

**Louisiana Association of Student Nurses
Executive Board Meeting Agenda
Our Lady of the Lake College Board Room
Saturday, November 20, 2004**

Meeting is called to order by Christina Erwin at 10:27

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- Matthew Kratzer
Region III Director- Chequita Hilliard
Region IV Director- Allison Vallee
Historian-Recorder- Samantha Summers
Horizon's Editor- Seth Stanfield
Special Events- Jill Williams
BTN- Trishana Ducros
Presidential Consultant- Aimee Davis
Elected Consultant- Staci Love
LSNA Consultant- Patricia La Brosse

Meghan Scott, LASN Secretary, determines quorum as 8 voting members out of 12 voting members. Presently there are 12 out of 12 voting members.

Motion 1: I move that we accept the agenda as a working agenda for November 20, 2004.

Submitted by: Ryan Moore

Seconded by: Samantha Summers

Action: Passed at 10:28

Motion 2: I move that we allow the 2003-2004 Board to be present. 2004 Board Members present: Ana Depuy, Brandi Simmons, Chanal Brown- Caine, Nicole Dispenza, and Carol Cairo- LSNA

Submitted by: Emily Richardson

Seconded by: Seth Stanfield

Action: Passes at 10:29

President has suspended Robert's rule of order for this meeting.

Topic: 2004 LASN Convention in Alexandria, LA

Discussion: The floor was opened to all of the old board members to discuss convention.

- Nicole Dispenza suggested that we plan ahead, have all signs for the focus sessions made, have more laptops and printers available, may sure all CD's work correctly, and keep supplies in one area.

- Chanal suggested that we decide on a date and place for 2005 Convention today. She said that we will have a great advantage right now if we decide these two things. Also, she stated that communication through cooperation is a big issue. If you say you are going to do something pass it onto the entire board so everyone can have input on the matter. The only way to help the board work together and become closer is to put all animosity aside.
- Carol Cairo congratulated the 2004 Board on doing a wonderful job at convention. She said that the exhibitors looked great. They looked happy; therefore, they will be willing to come back. She also said that it is typical and okay for the exhibitors to leave on early Saturday. She encouraged the new board to get as much done ahead of time. The less you have to do at the time of the convention, the better. She said that we should have everything printed ahead of time, make specific assignments for laptops and printers and have the bags done ahead of time. She noticed that when the students arrived, they got their bag and name badge efficiently.
- Christina Erwin stated that the exhibitors were handing out cards to come back next year. They thought that the board and the students attending the convention were professional and organized.
- Carol stated that the date must coincide with our desired location. She said that we may not be able to set anything today because we have to check on the availability of hotels.
- Brandi Simmons said that it is going to be hard to please everyone. We should choose a city that we would really like to have the convention and also pick an alternative site so that we can research hotels and other information in both areas. It is better to talk to people face to face than on the phone because they will work with you better. We should bring all of the information that we have gathered back to the meeting.
- Carol talked about the financial aspect of the faculty luncheon. She stressed that we must make the faculty call ahead of time and reserve a spot. This past convention we had too much food. We only had 25 tickets, but were able to feed 75 people. The exhibitors were part of the 75 people, which made them happy, but we don't want them to expect that same thing next year.
- Staci Love stated that when the exhibitors were invited to eat the extra food at the faculty luncheon, they were told not to expect the same thing next year. The convention does provide the exhibitors with coffee.
- Chanal suggested that we get sponsorship to reduce the cost of the faculty luncheon
- Nicole stated that we should talk to the schools for sponsorship. LSUHSC was a sponsor this year. Also, Nicole said to make sure that the SNA chapter presidents get the semester packets. For some reason, many schools did not get them, which led to some communication issues.
- Carol suggested that someone should call the Dean of every school to see if they will be attending the faculty luncheon. If they are unable to attend, they may want to send another faculty member in their place. Also, she said that we should start looking for sponsorship ASAP because the schools are in the process of developing their budget.
- Staci stated that she thinks the convention went well. She gave some good advice by stating that the convention is an example of how nursing care will be. As a nurse, we will have to roll with the punches. When you walk into the hospital in the morning, you will not know what they day will be like. Staci thinks that the Board did an incredible job on convention considering that they had to pull it off in 3-4 months.

- Christina stated that the bags that the students received when they walked in have never been as full of goodies as they were this year. Additionally, Marlene Hurst agreed to donate the bags for next year's convention.
- Chequita stated that this was the first convention that she has ever been to and she did not see any of the aforementioned mishaps. She had a great experience.
- Carol suggested that we do not argue with anyone, whether it is a fellow board member or a convention participant. We should stay calm, do what we can and remember that no one will die from any of the decisions that are made at the hotel.
- Staci, the 2004 Treasurer stated that at the end of the convention, our budget was \$3000 more than expected.
- Chanal said that pray served as a great source of motivation. Praying helped the board get through the convention and brought the board closer.
- Ryan Moore said that the party was great and congratulated Brandi on a job well done.
- Brandi said that she didn't do it alone...the dance was accomplished through team work.
- Mrs. LaBrosse stated that the only other organization that we engaged to help with stuffing bags was NSU. She thinks that it is important to have other schools help with convention because the convention is for them and they should be a part of the planning process. She said that the Board cannot keep going because it is not healthy for them. This convention took an emotional and physical toll and everyone.
- Chanal thanked Aimee for being such a great leader and helping out with everything
- Aimee gave some words of encouragement to the 2005 Board by saying they everyone on the board is a key player. Instead of criticizing each other, we should be willing to help each other out. It is so important to maintain balance as a team.
- Alli suggested that we have a host city committee for the 2005 convention. The committee will be responsible for helping the convention participants find out where to eat and various other things about the city.
- Christina reinforced that we have to remember that some things will not be able to get done and we have to accept that.
- Brandi had a word of advice in regards to the meetings. If you feel the same way about something, you don't have to say it. The more the same opinion is repeated, the longer the meeting will be. When we elect a parliamentarian, it will be his/her job to stop the conversation if it is getting too lengthy. Remember that everyone will eventually have a chance to throw a pro or con into the conversation. Also if you have specific questions regarding a board report or the agenda, e-mail it to the person it concerns. Read the agenda before you come to the meeting.
- Ms. LaBrosse said that it has been a privilege to be appointed to the board and work with the convention. She said that the day of the interviews was the most rewarding experience that she has encountered in a long time. She has never been more assured with the future of nursing. She is assured that nursing in LA is in good hands.
- Anna congratulated the 2005 Board on their election. She sees that the board has some great leaders. She encouraged us to enjoy retreat and said that she is looking forward to a wonderful convention next year

Christina: Nightingale Awards ceremony will be held on January 22, 2005 in Baton Rouge. The awards are granted to nurse from around the state of LA. It is a great honor

not only to receive an award, but to simply be nominated. Christina suggested that the Region Directors encourage the SNA chapter presidents of the schools in their region to nominate the school and the dean.

Carol stated that the applications were due on Friday, but she will still accept applications, if you can fax the coversheet ASAP and the actual application by December 1, 2004. Go to www.lсна.org website and click on Nightingale award to get an application. The fax number to LSNA is 225-201-0971. Carol stated that stating the criteria for the award is like writing a grant. It is all about how you present your school. LASN attended the Nightingale Awards Ceremony last year. It is a great time for us to network.

Transition time for old board members to new board members at 11:05...come back at 11:30.

Meeting called back to order at 12:25pm

Old Business:

Topic: *Mid year Conference*

Discussion: No one was able to attend. Christina and Emily were planning on going, but they were not able to make it because of instructors. Christina has emailed Lee to see if we can get the packets of information from the focus sessions as a reference. As of today, Christina has not heard back from Lee, but plans on re-contacting her.

Topic: *Letters of introduction to Deans and Chapter Presidents*

Discussion: Christina needs a copy of everyone's letter to keep on file. E-mail Seth if you have questions regarding what to say or for grammatical advice. It is important to write our letters to let others know who we are. Also, besides sending the letter to Christina, also send to Mrs. LaBrosse at lahasky@aol.com. She would like us to use this e-mail address for right now because the other address is not working properly.

Christina dismisses the old board members because the rest of the meeting is for the new board members.

New Business:

Topic: *Review of the Board job descriptions, duties, and responsibilities as described in the bylaws and policy and procedures manual*

Discussion: Christina said that it is very important to go over everyone's job description today. Everyone should fully understand what their position encompasses. Christina went through each officer description starting on Article IV Section 4 pg 4 of the Bylaws.

President: Christina stated that as President, she is here for guidance. As LASN board members, we are here to vote, this is not a dictatorship. We are the decision makers because we all have one vote. "Your wishes are my command". I am here to guide the organization in the direction that it has to go.

Region Directors: Christina stated that the Region Directors should keep the line of communication open to the schools. Get to know the Dean, SNA president, SNA vice president, faculty advisor, etc of every school. Find out the date of the elections so that you can get in touch with the new president and vice president. If you are having trouble

with the faculty and dean at the schools, contact Mrs. LaBrosse. Sometimes the faculty and the dean will respond better to Mrs. LaBrosse than students. Mrs. LaBrosse's goal is to guide the region directors in troubleshooting. She is on the sideline and is willing to help out. She will try hard to not have to "go in" because it may change the relationship between you and your schools. Keep in touch with school presidents. If they indicate that they are having trouble with support from the dean or faculty, contact the dean or school yourself and if that does not work talk to Mrs. LaBrosse. Streamlining does work, which was evidenced by Grambling's presence at Convention this year. Congratulations to Ryan for a job well done with recruiting Grambling. Grambling expressed their desire to run for an office next year. Christina said that we should be unified as one under the state. The Region Directors should be nosy when it comes to their schools. They should find out projects or fundraisers that each school is conducting and transfer the information over to Shana to use as a recruitment effort state wide. E-mail faculty advisors to let them know that we are interested. Try to visit every school during their SNA meeting.

BTN: Shana should go through the NSNA membership chair to obtain the membership status for all of the schools.

Horizon's Editor: It is important to contact Seth before the next board meeting if you are having problems with your e-mail account. If you are not getting e-mails for a period of time, send yourself a test from another e-mail account. If your e-mail account doesn't work contact Seth ASAP. Clean out your inbox, sent, and trash mail box occasionally. Print out all of your e-mails. Christina suggested that we forward things to our personal account if it is something that is very important. **Deadline for your introduction article for Horizon's is SUNDAY, November 29, 2004.** The article will also be put on the website. "Failed to submit" will be published into Horizon's if you do not submit your introduction and quarterly reports on time to Seth. The introduction letter should include who I am, where I attend school, other positions you hold, what you intend to do as an officer. If you need an example of an article, talk to Seth. Horizon's are sent out quarterly. Seth will let us know the actual due date for the next Horizon's submission by the next meeting. Please remember that the introduction article is not coming out until the January...do not put Happy Holidays or have a good break attached to the letter. If you want to change the picture that will appear by your article in Horizon's, e-mail another picture to Seth.

Special Events:

Toga Party use to take place every year at National Convention. It served as a fundraiser for LASN. The main problems with the toga party is that it got to be too big and people were attending LASN stuff instead of NSNA stuff. Also, faculty members frowned upon it because alcohol was served at a sponsored event. The historical toga parties are one of the main reasons why we are still having trouble with obtaining the deans and faculty support of our organization. We must prove to them that the tables have turned and that we are professional. There is going to be change in the bylaws regarding the duties of the Special Events Director in regards to the Toga Party. The new bylaws will state: the special events coordinator will coordinate the LASN fundraiser for the National Convention.

Historian Recorder: If anyone has digital pictures from convention e-mail them Samantha. Christina will burn several copies of the slide show and bring them to the next

meeting for all board members. Any event that we participate in as a board, Samantha will write a summary of the event to be published in the Horizon's newsletter.

Vacancies: The position of the Parliamentarian is appointed by the board. In the event that we have a vacancy, a letter is sent to all schools indicating that the floor is open for nominations. The schools must submit a nomination in writing. After collecting the nomination, the board will vote on the Parliamentarian. A letter needs to be drafted and sent out to all schools by the Nominations and Elections chair. They should e-mail the letter to Christina and Seth before sending it to the schools so that it can be proofread. All of the Regional Directors are responsible for getting in touch with the schools in their region after the letter is sent out. The letter will also be posted on the website. The floor is not open for Parliamentarian nominations for the 2005 LASN Board of Directors.

Topic: *Board budgets, reimbursement vouchers, donation letters*

Discussion: Staci stated that Regan will come up with specific budget for each board member that will be presented at the next meeting. She will update our budget reports as we spend. Regan will e-mail all of the forms to Christina once they are made. Staci said that last year no one ever spent their whole budget; therefore, we have plenty of room in our budget this year. Staci said that when she was Treasurer, she would print out a Map Quest for every board member from their house to the location of the meeting. We get reimbursed \$0.30 for every mile. We do not have to worry about bringing a map quest printout for the board meetings; however, if you do any additional traveling for LASN, you must turn in a Map Quest. Region Directors need to keep track of their mileage when they visit the schools in their region. We will receive a travel reimbursement at the next meeting for this meeting and the next meeting. Staci suggested that we turn in all reimbursements before the meeting so that the Treasurer can write the checks out during the meeting. Regan will print a voucher form- fill out the voucher form for reimbursement. If you want to be reimbursed for telephone calls, you must submit the telephone bill with the numbers regarding LASN highlighted. Staci said that Regan will discuss with us how to obtain a reimbursement; we will have to approve it. We also get reimbursed for supplies, envelopes, stamps, and anything else that we need to get organized. We have to provide Regan with a copy of the receipt or the receipt itself to be reimbursed. Staci suggested that we use a plastic binder folder to keep all of our receipts. If you lose a receipt, you will not be reimbursed. Bring voucher form filled out and receipts to the meeting... make sure total amount is at the bottom of the Voucher.

Regan has donation forms also, which can be used throughout the year, not just for Convention. When accepting a donation, it is important to call Regan for the tax ID number.

Staci stated that she is here as a consultant for any questions throughout the year. She also suggested that at this time, the Secretary or Vice-President should set time limits when discussing issues since we do not have a Parliamentarian.

Topic: Nightingale Awards Gala

Discussion: The Nightingale Awards Gala will be held on January 22, 2005. There is a nomination party prior to the Nightingale award ceremony that is usually held at Sullivan in Baton Rouge. Jill needs to get with Carol Cairo to find out how many tables are left.

Each board member can bring a spouse, guest, SNA President, faculty advisor, etc. We may need to purchase about four tables to seat all of the Board Members plus a guest, which will cost the board about \$1400. We must vote as a board whether or not we are willing to spend LASN's money on both the Board Members tickets and their guest's ticket. We do have money in the LASN budget to spend towards this event. Ms. LaBrosse thinks that student's presence at this event is very important. Our presence is noted at the awards ceremony. If your guest needs a hotel room for the night, they can contact Carol Cairo. This event is black tie optional. The Nominations Party usually start and hour before the Gala. Christina needs to talk to Carol to find out how many spaces they open for LASN board members to attend the Nominations Party. If all of the spots at the tables are not full, contact other students, faculty advisors, etc to fill the spot. Regan is responsible for filling out the form and writing a check for the Nightingale Awards Gala.

Motion 3: I move that we purchase four tables for the Nightingale event on January 22, 2005 as a LASN sponsorship with editorial changes.

Submitted by: Samantha Summers

Seconded by: Ryan Moore

Action: Motion passed at 2:25.

Topic: *Review of the appointments to the Executive Committee.*

- a. *Christina Erwin- President*
- b. *Emily Richardson- Vice President*
- c. *Regan Grissom- Treasurer*
- d. *Patricia LaBrosse- LSNA Consultant*

Discussion: The appointment of the Executive Committee is outlined under policies and procedures at the back of the bylaws packet. The executive committee has the power of the whole board if a decision has to be made immediately. The remaining members of the LASN board will be informed of the decision at the next meeting. Christina explained how and why she chose the members of the Executive Board. As Vice President, Emily can pick up everything because she works so closely with the President. Regan was appointed because usually anything that has to be decided in an emergency involves some type of funding. Christina wants to make sure that any decision made is a sound decision regarding finances of the organization. Mrs. LaBrosse was chosen because she has been through a lot and through events that we have not had the opportunity to experience ourselves. She will give us a different perspective on things and ensure that the final decision is the most appropriate for the Board. Every possible point to view is looked at when it comes time to appoint members to the Executive Committee.

Topic: *Appointment of Committee Chairs from Regional Directors*

- a. *Image of Nursing- Chequita Hilliard-* Chosen because she is from Southern, a school whose reputation and nursing professionalism have improve tremendously in the past couple of years. Christina thinks that Chequita's professionalism is a great aspect of her personality that she can bring to the table.

- b. *Legislative* - **Matthew Kratzer**- Christina stated that she feels that politics is in his blood. He also is able to work closely with Mrs. LaBrosse who can share information and experience with him. If there is a bill that they are trying to pass that we feel will harm the future of nursing in LA, then we can make our opinions heard. Mrs. Labrosse stated that on April 14 the Link to the Legislature will be held. April 15 and 16 is the House of Delegates. Each district has an appointed number of delegates based on their membership. Students are welcome to be a part of this even though we cannot vote. The bill at hand that will have a huge impact on nursing students is a proposed increase in insurance premiums, asking for a 45% increase for advanced practice nurses. The bill has previously been pulled from the table, but will re-present itself. We need to find out what we have done as nursing students to have claims brought against us. We don't even know enough to mess up. Website to view the bill is www.Ldi.la.state.us. The bill is Item eight on the agenda. These are open hearings, anyone on the Board can attend the hearings. Regional Directors should let their schools know that there is a call for nominations for the State Board. Applications are available at www.lсна.org
- c. *Community Service*- **Allison Vallee**- She has ton of community service under her belt. She will take it and run with it. LSUHSC always has really good community service chairs.
- d. *Bylaws*- **Ryan Moore**- Christina said that he can spit out the bylaws verbatim. Also he has experience with the wording and issues that the board has had with the bylaws. He knows what changes need to be made. It is written in the bylaws that all of the board members need to turn in transcripts to Mrs. LaBrosse every semester.
- e. *NEC chair*- *Voted on by Regional Directors only*

Discussion: The four region directors need to vote on who they would like to serve as the Nominations and Elections Committee chair. Christina read the votes that were turned in for the NEC chairperson, 2 votes for Ryan Moore, 1 vote for Matthew Kratzer and 1 vote for Allison Vallee. Congratulations to Ryan Moore who is the new NEC chairperson!

Topic: *Board Reports*

Discussion: Board reports serve as a means of communication between all board members. It will help each and every one of us keep in touch with each other's work. Board reports are due 48 hours before every board meeting to Meghan via e-mail. If you do not send your board report within 48 hours, you must bring a copy for everyone at the meeting and e-mail Christina to let her know that you are going to bring copies to the meeting. Meghan will do a mass e-mail to everyone with all of the reports. Every Board member should look over the board reports and e-mail or call the respective board member with any questions. The meeting will not be as long if all questions can be answered ahead of time. Bring all officer reports with you to the meeting. We do not have to reread the reports at the meeting. If specifics need to be discussed regarding a specific topic, then we can go into more detail at the meeting. If you have something that needs to be voted on by the board for approval put it in your board report that you will have the information and bring it to the board at the meeting.

Christina suggest to get a notebook for a LASN To Do List- if something is delegated to you at the meeting, write it down with a date for the deadline. Keep everything regarding LASN in your notebook- it will be very useful for when convention rolls around. The "To Do List" should be next months board report. Meghan said that she will try to highlight all of the board's deadlines in the meeting minutes.

Topic: Annual Convention- Salt Lake City Utah- April 6-10, 2005

Discussion: It is important for each board member to figure if he or she will be able to attend Convention by talking to their employer, dean and faculty advisor. Regan stated that she would like to discuss the ways that the board can pay for each board member to attend convention as opposed each board member's school paying. Suggestions were thrown back and forth about ways to pay for the convention. Ideas for obtaining funds would be through sponsorships, the District Nurses Association, pharmaceutical sales representatives, and asking schools to sponsor you. The money that a business donates to LASN could be a tax write-off. If there is specific hospital that your school associates with for clinicals, talk to the hospital. We need to start fundraising now! Seth agreed to work on a letter to obtain sponsorships within a week of figuring out the final amount of money the convention is going to cost for the whole LASN board to attend.

LASN can afford to contribute to the total cost of convention for all of the board members to attend. If we have the monthly meeting of the LASN board at the convention it could be considered a "business trip"; therefore, travel reimbursement can come from our individual budget. The bylaws state the LASN pays for the president and the presidential consultant to attend the national convention.

Alli asked Mrs. LaBrosse to write a letter for LSUHSC to bring to hospitals to obtain sponsorship. Allison, the president of the LSUHSC chapter of SNA stated that she will guarantee that the first \$2000 that LSUHSC raises for the NSNA Convention to the LASN board. The SNA chapter at NSU is currently working on a letter to send to local hospitals and other companies requesting sponsorship. The NSU students on the board agreed to share letter that they are writing with the rest of the board. If and when a board member obtains a sponsorship, the company should write the check out to LASN and also fill out the sponsorship form.

Ideas were tossed back and forth in regards to how we were going to acknowledge our sponsors. Aimee and Seth agreed to work on both the final amount of money that we must raise in addition to the various levels of sponsorship. Once the sponsorship sheets are made, they will be e-mailed to Christina, who will conduct a vote via e-mail. All of the board members must return their votes to Christina ASAP. One idea is that the sponsors can be acknowledged in the Horizon's newsletter and in the Convention program.

Ryan agreed to use the \$2000 from the Image of Nursing Grant towards hotel cost. All board member's registration will be paid for by LASN. In the end we will individually be responsible for paying for food and airfare, which will average about \$84.70 per person.

Last year at convention there was not a lot of representation at the LA table in the House of Delegates, other states took notice to that. Christina is one delegate representing LASN. Every school in the state of LA is appointed delegates to the House for Nationals.

Motion 4: I move that LASN pays registration fees in the amount of \$80 for each board member to attend the NSNA national convention in Salt Lake City with editorial changes.

Submitted by: Ryan Moore

Seconded by: Jill Williams

Action: Passed at 4:00

Motion 5: I move that we use \$1988.50 of the Image of Nursing grant to promote the professional image of nursing by having the 2005 Board of Directors attend the NSNA Annual Convention in Salt Lake City, Utah.

Submitted by: Ryan Moore

Seconded by: Samantha Summers

Action: Passed at 4:10

Discussion: The grant money has to be specified because it is granting for Image of Nursing money to be used. Ryan has to write a report of what the money awarded for the Image of Nursing was used for.

Topic: LASN Board Retreat

Discussion: The date for retreat should be set in January before we go back to school, if possible. We will leave for retreat on Friday and come home on Sunday afternoon. The primary function of the retreat is that it is an opportunity for all of us to get to know each other better. Also, on retreat, we do plenty of brainstorming, start planning convention, setting goals and a timeline for attaining the goals. At the end of the retreat, every board member knows what their duties are for the convention. The ultimate goal of the board retreat is to get as much planned as possible. The retreat will include about 16 people. A budget for the retreat will be determined before next meeting. We discussed places for the retreat to be held. Typically state parks offer the best and cheapest location. The state parks have cabins and every board member is responsible for bring food to share. It is a good idea to assign everyone a night to cook dinner. Those who cook dinner for the whole board should save their receipt so that they can be reimbursed. Matt stated that his family has a camp on a lake. The camp has a kitchen, fully stocked with pots and pans, and three bathrooms. By next meeting, he will talk to his family about possibly letting us use it. In the meantime, Jill will get some prices for an alternate site. Christina will have a format for the retreat at the December meeting. **The board agreed that the best date for the retreat is January 14-16, 2005. It is important for the board to remember that the following weekend, January 22, 2005 is Nightingale Awards Ceremony in Baton Rouge.** You will be reimbursed for gas money for both trips.

Topic: Dates for next meeting

Discussion: Last day of finals is Dec 6, 2004 for LSUHSC. ULL, Southern, OLOL are finished on the Dec 10, 2004 and NSU is finished on Dec 8, 2004. Ms. LaBrosse will be out of town from Dec 15- 24, 2004. Regan will be gone from Dec 23-Jan 1. **Next meeting will be on Tuesday Dec 14, 2004 at 10:00am.** Mrs. LaBrosse will find a place in Lafayette; she will send out the information in regards to where the meeting will be held.

Topic: Absenteeism from meetings

Discussion: The bylaws state that you are only allowed to miss two unexcused meetings. After missing two board meeting, the board votes on your resignation.

Meeting adjourned at 4:31pm.