listed. This would be good information to print and pass onto the next board.**
- **The deadline for the updated information is convention.**

#### **J. Honorary Member**

- Every year we elect an honorary member to be inducted at convention.
- The honorary member is someone who participates in LASN activities and encourages people to join LASN.
- We need to start thinking about who we are going to nominate.
- **Submit any nominations to Christina, who will e-mail the compiled list with the next meeting agenda.**
- **Nominations are due by the August meeting.**

#### **K. Nicholls State University**

- Seth contacted Rebecca Lyons, SNA Advisor at Nicholls. She said their organization has about 125-150 students.
- We should plan to attend an SNA meeting or meet with the advisor in August.

#### **L. Convention binders**

- Emily and Christina are going to make everyone a convention binder that contains all of the pertinent information for convention.
- Alli will buy a box of 1.5 in binders at Office Depot.

#### **M. Future Meetings**

- The August 20, 2005 meeting will be held in New Orleans, hopefully at the hotel that we will be having convention.
- The September meeting will be held on September 17, 2005 in New Orleans.

#### **IV. Adjournment**

**Motion VII:** I move that we adjourn the June 3, 2005 meeting.

**Submitted by:** Emily Richardson

**Seconded by:** Regan Grissom

**Action:** Passed at 11:17