

Louisiana Association of Student Nurses  
Executive Board Meeting  
September 18<sup>th</sup>, Baton Rouge, LA  
LSNA Office

Meeting is called to order by LASN President Aimee Davis at 10:18am.

Roll Call conducted by LASN secretary Nicole Dispenza.

Board members present:

- President- Aimee Davis
- Secretary- Nicole Dispenza
- Treasurer- Staci Love
- Region I Director- Ryan Moore
- Region III Director- Chanal Caine
- Region IV Director- Ana Depuy
- Horizon's Editor- Trygve Olson
- Special Events Coordinator- Brandi Simmons
- Historian/Recorder- Christina Erwin
- Presidential Consultant- Darla Webre
- LSNA consultant- Patricia Labrosse

Members absent:

- Parliamentarian- Andranecia Cox
- Region II Director- Bridgette Robertson

Nicole Dispenza, LASN secretary, states quorum is 7 voting members out of total 10 voting members of LASN.

**Motion 1: I move that Ms. Debbie Moore attend the LASN board meeting on September 18<sup>th</sup>.**

Submitted by: Staci Love seconded by Trygve Olson

Action: moved. Motion passed at 10:21 am.

**Motion 2: I move we accept the agenda as a working agenda for September 18<sup>th</sup>, 2004 LASN meeting.**

Submitted by Staci Love seconded by Ryan Moore

Action: moved. Motion passed at 10:22 am

## **NEW BUSINESS**

### **Topic: Financial report**

Discussion: Staci Love, LASN treasurer states the LASN Checking account includes recent deposits of exhibitor payments. The current balance for the checking account is \$27,525.06 current balance currently there is about twelve exhibitors have paid. Lipincott and Aftercollege will not be paying for exhibit

space due to specific situations with LASN. The savings account currently has a \$6,610.71 balance. Staci also shows a sample of what the certificates will look like for convention. In the current membership report for LASN statewide membership there has been an increase since last year. The second week of October we will receive a list from NSNA of current membership status for all of the schools. Two weeks prior to convention will be the last time for delegate status to be obtained by the schools.

**Motion Three: I move that we accept the minutes from August 28<sup>th</sup>, 2004 meeting with editorial changes.**

Submitted by: Staci Love seconded by Ryan Moore

Action: moved. Motion passed at 10:30 am

**Motion Four: I move that we accept the financial report with editorial changes for September 18<sup>th</sup>, 2004**

Submitted by: Staci Love seconded by Ryan Moore

Action: moved. Motion passed at 10:30 am

**Officer Reports:**

**Topic: President report:**

**Discussion:** Mark with APGTV will go through the exhibitor list to find out what arrangements need to be made for the exhibitors as well as the speakers, he will be there at our first board meeting for convention. Aimee has sent a letter to NSNA to invite an NSNA officer to attend convention but has not received a reply. Darla explains that we as a board need to solicit exhibitors to attend our convention and make sure that we contact them by email and telephone.

**Topic: Board members absenteeism**

**Discussion:** Aimee has not spoken to Andranecia about her absence at the past board meetings. Bridgette has communicated with Aimee and Ms. Labrosse. Ms. Labrosse coached Bridgette about her situation, with problem solving ideas and received no email back about any further status of her situation. Bridgette's parent's phone number is 337-988-4326. Ms. Labrosse suggests consistency of board behavior is dealing with each situation. Trgyve explains that since Bridgette graduated she has attended only one meeting, no monthly report has been sent, and we have not received information about a contact of schools within her region. Trgyve sent Bridgette an annual report has not received communication back. Christina explains that the meeting minutes are public records and consistency for each board member should remain as policy and procedure that is stated within the by-laws. The committee that Andranecia and Bridgette were assigned other people have been assigned. Trgyve discusses that the President was president/parliamentarian last year. Darla discusses that we would have enough nonvoting members to fill committee positions that need to be filled. Aimee states that should a board member be voted to be removed by the board, the person would receive a letter via certified mail about the decision to remove them.

**Topic: Convention name tags**

**Discussion:** Nicole asks Staci to send the names of the students and student's school of who is attending convention as she receives them in the mail so Nicole can send the names to the convention bureau for name tags to be printed.

**Motion Five: I move that in accordance with the by-laws, we vote to remove Andranecia Cox as LASN Parliamentarian due to non-participation and absenteesim.**

Submitted by Trygve Olson seconded by Brandi Simmons

Action: moved Motion passed at 10:49 am.

**Motion Six I move that in accordance with the by-laws, we vote to remove Bridgette Robertson as Region II Director due to non-participation and absenteesim.**

Submitted by Trygve Olson seconded by Ana Depuy

Abstained by Brandi Simmons

Action: moved Motion passed at 10:50 am

**Topic: Historian Report**

**Discussion:** Christina's has sent the semester packet CDs on Monday. The Region directors should contact the schools to be sure that they have received the semester packets and that they are given to the SNA presidents. Christina asks about old board members pictures being placed on the scrapbook. Aimee discusses that last year scrapbook included old board members. Christina shows the scrapbook cover that she has been working on and asks for feedback. She states there will be no captions on the pictures that will go in the scrapbook.

**Motion Seven I move that we forgo the readings of officer, consultant, and committee reports with editorial changes in lue of time due to subject matter will be later covered.**

Submitted by Trygve Olson seconded by Chanal Caine-Brown

Action: moved Motion passed at 11:03 am

**Topic: Next board meeting**

**Discussion:** On October 23<sup>rd</sup> will be the last board meeting prior to convention at the LSNA office at ten in the morning. That Wednesday we will meet with Mark to deal with audio visual arrangement for convention at the hotel in Alexandria. Aimee discusses that we will need to meet to tie up loose ends to prepare for convnetion we will meet again Wednesday for a board meeting at four o clock in Alexandria. Aimee states that if you have problems with attending to get Ms. Labrosse involved with deans and teachers. Ana asks about Jenny and Kimberly being involved with convnetion. Jenny and Kim should be at the next meeting on October 23<sup>rd</sup> at the LSNA office. Aimee discusses that the head of the committee

need to contact Kim/Jenny about helping out with specific tasks of their committee.

**Topic: Focus sessions**

**Discussion:** A handout with focus session names/hotel information is passed out to each board member. Carol needs to know where each focus session speaker works, so if you have that information please get in contact with her by email [Ccairo@lsna.org](mailto:Ccairo@lsna.org). Aimee discusses that we need to give ideas for transcultural nursing panel to discuss such as questions to address for the panel. Trygve needs Ms. Onu and Ms. Bylervery addresses/information so Ms. Smith can get in contact with other speakers to discuss what their focus session will be about. Chanal will give Trygve the phone number for Ms. Onu. Trygve discusses new grads (add Kim Marler) panel for nursing, Chanal will contact Tasha Jackson to possibly be on the panel as well. Brandi discusses that each panel member not to be discussing the same ideas during the focus session. Christina suggests finding out the credentials for the focus sessions speaker's so they may be printed correctly. Darla discusses that her emails contain the credentials of the focus sessions, and she will pass this information along. Trygve will contact Ms. Smith about being the committee head for the transcultural nursing and contacting the other speakers about presenting on their topic. The phone number for Southern school of nursing is 771-2653. Trygve will give Carol the corrected copy of the focus session schedule and information.

**Topic: Silent Auction**

**Discussion:** Aimee states that Kim and Jenny have agreed to help out the LASN board for the silent auction. Brandi needs to get a bid sheet. She also needs to get a duplicate form (excel spreadsheet, with the item number, item donated, starting bid (value of donation)) and leave room for name and addresses of the people who have donated the item. Each board member is responsible for two donations for the silent auction. A 3X5 card with the value of item, who donated it, description of item should be given to Brandi from the donators at the time of registration. Encourage those who donate to put their addresses on the sign in sheet so a thank you card can be sent. Ms. Labrosse suggests that when people send money/ and have a list of thank you cards to be sent after convention. The prizes for the raffle done at the silent auction will be the books that Lipincott will donate for the convention.

**Topic: Press releases**

**Discussion:** Christina has sent a press release to Clear channel radio station. Ms. Labrosse will forward the press release to places in Lafayette. She will send the press releases out on Monday.

**Topic: Exhibitors**

**Discussion:** Aimee states that we all need to be getting exhibitors to come to convention. Ms. Labrosse asks for approximate numbers of attendance of students at the convention and it is about 200 students. Trygve suggest about student tables

exhibit space should be first come first serve. Ana suggests getting the mail from the LASN post box forwarded to Staci's house. Aimee will forward the thank you letter to Nicole and Trygve will send Nicole a list of exhibitor address so she can send thank you letters to the exhibitors. Terry Sterling and Terry Bowman at OLOL have declined being at convention as exhibitors. Trygve will contact them directly, an email will be sent to Aimee by Friday about this situation.

**Topic: National Anthem**

**Discussion:** Bridgette as her committee position would have found someone to do the national anthem, or JROTC, the hosting chapter from schools, LSU-A etc. Debra Meginize is be contacted. Ms. Labrosee will find someone to present the colors, Marliyn Sullivan, LSNA president will sing the anthem on Friday at 5/6 pm. Nicole will send Ms. Labrosse the convention bureau information.

**Topic: Awards**

**Discussion:** Twenty-two lamps have been ordered and the certificate paper has been chosen by Staci. Staci would like to put the scholarship/awards on the website. Trygve will submit scholarship form to Richard for the website. Staci will email new faculty award to the board and to Trygve to be placed on the website. The regions directors will send the faculty award to the schools in their region. Ms. Labrosse will send Region II forms for the faculty awards. Ana discusses nominating a honorary member of LASN, as the board has done in previous years. Darla may know some honorary members so we can discuss who we may be able to nominated. Think about who could be an honorary member, email names of people to Aimee of people who have helped LASN board of directors.

**Topic: Scholarships**

**Discussion:** Staci discusses the process of how scholarship are for board members. Darla suggests to look in by laws for specific information about board members applying and suggests submitting National scholarships by each board member. October 8<sup>th</sup> is deadline for scholarships to be mailed in. A NSNA rep or Dr. Sullivan will be on the committee to decide on awarding scholarships. Ms. Moore will not be on the committee because she has a lot of school members applying for scholarships. Do not have any scholarship to offer at convention for getting each exhibitor to sign a postcard as was done last year because Hospital America sponsored it last year. Darla suggests asking Marc Miller (because he gets funds from ads) for an award to be given to anyone who gets the postcard with each exhibitors signature on it. Darla also suggest before starting any new scholarships/awards for LASN to remember the budgets for each board varying from year to year.

**Topic: Convention book**

**Discussion:** Trygve discusses convention booklet photos. It is important if you are not satisfied with your picture to email Trygve a new picture ASAP. Christina suggests going to Rite-Aid with the picture you want and scanning it to a disk to

be able to send via email. Trygve is waiting on finalized list of exhibitors for the convention booklet. If you are on a committee you have to include what you have accomplished of chair as region director in your convention booklet summary.

**Topic: House of Delegates**

**Discussion:** We need to get information from Andranceia about the HOD because she has the box of officer/school laminated cards for the HOD. The agenda for the house of delegates will be accepted. Staci will give financial report ask for a motion. All committees will have a report at the HOD. Ms. Labrosse suggests that when students register, encourage the students to look at parliamentary procedure. Ana has volunteered to explain parliamentary procedure by doing a pretend motion at convention instead of doing a skit with the whole board. If schools have resolutions for the HOD they need to be submitted a week before convention so they can be placed in the correct format. Information needs to be placed on the LASN website about how to write resolution. LASN uses the same process that nationals does, and this can be downloaded from nationals website. Aimee suggest to bring things from storage to the next board meeting so that board members can bring it to convention (and so one person does not have to have it packed in their car).

**Topic: Voting**

**Discussion:** Darla/ Jenny will be in charge of voting because they are not voting members within LASN. They will need to know pre-slated candidates. Currently no one has turned in applications for officers for LASN. LASN board members need to encourage people to run for officer so they can have their name in the convention book if they are running. Ms. Labrosse will find out what are the convention rules because it needs to be printed in convention booklet.

**Topic: Theme Party**

**Discussion:** -Trygve has not contacted Bob about the DJ situation yet. Brandi discusses the masks situation for the party. There will be an added form to the Internet about pre-ordering masks. They will be handed out asfirst come first serve. Brandi passes out each board members their masks to wear to the theme party. It is suggested each board member bring their masks to the SNA meetings at their schools to promote this theme party. Brandi will forward money from the masks to Staci . October 14<sup>th</sup> is deadline for mask pre-ordering.

**Topic: Clinical Dress Day**

**Discussion:** All schools in each area need to know that Friday of convention is school spirit/ clinical dress. Trygve will place this on the LASN website. Region directors need to contact school presidents so they are informed of this.

**Topic: Faculty Luncheon**

**Discussion:** Ms. Labrosse will introduce the LASN board. Aimee will give the annual report. A slide show will be shown to the faculty and usually each board

member will sit with the deans of each school. Ms. Labrosse will send the board members an agenda for Faculty Luncheon how it will be run.

**Topic: White Elephant**

**Discussion:** Brandi will send next week, September 24-31<sup>st</sup>, to schools a COSP reminder. SUMR leaders day will be incorporated with the COSP. Each state officer will say a small speech about being a leader and what their role is within the board. Please send Brandi ideas about leadership of roles/responsibilities, time management (how to manage family/school work/) about things to include in the COSP. This forum will be open to non-officers is also, and the topics will include: definition of leadership, fundraising ideas etc. Deadline by next Monday for ideas to be included in this forum.

**Topic: Bag stuffing**

**Discussion:** Nine am on Thursday morning the bags for convention will be stuffed. All board members need to work on getting things to stuff into the bags. everyone needs something to put into bags and bring this to the next board meeting. Darla suggest getting in touch with NSNA about placing information for midyear convention in the bags for about two hundred people. Nicole will talk with her grandfather's company to see if he can donate items for the bag.

**Topic: Scrapbook**

**Discussion:** If anyone has input about scrap book please let Christina know. If anyone has any pictures please send pictures to Christina. Chanal will bring pictures to Christina from last year's toga party. Each scrapbook that the school's submit for the scrapbook awrd the exhibitors will vote on.

**Topic: Blood drive and Homeless shelter donation**

**Discussion:** The blood drive will be held Saturday from 10-4. Region directors need to remind the school to bring items to donate for the homeless shelter. This includes candy and toilet paper to the Hope House. Ana will email Chanal the address of the Hope House.

**Topic: Registration**

**Discussion:** Staci and Nicole will be running registration. Things to bring to the registration table: your laptops, ribbons (for delegates, school presidents, candidates and faculty), blank registration forms, ink pens, highlighters, dots for denoting what the student has registered (awards banquet, NCLEX review etc.), staples, scissors. On-line registration: students will need to print application to go to convention and mail it to Staci. Region directors should encourage school SNA chapters to sponsor people to go to convention.

**Topic: Awards ceremony**

**Discussion:** 100 seats will be available for the awards banquet. The lamps will be a center piece. A program will be placed on the tables that lists agenda, as well as tickets for door prizes. LASN pins will be brought for the new board members.

Will need about one hundred fifty program copies. The theme of convention will be on front of the program. The agenda on old semester CD of last year's award ceremony can be used to make a new program. A sample of the brochure will be made by Brandi to be shown at the next meeting.

**Topic: Convention evaluation committee**

**Discussion:** There is an evaluation form on old CD asking about the evaluation of the convention. This is to be placed in bags which the students get. The students will have boxes to place the evaluation in.

**Other business:**

**Topic: Taxes**

**Discussion:** Staci discusses that her future mother in law may look into auditing, for taxes for LASN. Ms. Labrosse suggests doing this in a professionally way, and pay for it, they can do a copulation. Ask her to catch up from previous two years of taxes, send check stubs to be audited from this current year.

**Topic: Honorary gift for Sherry**

**Discussion:** Trygve will email Aimee by Friday. It is a tradition at convention the board members purchase a membership to the President and Vice President membership to ANA. Sherry will receive a membership to LSNA/ANA and get a plaque/lamp to give to her in appreciation for her work. Membership is 130 dollars for graduating nursing students.

**Topic: Hospitality room**

**Discussion:** Alexandria district nursing society want a hospitalit y room open to the students. Ms. Debbie will contact Trygve with that information.

**Motion 8: I move that we adjourn this meeting of September 18<sup>th</sup>, 2004.**

Submitted by Ana Depuy seconded by Chanal Caine-Brown

Action: moved. Motion passed at 2:19 pm.