

Louisiana Association of Student Nurses
Executive Board Meeting
May 22nd, 2004 Southern University College

Meeting is called to order by LASN President at 10 am.

Roll Call conducted by LASN secretary Nicole Dispenza.

Board members present:

President- Aimee Davis
Treasurer- Staci Love
Secretary- Nicole Dispenza
Region I Director- Ryan Moore
Region III Director- Chanal Brown
Special Events Coordinator- Brandi Simmons
Horizon's Editor- Trgyve Olson
LSNA Consultant- Patricia LaBrosse

Members absent: Region II director Bridgette Robertson, Region IV director, Ana Depuy, Elected Consultant- Kimberly Marler, Historian- Christina Erwin
Quorum is determined by Nicole Dispenza, LASN secretary declares determination of quorum is 6 members a majority. Determined by LASN with 6 out of 12 members present.

Motion 1 submitted by Ryan Moore: seconded by Brandi Simmons
I move that We accept the agenda for May 22nd, 2004 as a working agenda
Action: moved: Passed at 10:09 am.

Moment of silence in respects for Sherry William's father.

Motion 2 submitted Brandi Simmons seconded by Nicole Dispenza
I move that we accept the minutes of April 17th, 2004 with editorial changes
Action: Moved Passed at 10:10 am.

Aimee Davis, LASN president suspends Robert's rule of order

Topic: Nomination of presidential consultant and executive board
Discussion: Presidential consultant nominated as Jeffrey Hamilton and the Executive Board will include Christina Erwin, Staci Love, Jeffrey Hamilton and Aimee Davis

Topic: Future meetings dates/times for LASN

Discussion: Change of July meeting to Friday, July 16th 10 am-1 pm in the Learning Center in Alexandria. The rest of the board meetings will be located at the LSNA building at One Perkins place as stated in the agenda.

Topic: Financial Reports from treasurer Staci Love

Discussion: Checking account balance \$21,801.14 Savings accounts balance \$6,603.82

Check received was for \$1150 from NSNA (increased membership at William Carey and Southern University)

Motion 3 submitted by Chanal Brown seconded by Brandi Simmons

I move that we accept the financial report for May 22nd, 2004 with editorial changes.

Action: Moved Passed at 10:23 am

Topic: Officer reports (those submitted are in folder, and those officers who need to expand on reports may do so)

Discussion: LASN President Aimee Davis is working on the letter for Innovatis, intend to send certified mail about contract, ending contract and cashing checks before services are rendered.

Regional I Director Ryan Moore is waiting on funding approval, received \$2500 dollars, will give money for scholarships, hopefully 50-75 students will attend the Image of Nursing day in Alexandria

Regional II director Chanal Brown has started to raise money for support (eckerds, walmart etc) to get scholarships. Idea to encourage local chapters to encourage SNA leaders to attend board meetings. Local SNA chapter motivated/advertised incoming freshman by offering pizza/gift prizes. At her school's local chapter SNA had new members talk about why to join SNA. She spoke with William Carey at convention to encourage membership.

Motion 4 submitted by Trgyve Olson seconded by Ryan Moore

I move that we accept the submitted officer and committee reports with editorial changes.

Motion Moved :Passed at 10:30 am.

Topic: Convention location and times at the Hampton Inn

Discussion: Ms. Darla discusses Embassy and Hampton Inn hotel contract.

Hampton inn offers September date for the last weekend in September (this would be 4-5 weeks after the first day school) This could create problems with the time frame being too short after school starting, registration deadline, and submission for scholarships. Page 2 on contract room block exclusive for 30 days prior to arrival (this would be August 30th). This may be only two weeks after school starts and would require a lot of work on behalf of the state board to get the word out about convention to all of the schools. Another problem with the Hampton Inn is the food/ beverage contract, cost of food purchased in New Orleans that is

double versus Lafayette (try to keep \$12 per day for faculty last year in Lafayette) (meet the candidates \$10 last year Lafayette) (\$16 for awards last year in Lafayette) \$5350 for food/beverage contract at Hampton Inn.

It is possible for \$38 per plate of food, some money is due 30 days before convention, and we need to have the price each meal before convention set aside and established. At the Hampton Inn, the AV rentals can only use video ventures, cannot bring someone else (last year AV equipment was \$5000 dollars through an independent AV). All meeting places need an LC projector, wireless mikes and other setups to ensure efficient convention.

Topic: Embassy Suites location in New Orleans and times

Discussion: LSNA has dealt with Embassy suites. Hampton Inn can have another convention at the same time as the LASN convention. At the Embassy, LASN will use all of Embassy suites space (\$4900 dollar for meeting space) meeting dates last weekend in October. One positive aspect is that we need time to submit for awards and scholarships. But, the Embassy is more expensive and this could lead to an increase on the price for registration (we haven't asked for more than \$80 dollar a night per room and this may require us to, as well as increase the price of registration more than last year)

Topic: Past convention places and results

Discussion: In 2000 in Shreveport we had a total of 80 people attend convention (did not guarantee room space or have a room block for students), only have 20 exhibitors. In 2001 in Lafayette, about 200 people attended convention. Next year 2002 in Kenner 265 people registered for convention. In Lafayette in 2003 attendance was about 150 students. Trgyve discusses about the last weekend in October being an optimum time because we can promote convention longer. Most attendance comes from Baton Rouge, ULL, and New Orleans, people in city where convention is held will not pay for hotel room. Staci discusses about reduced block at the Hampton, they will not charge you for the rooms if you do not fill up the room block, whereas the Embassy will charge if not an adequate amount are filled. Staci discusses importance about mail-outs for awards and information letters to current standing LASN members. Brandi discusses about encouraging convention through the webmasters (obtaining email addresses of LASN members) and for all schools have orientation encourage officers to speak at orientation to discuss deadline dates for state convention registration and award. It is important to get the support from local school chapters faculty and deans.

It is important for the region directors to be calling school officers and possibly holding a regional meetings to encourage school attendance at LASN state convention. Trgyve discusses date for the Hampton Inn puts a stress on time to nominate for scholarship and scholarship time/interview times. He encourages an October date and maybe even look into a possible date for Lafayette or other locations so that the LASN board has longer time to put together convention. The best weekend for convention would be the 3rd or 4th weekend in October. The dates would be 14th-17th or the 20-24th of October.

Motion 5 submitted by Trygve Olson seconded by Ryan Moore

I move that we postpone voting on convention date/place until Darla Webre has time to see if there are any other options available for the 3rd/4th weekend in October. The decision would then be voted on by the executive committee.

Motion: Moved: Passed at 11:16 am

Brandi Simmons abstains.

Topic: Convention theme- Ideas

Discussion: Ideas include: The face of Nursing: moving forward making changes

The field of Nursing: Moving forward making changes

The image of nursing: moving forward and making changes

Enhancing the image of professional nursing: Moving forward making changes is decided as the theme for LASN convention.

Topic: Speakers for Focus sessions and Keynote/Endnote speakers

Discussion:

-Psych/mental health nursing focus session (Patricia Labrosse)

-Bioterrorism focus session (Knox Anders)

-Oncology nursing focus session (Chris Gatlin and Judith gentry)

-Empowerment focus session (Mary Abadie and Tauwna Pounders)

-Hospice focus session (Nelson Waguesback, Carmel Drago-exec. Director of St. Jospesh hospice)

-Profession to profession (nurse to nurse, nurse to MD) communication focus session (Bellawitz),

-Benefits of moving forward focus session (BSN, masters, doctorate) (Susan steele)

-Transition from student to nurse focus session (Ana Cazes and Marlene Hurst)

-Homopathic nursing focus session (Jill Lasini)

-Travel nursing focus session (Darla)

-Professional standards focus session (who sets the scope of Nursing) (Barbara Moorevan and Darla Webre)

-Transcultural nursing (Carolyn Mosley, Soledad South),

-Possible speakers for keynote/endnote:

1. Lynn Wick (member of TNA) keynote

2. Dee Lejeue- works at St. Elizabeth hospital in Baton Rouge (maybe keynote speaker)

1. Demetrius Porsche- endnote speaker

2. Tawya Pounders- endnote speaker

Motion 6 submitted by Staci Love seconded by Ryan Moore

I move that we accept the theme “Enhancing the image of professional nursing: moving forward & making changes” for the 51st annual LASN convention

Motion: Moved passed at 11:34 am.

Topic: Convention committees

Discussion:

Award banquet auction-all region directors will be involved in this committee-it is important for the regional directors to encourage regional schools to donate baskets for the silent auction

-Chanal will coordinate list for donation

-Encourage each board member to get two donations, encourage each school to donate, responsible to set it up that night if you are on the awards banquet committee

-Awards banquet auction- notices to school, flyer in semester packet, in Horizon's needs to be placed, follow up calls o schools, give a certificate/plaque to school that raises the most money, make sure collection point for baskets to turn, slip of name of school, title of basket, how much it is worth, type on duplicate who turned it in what it is worth, needs ink pens/tape

-Nicole Dispenza and Darla Webre, and Staci Love will head committees

Review pages 26-29 pages for awards criteria and stipulations

Information and Publicity committee, Christina Erwin and Nicole Dispenza

-Can call for radio stations and newsletters to publicize for the LASN convention

Exhibitors- Trgyve and Aimee

Exhibitor packets will be sent to LSNA, packets for them to be handed in (contact information) when they check in to the hotel, make sure that all board members introduce themselves to the exhibitors, package deal could include where an exhibitor get ads in Horizon's as well the table at convention, suggestion to not increase the exhibitors expense for the table

Awards- Staci and Aimee

Awards- need certificate paper need about fifty sheets, look for disk that outlines the certificate, the LASN seal is needed, enough checks and stationary envelopes for the awards banquet, certificate folders

Need to promote students to nominate for a faculty award- Ms. Labrosse will take on role to encourage students to nominate faculty for awards, please acknowledge the efforts of the faculty during convention because they are the ones who give the students permission to attend convention

BTN awards, project that the schools have done to increase membership

BTN project pictures and mottos, schools can include pictures can decide if we want a theme but it is late, can

Staci needs to find out where a trophy shop is, wording on the plaques, need to make a deadline for scholarship place to be sent etc. Send out notification and appointment times to be interview, Staci receives application, keep each different scholarship in a different folder, received sealed transcripts from the school

Convention book- Trygve and Jeffrey

Convention book- officer reports make sure that it is turned in on time, each officer has a report, send out deadline for when the officer reports are due for convention, if poster abstracts are submitted Demertrius is the faculty member that helped last year with the paperwork from the poster are printed in the convention booklet (Ms. Labrosse will be in contact for the abstracts of faculty) Trygve will write speakers of focus session and keynote/endnote speakers to send a biography for the convention booklet

House of Delegate - Andranecia (usuallsy BTN helps) cut off as the number of delegates for the convention, need to get the letters out to the school, delegate credential booklet, list how many delegates each person has, one alternate for each delegate, prepare voting sign in sheet

Staci needs to make sure that there are sufficient delegate ribbons for each school HOD-locate all of laminated spool signs, which are in storage, be prepared to discuss parliamentary procedures

Voting- Andranecia, ballots will be typed, will be typed in by only non-voting members can be involved in this, need to make sure that the delegates are wearing their ribbons (Ms.Labrosse will help with this as well)

Schedule for each board member- there will be a schedule copy in each board member's binders, reminders of what to do and where to go, so you know exactly where each person is,

Be prepared for late night meetings and early morning meetings

NEC- Chanal, flyers in semester packet all board members should encourage members to run for an office, encourage students to pre-slate before convention, when packets are turned in check for qualification of candiates

Convention rules- Andranecia

Make sure that the letters to the faculty understand that it is just the faculty advisors that can attend the luncheon, make sure that the faculty advisors are present at convention, include the assistant faculty advisors are invited to the faculty luncheon(or the director of nursing)

White Elephant

Brandi and Aimee, key ideas to discuss, for school presidents and officers, bring a gift to share after the meeting is over with

- roles as an officer to fulfill, time management, being a leader, attending the convention, some key fundraising ideas that schools can share
- Encourage running for position by talking to each officer, give suggestions about recruitment,
- Handout folders with ideas as each different position, give them the feedback
- NSNA has a booklet for each position on the nsna website
- each different position could talk at the white elephant night and encourage all of the officers to attend
- Counsel of school leaders (instead of the Council of school presidents to encourage other officers to attend)

Bag Stuffers

- we could get a local chapter SNA members would help out to stuff the bags, Ryan and Christina head this committee, contact RN magazine, speak with the local chapter schools where convention will be held to help with stuffing bags, Seek hospitals for anything that can be donated to be placed in the bag, as well as banks, Make sure that the local chapter help with maps, places to go etc.
- Maybe ask Christina's husband to print out the bags (works for Coca-cola)

Region director need to email Ms. Labrosse contact information for the schools

- Scholarships-** Staci heads this committee, most newsletters article- Trygve, greatest percentage of increase from a local chapter, everyone on the board is eligible for a scholarship except the president, Staci needs to request a list of new members monthly, need to have membership list needs to be kept up with every month, award given based on membership
- Scholarship committee, Staci, consultant, 4 region director (Ms. Labrosse), interview everyone, come up with questions for the interviewees, go through the applications and make a decision about who is awarded the scholarships
 - Scholarships interviewed on Thursday of convention, the rest of the awards schools need to turn in awards, a committee will be set up on the Wednesday night

Multimedia/Historian- Christina

Multimedia can be a PowerPoint presentation, can push for this year to apply for

Community Health- Ana

Image of Nursing- Ryan

Registration address will be sent to LSNA, will be entered in excel, registration list, all that pre registered will have badges
 Last year used small stickers to show who is attending the NCLEX review awards banquet etc, will look in storage for stickers to use, list of pre-registered for awards banquet and how many spots that you have available for the awards banquet, need to decide for a registration deadline, , copies of blank registration so people can registered on-site, need money for change and clipboards

-Ask about online registration? Dalra Webre will talk to Richard about the website and online registration

Awards ceremony (Brandi, Kim)

-Decorations (lamps in storage), table settings, decorations, need balloons around the silent auction table and end of the officer table, hotel will have it decorated
-Pick out paper for the program, can copy it from last year, make sure it is ready before convention starts (have at least 150 printed out)

First night party- Masks will be sold at the maserquade ball, Darla encourages Brandi to get a sponsor for the opening night party (Oschner and Tulane), get done as early as possible charge maybe five dollars per mask, need to send out semester packets when school starts, remember to include while supplies last, where whatever dress that you, come dress as you are or in party attire , award will be given to the school with most attendees and the best dressed, Need the LASN pins need to be brought, look for the installation of the offivers, and the name plates (schools, region director etc) (Bridgetter

Convention evaluation committee, form is already printed out, credit given out Hospital America for scholarship for evaluation, so LASN may need to look into another sponsor for a possible scholarship for filling out evaluation form

Topic: By law changes from the LASN board at state convention

Discussion: By-law changes needs to come before the board before the board before it can come to convention, needs to go out to constituency for 4 weeks need a deadline, by laws must be brought before membership and procedures may be brought before the board

Page 1-13 of the bylaws must be brought before the membership

Topic: WebPage Update

Discussion: Last Thursday, Trygve talked with Aftercollege.com website, job force, the website will not happen because they haven't started doing newsletters yet, can't help out with lanyards or help with the scholarships

-Aftercollge.com has a job source board, create a link to jobs in the areas, with no setup cost, charge each employer \$70 to be listed on job source board, LASN would receive \$20 from each employer, we would receive 20% of banner, California nursing students have made \$7000, Aftercollege.com would require a free exhibitor booth at the convention

-It is a job line, networking source, only include opportunities that members can be qualified for

-This company has worked with over 200 nursing students, hosting fee and management is waved

-Sign a one year contract

-Richard says that if he can get the files for Criligoics, then we wouldn't have to restart the LASN website,

Motion 7 submitted by Brandi Simmons seconded by Staci Love

I move that we accept the contract with AfterCollege.com in the creation of a job source weblink for the LASN website

Action: Moved Passed at 3:01 pm.

Topic: Horizon's update

Discussion: Color newsletter is four times more expensive, no scholarship will be available from the newsletter company such as last year, so it is important to find an exhibitor to fund a scholarship

-Email from Mark Miller, get in contact this weekend, mail some back copies of previous Horizon's

-Set up deadline dates, they find the advertising, send him a convention book and work on four issues

-The pelican news goes out four times a year, maybe include in the pelican news a copy of the LASN Horizon's

-A membership list disk needs to be sent to LSNA

-Next deadline date would be July 1st President address, registration, tentative schedule, awards, scholarships

Topic: Attendance to meetings

Discussion: It important that all LASN miss no more than two meetings and inform the president when they will not be attending the meetings.

Call and send a letter to Kim about the attendance to the meeting

Motion 8 submitted by Staci Love seconded by: Chanl Brown

I move that the president of LASN contact Kimberly Marler by phone and letter concerning her commitment to the LASN board. I

Motion: Moved Passed at 3:23 pm.

Meeting adjourn 3:25 pm.