



Louisiana Environmental Health Association
LDEQ, Maynard Ketchum Building, Room 347
Board Meeting Minutes
March 27, 2002

9:30 am

1. **Opening of the Meeting** - Edward Flynn, President

2. **Roll Call** –

Jodi Miller called roll. 12 board members and 1 other member (Sheila Prejean) attended the meeting. 7 board members were excuse, and 2 board members were absent. See the attached roll call list for details.

3. **Minutes of the January 31, 2002 General Business Meeting** - Ed Flynn noted a couple of amendments to the January 31, 2002, general meeting minutes: add “reading of the” in front of minutes of the last meeting on 2nd line; and add terms in front of either expired or moved to another position on the 20th line. Susan Welch moved to accept the minutes as amended. Claude Lewis seconded the motion, and the motion carried.

4. **Treasurer’s Report** – James Miller

James noted that the LEHA checking account balance as of 6-30-01 was \$8,352.27. He categorized board meeting expenses, conference expenses and income, conference sponsor donation income (\$8,000), workshop expenses and income, internet service expenses, newsletter expenses, membership income, office supply expenses, postage expenses, scholarship fund donation income. The LEHA checking account balance as of 3-27-02 is \$13,239.78.

The scholarship balance of the Legg-Mason account at current market value is \$28,512.68 plus a cash balance of \$3,078.45 plus \$427 collected from 2001-02 (earmarked in the checking account). See the attached treasurer’s report for details.

Claude Lewis motioned to accept the treasurer’s report, Truman seconded the motion, and the motion carried.

Ed Flynn asked if the sponsors were sent thank you letters indicating that the donations were tax deductible. The response was that Marian submitted the letters.

5. **2002-2003 Committee Appointments** – Edward Flynn

Ed requested volunteers to chair the 2002-2003 committees.

Education & Information Committee. It was noted by Jodi Miller that Linda Brown volunteered for the Education & Information Committee via email, which after some discussion, was determined to include the Newsletter. Marian Aguillard volunteered to help Linda and it was also noted that Roger Gingles had also agreed to help with the newsletter.

Publicity. Mary Miller and Sheila Prejean agreed to chair the Publicity Committee.

Awards. Robert Freeman volunteered prior to the meeting and Claude Lewis indicated he was interested in this position. Ed indicated they should work it out. (After the meeting, Robert Freeman indicated that he would be a part of the committee with Claude as Chair.)

Constitution and By-laws. Susan Welch agreed to co-chair this committee with Jim Balsamo.

Nomination. As Past-President, Joan Adams is the Chair per the Constitution & By-laws.

Membership. Ed appointed Judy McCleary as the Membership Chair.

Resolution. Marian Aguillard agreed to chair this committee with Steve Aguillard being on the committee.

6. Adhoc Committee Appointments – Edward Flynn

Louisiana Environmental Leadership Program. Ed indicated that Henry Graham volunteered to chair this committee.

Web Committee. It was decided that the Web didn't need an Adhoc committee any longer, and the secretary would handle any duties, with the Treasurer paying out any bills regarding the web site. There was a question regarding payments to Matt If his services were not used. Marian Aguillard indicated that Matt Vince banks the time (4 hours per month) if his services are not used, and only charges extra if his services call for more time than allowed.

7. Committee Reports

Professional Development - 2001-2002 Final Report – Marian Aguillard
Marian Aguillard thanked everyone again for helping out with the conference. She estimated that the conference profited about \$4,000. She then suggested that we take \$2,000 of the profits and earmark for the scholarship fund, and \$2000 for a workshop. A discussion resulted in the Board approving \$2000 to go to the scholarship fund, and the other profits to remain in the checking account as this time.

Marian indicated she had pictures and Jason also had taken pictures from the conference. Marian indicated that she would ask Joan for her pictures, then sort them out and pick the best to be inserted onto the web.

Professional Development Committee Report for 2002-2003 – Walter Pichon
The tentative dates of the conference are January 28-30. At this time, the committee is thinking about "Changing Times" as the theme. Walter asked for suggested themes and speakers. Dr. Blalock, Director of Bio-Terrorism was suggested as a good speaker on Bio-Terrorism and Dr. Trappey of LSU's School of Food Science. James Miller suggested a speaker from the LSU Medical School off of Gravier in New Orleans, and would try to get his name. Any persons having suggestions for speakers should contact Walter or anyone else on the committee.

He indicated that Patsy and Sharon will be handling the arrangements for food and the band. Shelia Prejean indicated she knew of a good band from Lafayette.

Walter Pichon, Claude Lewis, Shelia Prejean, Mary Miller, and Robert Freeman conducted a site visit of the potential conference hotels; the Hotel Acadiana, and the Holidome in Lafayette. Walter explained the differences in the two hotels.

8. New Business

James Miller indicated that we received letters from two DEQ Administrators requesting refunds because they could not attend the conference, and asked for a discussion. Paul Miller indicated that DEQ has supported the conference for many years, and Peter Romanowsky indicated that the DEQ has also given support by sponsoring the conference this past year by allowing us to use the printers and other equipment. After some discussion, it was motioned by Pete Romanowsky

and seconded by Marian Aguiard that we grant the refunds for the conference and or workshop amount paid for the requests that we have received prior to the date of this meeting with wording effective today that a no refund policy be implemented in the future. Marian, Pete, and Paul volunteered to get together to draft the letter.

James Miller mentioned that Early Bird Discount Registration and standard registration fees should be noted on the conference brochure. Also, if the participant registers at the door, there should be an added cost because of the extra work required to prepare folders, name tags, certificates, etc. And we need to ensure that the language indicating a raffle for early bird registrants not be added to any future brochures. After some discussion, President Flynn requested that the committee work with James on wording for the conference brochures.

It was also suggested that we add wording indicating that seating space is limited, and that we reserve the right to limit capacity.

James Miller indicated that due to the Ethics Commission ruling, we should spend more money on the participants. Paul Miller agreed and indicated that additional items could be added to the goodie bags.

It was also discussed that James Miller is creating a historical record in his database. Please submit any historical data regarding years as a Board member, name of position, etc. to James for inclusion in the database.

John Koury, Jr. expressed that he was glad to be on the Board, and looking forward to working with the board and organization.

9. Next Board Meeting: June 26, 2002 DHH, 6867 Bluebonnet, Room 230, BR, LA

11:40 am Meeting Adjourned