

**Louisiana Association of Student Nurses  
Executive Board Meeting Agenda  
University of Louisiana Lafayette  
Tuesday, December 14, 2004**

**Meeting is called to order by Christina Erwin at 10:11**

**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 11 out of 12 voting members. The following members are not present: Staci Love, Trishana Ducros, and Aimee Davis.**

**Motion I: I move that we accept the December 14, 2004 agenda as a working agenda.**

**Submitted By: Ryan Moore**

**Seconded By: Allison Vallee**

**Action: Passed at 10:12am**

Christina suspends Robert's Rules of Order for this meeting.

**Motion II: I move that we accept the November 20, 2004 meeting minutes with editorial changes.**

**Submitted by: Ryan Moore**

**Seconded by: Allison Vallee**

**Action: Passed at 10:13**

Christina announced that Aimee Davis has resigned as 2005 LASN Presidential Consultant. Her resignation was given to Christina via e-mail. Trygve Olson has agreed to serve as the new Presidential Consultant. He could not be present at this meeting.

**OLD BUSINESS**

## A. Board Retreat Location

Matt said that his family has something going on at the camp the weekend that we have chosen. Jill also had trouble finding a place, mainly because there were already booked. However, another problem that she faced was not having a budget for the retreat. Jill called five possible camp sites, and four of the five were already booked. She considered contacting the lady in regards to the place that the 2004 LASN Board Retreat was held.

Mrs. LaBrosse stated that it is important to establish the purpose of the board retreat. Christina says that the purpose of the board retreat is to do planning, mainly for the 2005 Convention and Summer Leader's Day. Christina is in the process of creating an outline for the retreat. Strategically speaking, the retreat will consist of everyone listing their goals and how to go about reaching them. Additionally, everyone will have an opportunity to talk one on one with each other. The other purpose of the retreat is to get to know each other. Old board members are in agreement that the retreat will be more successful if it is in an isolated area.

Mrs. LaBrosse suggested that we balance having fun and working on the retreat. She said that having fun on the retreat is important, but this is a work group and we need to work hard to get things accomplished. We already are a fun group; we will accomplish fun because that is what we bring to the table. When planning, we must schedule breaks and teambuilding exercises. She offered to send Jill and Christina some icebreaker activities from a book that she has. Alli said that you can use [www.google.com](http://www.google.com) to find some icebreakers. Christina suggested that we ask someone to come in to do teambuilding exercises, such as Tawna Pounders to make the playing field level. We could also have everyone come up with one activity or come up with an activity as a team.

The current issue, however, is where are we going to have the retreat. While everyone threw out ideas ranging from Gulf Shores to a hotel room in New Orleans, Alli had the most appropriate and affordable idea. She said that her parents have a place in Abita Spring that can accommodate eight people in beds. Everyone agreed that Alli's house in Abita Springs would be a great location. Alli called her mom to find out if their family house is available in Abita Springs for the weekend that we are planning on having our board retreat. IT IS AVAILABLE!!!! The location of the house is 541 Northwoods, Abita Springs, LA 70420.

Alli said that the house is fully stocked with pots and pans. We will be eating on disposable items the entire weekend, which we already have in storage. Jill divided the meal duties among the different schools on the board. The school that is responsible for preparing the meal must also provide the food and clean up. Remember to save all receipts to turn into Regan for reimbursement. Mrs. LaBrosse said she and her husband, Mr. Doug, will be responsible for feeding us on Friday night. It will be a meal that we can eat as we arrive. NSU will prepare breakfast for Saturday and Sunday morning. OLOL and Southern will cook dinner Saturday night. LSUHSC will prepare lunch on Saturday and Sunday. Jill will e-mail everyone their meal

assignment. There are no vegetarians on the board, however Mrs. LaBrosse is allergic to shrimp and Jill is allergic to milk. .

Everyone should mass email the rest of the board with their school's approximate time of arrival on Friday. Alli will e-mail everyone directions to the house. Since this is a gated community, you will need to call the house when you get there so Alli can buzz you in. It is possible that we will set up a work area in the garage. Alli suggested that we bring plenty of warm clothes because it is typically 10 degrees colder in Abita Springs than New Orleans. Bring your pillow, sleeping bag, and air mattresses in case we need additional sleeping areas.

If you have any questions or concerns for Jill, email her personal account because she is having trouble opening attachments through her LASN account.

**Motion III: I move that the LASN 2005 Board Retreat be held at Mr. and Mrs. James Vallee's home in Abita Springs.**

**Submitted by: Emily Richardson**

**Seconded by: Matt Kratzer**

**Action: Passed at 10:42**

**B. Sponsorship letter for national convention**

Seth is working on a letter of sponsorship for NSNA Convention. Regan is working on a letter for overall donations. Both letters are a work in progress.

**Both letters will be e-mailed to everyone by Friday, December 17, 2004.**

**C. Nightingale Awards**

The date is January 22, 2005, the weekend after the board retreat. It is at the Holiday Inn on Constitution Blvd off of College Drive in Baton Rouge. We did purchase four tables for all LASN Board members and a guest. The LSNA is very excited and happy that we are coming...they could not believe we bought four tables. We will not know exactly where we will be sitting until that night. This is black tie optional affair. The guys may wear a tux, although it is not required. Ladies may wear beaded gowns or suits with flashy jewelry. Christina stated that her house is open to anyone who needs to spend the night, as well as Chequita's house. Matt also said that the NSU board members can stay at his house if they want to get a head start on driving back to NSU that night. E-mail or call Christina with any question about the Nightingale Awards Ceremony.

**D. Parliamentarian position**

There was a suggestion that the Executive Committee elect the Parliamentarian so that the newly elected board member can attend the Board Retreat. However, the only problem is that no one is in school right now, therefore students are not in contact with their SNA chapter to get the information about the position. We will have to postpone the selection to after the retreat. Chequita stated that Southern does not start school until the end of January, but the Southern SNA chapter can send an e-mail to all members. We must make sure that this year at Convention, the position of Parliamentarian is on the ballot, even though the Board of Directors votes on this position.

Ryan is responsible for drafting a letter as a call for nominations. The letter will be sent to all of the schools through the Region Directors. Ryan will e-mail all of the Region Director's the letter. The letters should be sent ASAP, and when school starts, the Region Directors should contact the school as a follow-up. The bylaws state that interested persons should submit to the board why they are interested and their credentials. Ryan will also draft a one page application form that will be posted on the website. **The application must be either e-mailed or faxed to Ryan by January 31, 2005.** If the application is faxed, the student must send Ryan an e-mail stating that they faxed the application. **Ryan needs to send all of the applications to the entire Executive Committee by Wednesday, February 2, 2005 via mail. The Executive Committee will have a decision made by Friday, February 4, 2005, which will be e-mailed to the rest of the board.**

#### **E. New reimbursement vouchers and budgets**

At the meeting, everyone received a copy of their budget for the year as well as two voucher forms. **Regan will e-mail everyone additional forms that must be filled out to be in order to be reimbursed for mileage, supplies, etc.** Regan stated that she would like for every Board member who drives to the meeting to print out their own map from Map Quest to turn into her at the meeting. Regan was initially going to reimburse everyone \$0.32 a mile for travel. The \$0.32 would only go towards gas, and not wear and tear on personal vehicles. In the past, board members were getting reimbursed \$0.32 for a one way trip only. The current board felt that this was an issue that needed to be discussed at this meeting.

There are two ways in which the Board can be reimbursed for gas. One way, which is the way that it has been done for years, is by mileage. The other way is by turning in gas receipts. Mrs. LaBrosse states that if we are going to use mileage as a means of reimbursement, then we should be reimbursed for a two way trip.

Some of the board members stated that when they ran for office at convention, they were not informed that they would have to use their personal vehicle and gas to travel to meetings and different schools. Some board members do not work and/or have a family to support; therefore, paying for gas to travel to meetings can get expensive. This is one aspect of convention that needs to change. We should have a meeting with all those who are nominated or interested in running for an office to let them know what to expect. The fact of the matter is that we are volunteers and that we are using our own time and personal vehicle. It is important to accommodate everyone on the board so that we can maintain a full board throughout the year.

Within our annual budget, each board member has a certain amount of money allotted to them for travel. Board members from NSU as well as Region Directors have a larger travel budget since they are required to do more traveling. Regan will have a new travel budget ready for them at the next meeting. If an individual exceeds their travel budget, they must get permission to use money that was allotted for something else. It is important that people from the same school carpool together so that not everyone has to be reimbursed for mileage at every meeting.

Regan created a spreadsheet of last year's budget, the present budget, and prospected budget for this year, which she passed around for all of the board members to see. She said that we should have no trouble staying within the budget this year. There was not a break down from last year of specific expenses. All she has is a lump sum that was spent on certain things. Mrs. LaBrosse said that it important that we keep very detailed records of where our money is being spent in case members inquire about LASN funds. Regan stated that she is currently starting to keep very detailed records of where every cent is going.

Every financial report given to the board at the meetings must track every check number that went out, to who and how much, as well as deposits and what was included in the deposit. This tracking becomes very important when it comes time for convention. Email Regan if you want a copy of all of the checks and the money report for every meeting.

Another issue in regards to LASN finances is check signing. Every LASN check that is issued must have two signatures. The only two people who are presently on the account are Christina and Regan. This presents a problem if Regan needs to write a check outside of a meeting due Christina being in a different city. A proposal was issued to have Alli on the account so that she can cosign checks in the absence of Christina.

A proposal to for a \$0.20 round trip reimbursement was brought to the table by Christina, which would cover both gas and wear and tear on your personal vehicle. Ryan stated that the bylaws only address money that is spent on awards. It is important to include money spent on travel and other financial issues in the bylaws when they are rewritten.

**Motion IV: I move that we pay \$0.20 per mile round trip for travel reimbursement.**

**Submitted by: Samantha Summers**

**Seconded by: Seth Stanfield**

**Action: Passed at 12:07.**

**F. NSNA National Convention: April 6-10, 2005.**

Regan is going to register everyone. She will pay the registration fee for everyone, except for Mrs. LaBrosse. The Parliamentarian and Trygve should also be included in the in registration fee. Matt, Christina, and Meghan need to e-mail Regan their NSNA membership number and expiration date. If you think that you will not be able to attend, let Regan know ASAP so she can get the money back.

Bring nice business suits; an evening gown is optional for the awards ceremony. If we get a sufficient amount of money donated, then the hotel rooms, registration, and airfare will be paid for; the only expense that we will be responsible for individually will be food.

We can get a group discount on airfare through Southwestern, but everyone's ticket must be purchased at one time and everyone has to fly out of the same airport. Seth said that some airlines with group fares will let each individual fly out of an airport closest to them as long as the airline knows that it is for convention. Seth will send the information about the airlines to the Regan so that we can book the flight ASAP. Alli says that once you meet the minimum number of people, you get the same rate whether or not you go

above and beyond that number. We will try to get the flight so that everyone has to fly out on the same day, but we can fly out at different times. We can discuss the finalization on that as it gets closer.

## **REPORTS**

### **A. Financial Report**

Balance for checking account as of today, after checks were written is \$25, 682.99

Balance for saving account is \$4496.29.

**Motion V: I move that we accept the financial report**

**Submitted by: Ryan Moore**

**Seconded by: Allison Vallee**

**Action: Passed at 1:00**

### **B. Officer Reports**

We were missing some officer reports. Please try to get them in. If you have nothing to report, please send Meghan an officer report saying that you have nothing to report so that the entire board has the information. If you did not get your report in, please e-mail them tonight to Meghan. Mrs. LaBrosse suggested that Meghan sends a nice letter to Aimee to thank her for everything and wish her luck. Trygve and Staci graduate on December 18, 2004. Everyone should send them a congratulations note. Meghan will also send a graduation card to Anna Depuy.

1. **President-** submitted
2. **Vice-President-** submitted
3. **Secretary-** submitted
4. **Treasurer-** submitted
5. **Region I Director**
6. **Region II Director-** copies handed out at meeting
7. **Region III Director-**submitted
8. **Region IV Director-** submitted
9. **BTN/Membership Director**
10. **Horizon's Editor-** submitted
11. **Special Events Director**
12. **Historian/Recorder-**submitted

**Motion VI: I move that we accept the officer reports**

**Submitted by: Ryan Moore**

**Seconded by: Allison Vallee**

**Action: Passed at 1:08**

### **C. Consultant Reports**

1. **Presidential Consultant-** not submitted due to resignation
2. **LSNA Consultant-** submitted

**Motion VII: I move that we accept the consultant report**

**Submitted by: Ryan Moore**

**Seconded by: Allison Vallee**

**Action: Passed at 1:10.**

## D. Committee Reports

The Region Directors have to do separate reports. There were not any turned in for this meeting due to a misunderstanding

### 1. Legislative Committee

Christina sent an e-mail in regards to the student's opinion on the insurance increase. She stated that as of this time, we do not have any complaints about rate increases from the members of LASN. The hearing will be held December 15, 2004 in Baton Rouge. Christina is going to attend. If anyone else would like to attend, let Christina know. Visit the website at [www.ldi.la.state](http://www.ldi.la.state) and look on the left hand side. Look under Current Agenda. It is Item # 9 on the agenda.

**2. Image of Nursing Committee-** nothing to report

**3. Bylaws Committee-** nothing to report

**4. Community Service Committee-** Alli talked about "New Goals for Healthy Blood Pressure", which can be a statewide community service event because it is noninvasive. Mrs. LaBrosse ordered a packet of information for Alli. We should try to partner with other health care provider organizations, such as the American Heart Association, to promote healthy BP. Christina suggested getting the schools together in every Region to set-up a health fair in the malls around Louisiana. Perhaps members from the LASN board will be able to attend each health fair. If we do set-up a program in malls around Louisiana, it was suggested that LASN contacts LSNA President, Marilyn Sullivan, so that she can extend an invitation to the LSNA board members to attend the health fair in their area.

Alli stated that Anna Depuy, the former Region IV Director, recommended organizing a program for Covering the Uninsured month in May, which will be more of an educational program. There are community clinics around the state that provide care for people who work but cannot afford insurance.

Anytime we have something planned, let Seth know so he can write a press release for the website and possible media coverage. Also, please take pictures at your statewide community service events.

**Region Directors should let their schools know that scholarship applications for NSNA are due January 20, 2005.** Some of them you do not have to be a member of NSNA to apply for. Mrs. LaBrosse suggested that the scholarship notice should go into the fall Horizon's newsletter.

**5. Nominations and Elections Committee-** nothing to report

If your committee has done anything, please e-mail it to Meghan tonight.

## NEW BUSINESS

### A. Board Retreat Agenda

Christina is currently working on the strategic planning of the retreat.

Tentative Plan

Friday:

- Arrive ASAP
- Dinner at 6:30 pm provided by Mrs. LaBrosse and her husband, Mr. Doug
- Individual meetings with each board member and Christina, as well as among the board members
- Icebreakers

Saturday:

7:00 NSU starts cooking

8:30 Breakfast

10:00 Business Meeting

- Summer Leaders
- 2005 LASN Convention

12:00 Lunch Preparation/Eating and Clean-up

1:30 Continue with Business Meeting with two 15 min breaks

5:00 Start cooking dinner provided by OLOL/SU

5:30 Eat dinner

7:00 Complete business

Sunday:

8:00 NSU starts cooking

10:00 Wrap up, Clean, Go home

Things to think about prior to going on retreat:

- Convention themes:
  - o Chequita stated: Impacting lives: one step at a time. **Everyone should submit at least one potential theme to Emily by Friday, January 7, 2005. Emily will email the compiled list to everyone on January 7, 2005.**
- Topics for Focus Sessions (Forensic Nursing, Travel Nursing, Hospice, Fluids and Electrolytes) and people who may be interested in doing a focus session. Marlene Hurst said to contact her if we need her to do a focus session.
- Jill should be thinking about theme ideas for the party
- Christina will e-mail everyone the committee that they are on for convention
- Think about who we want to have as a Key Note Speaker and End Note Speaker. Think about overall what you want from this convention.
- Matt suggested that each Region Director should individually contact their school about what the students from the schools want to see or hear about at convention

Mrs. LaBrosse stated that Christina is very committed to have a smooth convention, and that we should get things done before convention. Christina is responsible for pulling people aside if they have dropped the ball on something. She stated that she will never call anyone out in front of anybody else. If you are having personal issues that are affecting your ability to get things done, let Christina know so that she can help you get things done. Christina stated that this is an awesome board and that we will have a very successful convention. Alli encouraged the President and Vice President to delegate things for convention to the rest of the board. Convention is very important, but the board's responsibility is to serve the nursing students of LA.

## **B. Horizon's deadline dates**

- **Deadline for the May issue, articles should be e-mailed to Seth by March 1, 2005. The article for this issue should contain the things that you have been doing as an LASN Board Member**

- **Deadline for the August issue, articles should be e-mailed to Seth by June 1, 2005. The article should contain information about convention.**

- Seth is working on redesigning the website. He plans to have a personal page for each board member. If you have any other suggestions, e-mail them to Seth.

Because of the committee that they chair, Matt and Chequita have private sections on the website.

Suggestions for the website:

- Each individual committee page should state who is in charge of the committee, as well as having a picture and e-mail access to the board member.

- Put some pictures from convention in the photo section. If you have any pictures, please e-mail them to Seth. Anytime that we attend any function that pictures are taken at, such as the Nightingale Awards Ceremony, email them to Seth so that he can have them up on the website ASAP.

We are listed in the Pelican News as the new LASN Board of Directors.

Ryan suggested that everyone keeps a copy of their Horizon's newsletters because it is considered a nursing journal that we have been published in.

## **C. LASN Convention Location**

Alli gave the board an update regarding the LSU football schedule. She stated that the first weekend in November is guaranteed to not have a game and, as of right now, there is not a game planned for the last weekend of October. In choosing a location, we have to look at what each has to offer us as far as the hotel room rates, food charges, how much we can get free if we spend a certain amount, etc. A ballpark figure of the amount of money that we can expect to spend on convention is 12-14 thousand, which includes speakers, hotels, exhibitors, etc. Emily will call the city bureau for bids from the top three cities. The top three choices among the board members are Baton Rouge, New Orleans, and Lafayette. Email Emily if you have suggestions for hotels in any of these areas. We are looking to hold the convention at the end of September or the beginning of October. Midyear conference is scheduled for November 10-13, 2005 in Kentucky.

Contract for LSNA is to be negotiated with each newly elected board

## **D. Regional contact information**

Christina found some contact information in an old binder. The Region Directors should e-mail updated information as they get it to Christina, Mrs. LaBrosse, and Emily.

## **E. Purchase of a digital camera**

Samantha stated that she has a digital camera, but it is outdated. She suggested that LASN purchase a digital camera that can be passed on from Historian to Historian

from year to year. At the last meeting, she handed out a price list of various types of digital cameras. She estimated that the camera will cost a minimum of \$200.00. It was suggested that she also purchase an additional memory card. She is planning on re-pricing the cameras after Christmas in hopes that she will get a cheaper deal.

**Motion VIII: I move that we allot a maximum of \$400.00 to be spent to obtain a digital camera for LASN use.**

**Submitted by: Emily Richardson**

**Seconded by: Matthew Kratzer**

**Action: Passed at 3:04**

The Region Directors voiced that they have been having a difficult time accessing membership information from NSNA for their schools. Christina will contact NSNA about membership list and get back to the Region Directors. Ryan also asked Christina to talk to NSNA about the accuracy of the list. Everyone should e-mail complaints about NSNA to Christina.

**ADJOURNMENT**