

**Louisiana Association of Student Nurses
Executive Board Meeting Agenda
LASN Board Meeting
Rapides Medical Center
Alexandria, LA
March 5, 2005**

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

Roll Call conducted by LASN Secretary Meghan Scott

Board members

President- Christina Erwin

Vice-President- Emily Richardson

Secretary- Meghan Scott

Treasurer- Regan Grissom

Region I Director- Ryan Moore

Region II Director- Vacant

Region III Director- Chequita Hilliard

Region IV Director- Allison Vallee

Historian-Recorder- Samantha Summers

Horizon's Editor- Seth Stanfield

Special Events- Jill Williams

BTN- Trishana Ducros

Parliamentarian- Kimberly Robertson

Elected Consultant- Vacant

Presidential Consultant- Trygve Olson

LSNA Consultant- Patricia La Brosse

Meghan Scott, LASN Secretary, determines quorum as 6 voting members out of 10 voting members. Presently there are 8 out of 10 voting members. The following members are not present: Ryan Moore, Chequita Hilliard, and Jill Williams.

Emily made an announcement that Jill Williams is resigning from the LASN board due to issues with her classes. She made the best decision for her at this point. Christina reminded us that school is always the number one priority. Mrs. LaBrosse suggests that we send her a card to acknowledge what she has already done for the board.

The responsibility of the Special Events coordinator includes planning Sum-R-Leaders Day and the Opening Night Ceremony for the LASN State Convention. The bylaws state that we are supposed open up the position for nominations and send information about the position out to the schools. Christina stated that according to Ryan, the majority of the Sum-R-Leaders Day has already been planned. Alli said that she thinks that it is going to be hard to ask someone to come in right now to assume the position. Seth suggested that we could call the guy from Dillard who ran against Jill for the position of Special Events Coordinator to see if he is interested in filling the position. Mrs. Labrosse stated that there are two choices: (a) open it up to the schools to submit nominations or (b) divide the duties of the job among the remaining board members. If we open the position up for nominations, we would have to give potential candidates at least a month to submit their application. The earliest we would be able to elect someone to fill the position would be May. Trygve stated that he thinks that the remaining board

members could all chip in and help with planning and carrying out Sum-R-Leaders Day and Opening Night Ceremony. **Shana said she will assume the responsibility of the Special Events Coordinator.**

Motion I: I move that we as a board do not seek to fill the Special Events Coordinators position; rather we will distribute the remaining duties among the existing board members

Submitted by: Samantha Summers

Seconded by: Allison Valle

Action: Passed at 10:42 am

Motion II: I move that we accept the agenda as a working agenda for the March 5, 2005.

Submitted by: Trishana Ducros

Seconded by: Kimberly Robertson

Action: Passed at 10:43

Motion III: I move that we accept the minutes with editorial changes for the February 12, 2005 meeting.

Submitted by: Kimberly Robertson

Seconded by: Trishana Ducros

Action: Passed at 10:44

I. Old Business

A. NSNA Convention Travel Arrangements

Seth received all of the names for the flight tickets. Alli stated that she forward all of the flight information to Kim. Thank you to Seth for taking care of all of the flight plans. Seth said that he will contact a taxi company in Salt Lake City to make arrangements for transportation from the airport to the hotel on the day that we arrive.

All hotel arrangements have been made. Part of the payment for the hotel will be on Chequita's credit card and part of it will be on Christina's credit card. All of the rooms are under Christina's name. When Alli and Regan get to the hotel on Wednesday, the room will be in one of their names. Trygve stated that last year they used a credit card to hold the rooms over the phone. When they check out of the hotel after the convention, they paid the full amount with a LASN check.

Alli announced that LSUHSC had a garage sale and raised \$290.00. The Baton Rouge District board is going to vote on sending a donation so someone can attend convention. Trygve stated that he will donate \$200.00 to LASN. District IV is going to have a general meeting at which time they will discuss whether or not they will be able to donate \$200.00. The total amount donated so far is \$888.40. We needed \$1039.85, which leaves us with \$336.60 left to raise. The \$336.60 does not include the \$200.00 check that Trygve will be donating or the potential donations from District IV and the Baton Rouge District. Any extra

money the board receives in donations for NSNA will be used for food or other expenditures of the board members. The money we raise from donations is our money to spend however we wish.

Trygve stated that Regan should keep a separate ledger of the money that has been donated for use at convention. On page 5, under number 4, of the LASN bylaws, there is an outline of the things that LASN funds can be used for. The refund for Jill's registration will go back into the general funds. Remember that the reason why we could use the general funds to pay for convention registration is because we are going to have a board meeting at the convention. When Regan does the annual financial report to hand out to the House of Delegates at the LASN convention, she should show the amount of money received in donations. **Any more donations for convention should be mailed directly to Regan and call her to let her know more money is on the way.**

Meghan read aloud the tax ID letter that Alli drafted to be sent out to all those who donated money to LASN for NSNA. After obtaining Christina and Mrs. LaBrosse's signature, we will make copies and Meghan will hand write the information. Prior to sending out the tax ID forms to the companies, Meghan will make a copy of the form and attach it to the copy of the check.

Christina gave Shana and Alli a copy of the number of delegates that each school in LA will be allotted to attend the House of Delegates at the NSNA convention. Seth has a copy for Ryan. The Region Directors should contact their schools to find out if they are planning on sending students and if so then how many delegates will be represented in the House of Delegates. The Region Directors should forward all of the information that they receive to Christina so she has an idea of who will be attending.

Emily is the delegate alternate for Christina at the NSNA House of Delegates. She will go to the House of Delegates if Christina is not available to attend or if Christina wants to attend a focus session.

B. Sum-R- Leaders Day

Emily will contact Ryan to request that he e-mails all of the board members this week with the Sum-R-Leaders Day information.

II. Reports

A. Financial Report

Motion IV: I move that we accept the financial report for the March 2005 meeting

Submitted by: Kimberly Robertson

Seconded by: Trishana Ducros

Action: Passed at 11:03.

Motion V: I move that we accept the officer reports for the month of March 2005.

Submitted by: Trishana Ducros

Seconded by: Kimberly Robertson

Action: Passed at 11:07

Motion VI: I move that we accept the consultant reports for the month of March 2005.

Discussion: Trygve apologized to everyone. He will e-mail the board report to us.

Submitted by: Kimberly Robertson

Seconded by: Trishana Ducros

Action: Passed at 11:07

Motion VII: I move that we accept the committee reports for the month of March 2005

Submitted by: Trishana Ducros

Seconded by: Kimberly Robertson

Action: Passed at 11:08

III. New Business

A. LASN Convention/Hotel Bids

A copy of the hotel bids were provided by Christina. Baton Rouge did not have anything available for the dates that we choose because of LSU football season. The Marriott refused us...they said we were not big enough and that they did not need our business. Carol did go to our second choice city, New Orleans, to obtain bids, which all of the board members have a copy of. The Holiday Select in New Orleans had an LASN convention a few years ago. Christian stated that the meeting space was nice. The guest rooms at the Holiday Inn Select in New Orleans are \$79.00 a night for any size, which is a great price. As for the meeting space, if we spend a minimum of \$4000.00, then we would get all of the meeting rooms for free.

Trygve gave us some estimates of the amount of money that was spent on food for the 2004 LASN Convention. The Opening Night Celebration was about \$12 per person and the Faculty Luncheon was \$13.95 per person. The awards ceremony cost either \$11.95 or \$12.95 per person, depending on if you got beef or chicken. The total catering bill from last year's convention was \$5700.00, which included tax and gratuity. Trygve also said that usually after signing a contract, they will send a menu with food choices. At that time, we will be able to bargain on food prices after the menu choices are sent.

The Sheraton wants us to spend \$7000.00 on food in addition they to a room set-up fee per day. The Double Tree has its meeting rooms scattered throughout the hotel, which is a risk for losing people and they only have single and double rooms and which costs \$99 a night. The Double Tree is no longer a consideration

For the Holiday Inn, we have to guarantee that 60 guest rooms will be booked for the time that we are there. For instance, if one room is booked for 3 nights, it will be considered 3 rooms, not just one room. If we fill 60 guest rooms total, then we pay nothing. We have to remember

that the board will be there on Wednesday night; however, the schools in New Orleans probably will not stay at the hotel. Therefore, to meet the 60 room minimum, we need to attract people from the outlying area. Another benefit of the Holiday Inn is that parking is complementary. Trygve suggested that as a marketing ploy we can put on flyers that it is minutes away from New Orleans.

The earliest date available at the Holiday Inn is September 28, 2005. Trygve would like us to consider having the convention October 13-16, 2005, because he will not be able to attend the convention on September 28-October 2, 2005. We have to call the Holiday Inn to find out if they are available for October 13-16, 2005. Another aspect to consider in regards to the date is that Marlene Hurst penciled us in on September 29-October 2, 2005 and October 12-16, 2005. After Christina and Trygve contacted the Holiday Inn, the board was informed that the week of the October 13-16, 2005 was not available due to several rooms previously contracted and reserved. She said that if we want to set-up the rooms differently, they will be more than willing to work with us. The date decided on for the 2005 LASN Convention is September 28- October 2, 2005.

Trygve will let Marlene Hurst know about the date. In regards to the convention speakers, Trygve said that we have to make sure that we have speakers and focus sessions to accommodate nursing students on all different levels. Certain sessions for lower-level nursing students should be available when House of Delegates is in session. We should save sessions for the upper classmen when the House of Delegates is not in session, so that they will have something to go on their level.

Now that we have dates, we can start to contact speakers. We no longer are going to need Kip Holden, since the convention will not be in Baton Rouge. We can try to contact the mayor of New Orleans. We could still contact Governor Blanco to attend or write a letter in support of LASN, which can be put into the convention program. Trygve said that he has knows a potential speaker for Oncology Nursing as part of the professional panel. Mrs. LaBrosse will contact Senator Mount to deliver the end note address. Alli is going to contact the Mayor of New Orleans.

Alli questioned about when the bags for convention are going to be put together. Christina said that we will not stuff bags until the Wednesday night before convention so that we can collect stuff for the bags until that Wednesday. We can get volunteers from the school in the city that we are having the convention to help stuff bags. All of the stuff is not going to be in one central location to stuff at one time. Companies or individuals donating thing may UPS the stuff directly to the hotel.

As the Region IV Director, Alli will be the new Host/Host City Chair since the convention is going to be held in New Orleans.

Motion VIII: I move that we that we accept the Holiday Inn Select New Orleans Airport Hotel for September 28, 2005- October 2, 2005 LASN convention.

Submitted by: Kimberly Robertson
Seconded by: Samantha Robertson
Action: Passed at 12:08

B. Semester CD Packets

Christina is working with Trygve on making sure that we have everything on the semester packets. The Legislative, Community Service, Awards, Scrape book, and Scholarship Committee chairs need to make a one page flyer with the date, place, and time. Only one flyer should be made identifying the scholarships available. The flyer should refer students to the LASN website for more information. The scrape book award flyer does not require a deadline, because the deadline is noon at convention. For the awards, Alli is not responsible for making a flyer for each individual award. Shana will make a flyer for all of the things designated by the BTN/Membership. Christina will e-mail Chequita and let her know about the Image of Nursing flyer. Look on the semester CD packet from last year to get an idea of what needs to be on the flyer. **The flyers will be due two weeks from today, March 19, 2005 via e-mail to Christina.**

The Region Directors will send out the main flyer and the flyer for scholarships to all the presidents of the SNA. The other form of advertisement is Horizon's which will be submitted in May and August.

Trygve stated that if something is in the bylaws, the only way that it can be changed in by 2/3 vote at the annual convention. Anything in the Policies and Procedures can be changed by a majority of a vote, which is where the scholarship information is listed, meaning that we can change the deadline.

Membership totals for all of the schools is due two weeks before the convention (as stated in the Bylaws), which will be September 14, 2005. After this date, Shana will contact NSNA to get an updated list.

Christina will have the information about the board members who are on the committees for convention within the next two weeks. Christina offered to burn the Semester CD packets. As soon as Christina gets the flyers from everyone, she will start to burn the flyers.

Christina will e-mail Ryan to ask him to e-mail everyone an updated copy of the Policies and Procedures within two weeks. Page 29 in Policies and Procedures, under Scholarship Monies, Funds and Dues, scratch out Toga Party and put annual Fund Raiser.

All of the information that schools submit for convention will be sent directly to Alli's home.

Motion IX: I move that we change the scholarship deadline from 6 weeks to 4 weeks prior to LASN Convention as stated on page 28 of LASN Policies and Procedures.

Submitted by: Kimberly Robertson
Seconded by: Samantha Summers
Action: Passed at 12:26

C. New Business Additions

Mrs. Labrosse reminded us about Link to the Legislator on April 14, 2005 at Lod Cook Conference Center in Baton Rouge. It starts about 8:30am and should be over by 3:00pm. Students are welcome!

Any changes to the Horizon's articles since the date and location of the convention have been set must be submitted to Seth by March 12, 2005.