

**Louisiana Association of Student Nurses  
Executive Board Meeting Agenda  
LSNA Meeting Room, Baton Rouge  
May 14, 2005**

**Meeting is called to order by Christina Erwin at 12:51 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**

**Elected Consultant- Vacant**

**Parliamentarian- Kimberly Robertson**

**Presidential Consultant- Trygve Olson**

**LSNA Consultant- Patricia La Brosse**

Meghan Scott, the LASN Secretary, determines quorum as 6 voting members out of 9 voting members. Presently there are 6 out of 9 voting members. The following members are not present: Emily Richardson, Chequita Hilliard, Trishana Ducros and Trygve Olson. Emily Richardson is on speaker phone for the meeting.

**Motion I:** I move that we adopt the agenda as a working agenda for the May 14, 2005 meeting.

**Submitted by:** Allison Vallee

**Seconded by:** Seth Stanfield

**Action:** Passed at 12:54

**Motion II:** I move to accept the meeting minutes from the April 9, 2005 meeting with editorial changes.

**Discussion:** Christina stated that the theme for the opening night celebration has to be voted on today because we did not have voting power at the last board meeting.

**Submitted by:** Allison Vallee

**Seconded by:** Samantha Summers

**Action:** Passed at 12:55

## **I. Old Business**

### **A. Convention Committees**

- Christina made a spread sheet of the convention committee duties.

- It is up to the chair of the committee whether or not they want to invite other students from schools to help on the committee.
- **Convention- Emily Richardson, chair**
  - Kim stated that she would be willing to help Emily with the Convention Committee.
- **Public Relations- Meghan Scott, chair**
- **Finance- Regan Grissom, chair**
- **Scholarship- Regan Grissom, chair**
  - Committee members: Ryan Moore, Chequita Hilliard, Allison Vallee, and a consultant, either Patricia LaBrosse or Trygve Olson
- **Registration- Regan Grissom, chair**
  - Seth has agreed to serve as the assistant to Regan on the Registration Committee because we will be utilizing online registration.
- **Nominations and Elections- Ryan Moore, chair**
  - Biggest role is actually at convention.
  - Ryan stated that he would like to have both of the Region Directors, Alli and Chequita, assist him with this committee. Alli has agreed. **We need to check with Chequita.**
- **Bylaws and Policy- Ryan Moore, chair**
  - Ryan already has Alli, Emily and Ms. LaBrosse assisting him on this committee.
- **Image of Nursing- Chequita Hilliard, chair**
- **Host City- Allison Valle, chair**
  - The board decided that this was an essential committee to have, since their main responsibility is to serve as the official greeters at convention and to help stuff the bags.
  - Originally, Chequita was going to serve as the chair of this committee since the convention was going to be in Baton Rouge. Since the location has changed to New Orleans, it would be beneficial to have someone in New Orleans serve as the chair. As stated by the bylaws, this is the only committee in which the chairperson can be changed. Alli is now the chairperson of this committee.
- **Community Service- Allison Valle, chair**
- **Awards- Chequita Hilliard, chair**
  - Christina suggested that the board members who are not serving on the scholarship committee serve on the awards committee.
  - Samantha, Meghan, Seth, Shana, Emily, and Kim will serve on the Awards committee.
  - All of the awards, with the exception of the scrape book awards, will be voted on before the convention.
- **Speakers- Samantha Summers, chair**
  - Committee Members: Chequita Hilliard
  - If you have anyone who wants to be a speaker, direct them to Samantha and/or Chequita.

- Samantha and/or Chequita will be contacting board members who suggested speakers to get their address and phone so that an official invitation can be mailed to them.
- **Social Night- Trishana Ducros, chair**
  - Someone needs to assist Shana with the set-up and decorating for the opening night celebration.
  - At the time of set-up, the House of Delegates will be in session; therefore, the board members will not be available to assist with decorating and ensuring that the set-up is correct.
  - Trygve will serve on this committee since he will be familiar with the contract, set-up, etc. If Trygve is not able to make convention, then Ms. LaBrosse will replace Trygve on the committee.
- **Donations- Seth Stanfield, chair**
  - Committee members: Samantha Summers
  - Everyone is responsible for getting donations for the silent auction, bags, etc.
  - Silent auction stuff should be sent to Seth.
  - Alli stated that Dr. Steele has a donation for the silent auction.
  - Alli contacted the Kenner and New Orleans Business Bureau. Kenner is going to donate 200 bags which will contain coupons, maps, etc.
  - Christina reminded the board that we still have some stuff in storage left over from last year for the bags.
- **Credentials- Kimberly Robertson, chair**  
**Christina will e-mail everyone an updated committee spreadsheet by Monday, May 17, 2005.**

#### B. Sum-R-Leaders Day

- The first guest speaker has been changed to the Director of Nursing at Rapides Regional Medical Center.
- Registration starts is at 9:30. **The board needs to be there by 8:30.**
- All of the board members should be in Alexandria on Friday, June 3, 2005. **Ryan will book three suites at the Best Western in Alexandria. Regan requested that Ryan call her with the total amount for the hotel rooms as soon as he books them.**
- Our board meeting will be on June 3, 2005 at 7:00 pm at the hotel. Everyone should eat dinner prior to arriving on Friday.
- Focus Sessions
  - o Ryan confirmed that all of the board members are doing the focus session that they are assigned.
  - o Shana is going to do the Membership focus session.
  - o The Legislative focus session has been eliminated and replaced with a Region Directors focus session.
  - o Ms. LaBrosse will not be present; therefore, we need to find an advisor to do the Advisor update. **Some of the board**

**members suggested Tawna Pounders- she needs to be contacted.**

- Alli will do the community service focus session
- Chequita will do the Image of Nursing focus session
- Samantha and Kim will split the 2:00-2:45 time session between the Historian and Parliamentarian focus session.
- We will have a convention update during the 3:00-3:45 time slot instead of a NSNA Convention Speaker, since one has not been confirmed. In the event that we do have a NSNA speaker, the time will be split between the speaker and the convention update.
- Ms. Ann Deshotels is confirmed as a guest speaker.
- The star on the map included in the folder is where Sum-R-Leader day will take place.
- **Seth has all of the information for Sum-R-Leaders Day on a CD that he will put on the website as a link.**
- **Ryan is using the P.O Box as the address for the registration forms. He requested that the person who checks the P.O. Box e-mails him the registration information as they are received. Regan should call Christina if she is unable to check the P.O. Box.**
- **Ryan needs a definite number of registered participants by May 31, 2005.**
- Christina stated that we have three boxes of bags in storage that can be given to participants at Sum-R-Leaders day.

#### C. New Website

- It is up and looks great! Thank you to Seth!
- There is a site that wants to advertise our site.
- **Meghan will write a thank you note to Richard and have everyone sign it.**
- **Everyone needs to update there weblog.**

#### D. Hotel Contract

- The hotel contract has been signed.
- Emily is waiting to get the corrected copy back. She will distribute the updated copy to the board members at the next meeting.
- We are not going to offer phone lines or electricity to the exhibitors because it is too expensive.
- Regan dropped off the hotel deposit has also been dropped off.
- Emily reserved eight hotel rooms for the board members, two people are assigned to each room. Ms. LaBrosse, Trygve and Christina will have their own room. The rooms are currently being held; however, we need to call the hotel with a credit card number. **Christina will call Emily with her credit card number.**

## E. Opening Night Celebration

- Kim's finance, Audie, will DJ the Opening Night Celebration. He usually charges \$300 for four hours. Lights are \$100 extra.

**Motion III:** I move that we accept the theme "LASN Across the Decades" for the Opening Night Celebration at the LASN State Convention. Region I will represent the 1950s, Region II will represent the 1960s, Region III will represent the 1970s, and Region IV will represent the 1980s.

**Submitted by:** Seth Stanfield

**Seconded by:** Regan Grissom

**Action:** Passed at 1:48

## II. Reports

### A. Financial Report

1. **Checking Account Balance:** \$ 15,631.85
2. **Savings Account Balance:** \$ 4668.80
  - Regan contacted a CPA about straightening things out with the IRS. She and Christina will meet with the CPA on Monday to determine the exact cost and to give him power of attorney.
  - As a board, we cannot make a motion to accept the CPAs services until we get a price. Because the decision has to be made in a timely manner, the board will give the Executive Committee the power to do what they see as fit in regards to hiring the CPA.

**Motion IV:** I move that we assign to the LASN Executive Committee the authority to choose the CPA for the organization and further delegate to them the power to extend power of attorney for activities related to the Internal Revenue Services (IRS).

**Submitted by:** Allison Vallee

**Seconded by:** Samantha Summers

**Action:** Passed at 2:05

**Motion V:** I move that we accept the financial report for the May 14, 2005 meeting with editorial changes.

**Submitted by:** Seth Stanfield

**Seconded by:** Ryan Moore

**Action:** Passed at 2:10

### B. Officer Reports

- Christina added in her officer report that she attended LSNA convention at which time she was invited to share current happening of LASN. She received many compliments about the website.
- **Alli is going to get a plaque to send to Tax Max for their \$250 donation for NSNA Convention.**
- Samantha requested pictures of LASN board members from the NSNA convention.

- Samantha stated that we do not have a speaker for NICU/ neonatal nursing and Clinical Nurse Specialist. **Alli said that she is going to check with her sister-in-law who works in the NICU to see if she or anyone she knows would be interested.**
- Samantha will individually contact the board members to obtain contact information for the speakers.
- Seth stated that Nicholls State University is not currently a member of LASN, but is interested in getting involved. Additionally, a student is interested in running for Region II Director. Seth suggested that we invite their advisor and officers to Sum-R-Leaders Day free of charge. **Seth will e-mail the board with the total number of SNA officers Nicholls State University has, at which time a decision will be made regarding inviting them to Sum-R-Leaders Day free of charge.**

**Motion VI:** I move that we accept the officer reports for the May 14, 2005 meeting with editorial changes.

**Submitted by:** Seth Stanfield

**Seconded by:** Ryan Moore

**Action:** Passed at 2:18

#### **C. Consultant Reports**

**Motion VII:** I move that accept the consultant report for the May 14, 2005 meeting with editorial changes.

**Submitted by:** Seth Stanfield

**Seconded by:** Ryan Moore

**Action:** Passed at 2:19

#### **D. Committee Reports**

- Alli stated that the Susan B. Komen Breast Cancer Walk is in New Orleans on Saturday, October 1, 2005, the weekend of convention. **She will make a flyer to include on the semester CD packet and also e-mail the flyer to Chequita and Ryan to distribute to the schools in their Region inviting them to participate in the walk.**

**Motion VIII:** I move that we accept the committee reports for the May 14, 2005 meeting with editorial changes.

**Submitted by:** Seth Stanfield

**Seconded by:** Samantha Summers

**Action:** Passed at 2:22

### **III. New Business**

#### **A. Semester CD packets**

- The semester CD packets are complete; every board member received a copy.

- **The Region Directors will burn the semester CD packets for the schools in their region. Christina handed out labels to all of the Region Directors for the CDs. If anyone needs extra labels, contact Christina.**
- **Christina will do the Region II semester CD packets**
- There is a Word document and PDF document for each item on the CD.

#### **B. Online Registration**

- After College is going to host our convention online registration for free. There is no Pay Pal. The money will be directly deposited into the account.
- Regan is going to have to verify that the number of people registered equals the amount of money in the account.

#### **C. Thank you gifts**

- **Alli will get a plaque for Tax Max in recognition of their \$250 donation for NSNA Convention.**

**Motion IX:** I move that we allow a maximum amount of \$25 dollars for the purchase of a plaque to be presented to Tax Max in recognition of a \$250 donation to LASN.

**Submitted by:** Samantha Summers

**Seconded by:** Regan Grissom

**Action:** Passed at 2:29

#### **D. Surgeon General Video Tape**

- **Samantha will contact the Surgeon General requesting either a videotape or a letter endorsing LASN.**

#### **E. Convention Committee Assignments**

- **Speaker Committee (Samantha and Chequita)**
  - Confirm all dates and times for speakers
    - o Time slots for focus session are up to Chequita and Samantha, who are meeting tomorrow, May 15, 2005, to make a tentative schedule
  - Obtain a bio on the speakers ASAP
  - If you are having any trouble filling spots, please let the board know
  - **Samantha stated that the invitational letters will be mailed out this week.**
- **Donation Committee (Seth and Samantha)**
  - Silent Auction items are to be sent to Seth to be cataloged
  - Carol is going to contact Marlene Hurst about donating the bags
  - Donations for convention bags are to be sent to Alli for bag stuffing
- **Information and Publicity (Meghan)**
  - See about sending press release to TV and radio stations, public service announcements, etc.

- Alli will contact the N.O. Convention Bureau about having them do the nametags for convention
- **Scholarship Committee (Regan)**
  - Check to make sure the scholarship info is complete.
  - Regan should make copies of the applications and mail them to the Region Directors, Ms. LaBrosse and Trygve once they are all received.
  - Scholarship and Awards applications are due September 1, 2005.
  - Set a time for applicants to be interviewed on Thursday, September 29, 2005 between 9am-3pm. The length of the interview will depend on the number of applicants, but the maximum amount of time should be thirty minutes
- **Awards Committee (Chequita)**
  - **Order the Nightingale lamps for convention (22 lamps)- Regan has the information; she will give it to Chequita**
  - Chequita will collect the awards applications and check for completion.
  - Chequita will mail out copies all of the applications to the Awards committee after she receives all of them.
- **Social Night Committee (Trishana)**
  - Ideas for decorating
  - Determine the criteria and the award for best dressed and the dance off contest.
  - \$400 dollars for the DJ with lights
  - **Kim will get a contract from Audie**

**Motion X:** I move that we allot a maximum of \$400.00 for the cost of the DJ for the opening night celebration at 2005 LASN Convention.

**Submitted by:** Samantha Summers

**Seconded by:** Regan Grissom

**Action:** Passed at 2:49

- **Nominations and Elections (Ryan)**
  - Collect the pre-slated applications and check for completion
  - Campaign rules are on the Semester CD Packet
- **Convention Bag Stuffing (Alli)**
  - All bag stuffing items will be sent to Alli for safe keeping
  - Work on getting a committee together to help stuff bags
- **Registration Committee (Regan and Seth)**
  - Collect the registration forms as they are sent in. If the registrant has given their e-mail address, send them an electronic confirmation; otherwise send a typed confirmation.
  - Double check the master list to the money collected for both online and mail-in registrations.
  - Create a spreadsheet which should contain the following information: NCLEX review, one day or two days, if they are a delegate, etc.
  - The first 75 people to register attend the awards banquet free of charge,

**IV. New Business Additions:**

- Storage clean up day on May 28, 2005 at 9:00am in Baton Rouge.
- Deadline for Horizon's articles has been moved to June 10, 2005.

**Motion XI:** I move that we adjourn the May 14, 2005 LASN board meeting.

**Submitted by:** Seth Stanfield

**Seconded by:** Ryan Moore

**Action:** Passed at 3:04