



**Louisiana Environmental Health Association
Board Meeting Minutes
LDEQ, 7290 Bluebonnet Blvd, MK, Room 347
September 18, 2002, 9:30 am**

Call to Order

The Board meeting was called to order by President Edward Flynn at 9:35am.

Roll Call

The roll was called and persons were noted as present or excused. See attached list.

Reading and Approval of the Minutes

A motion was made by Robert Freeman to dispense with the reading of the minutes and Judy McCleary seconded. The motion carried.

Treasurer's Report

James Miller presented the Treasurer's report. Expenses since the June 26, 2002, Board meeting consisted of: Board meeting refreshments totaling \$10.36; newsletter expenses totaling \$253.32, and postage expenses totaling \$222.00.

Conference Sponsor income since the June 26, 2002, Board meeting consisted of: KourCo Environmental Services, Inc. - \$500; Placid Refining Company LLC - \$100; Waste Management - \$500; Lake Area Industry Alliance - \$750; Dupont Dow Elastomers, LLC - \$500; and the La Department of Environmental Quality – In-kind services for printing, equipment usage, resources, etc. Other income consisted of membership dues totaling \$60.

The checking account balance is \$15,248.52, which includes \$2,427 owed to the scholarship fund.

As of July 31, 2002, the Legg-Mason account holding the Frank L. Dautreil Scholarship Fund monies shows a current market value of \$28, 204.12 (earning of 770.61); a cash balance of \$3,091.60; with an interest amount of \$2.96 earned on the cash balance.

Robert Freeman motioned to accept the Treasurer's report with appreciation, and Marian Aguillard seconded the motion. The motion carried.

Committee Reports

- A. **Membership** – Judy McCleary reported that there were 5 new members with a total membership of 387. James mentioned that the 387 does not reflect active membership. There was a discussion on whether we should send the newsletter to non-paying as well as paying members. It was decided that a dues notice will be sent in November, and if the non-paying members do not renew, they would be dropped from the mailing list. James will insert a note on the next dues notice indicating members will be dropped from the mailing list if the membership is not renewed. Jodi will draft a note & mail to the Board for concurrence.

Action Item: Ed Flynn will respond to the information submitted to him by Paul Miller on the brochures, & the matter will be discussed at the November Board meeting.

- B. **Publicity** – Mary Miller, Chair and Sheila Prejean. The Lafayette Mayor/President's office was contacted, and will present the Welcome to the conference. The Visitor's Center will handle the registration. A Press release will be submitted to the Times of Acadiana and other news media such as BIC Magazine (Earl Herd), the Abbeville newspaper, Channel 10, Passe Patout, etc.
- C. **Awards** – Claude Lewis, Chair and Robert Freeman. Jodi updated the scholarship applications on the web site, LEHA.net, and also updated the scholarship letters, which were sent to Claude for mailing. It was noted that the scholarship info should also be sent to the Financial Aid officers as well as the professors, and a special flyer may be helpful. Susan and Linda indicated that the letters should also be sent to the Private Universities Board of Trustees, Office of Scholarships. Another suggestion was to recruit the professors as members and speakers of the association.

*** Deadline for all awards is November 1, 2002.**

- D. **Education & Information (Newsletter)** There was a request from Devon Thompson to link LEHA.net to his high school web site. He is trying to start an Environmental Club at his high school. No decision was made.

Three newsletters will be printed this year: one noting the past conference information, one noting scholarship & awards information, and one noting the upcoming conference. The newsletter will be submitted to the printer in 2 weeks and again in December. DEQ and DHH newsletters will not be mailed to save on postage.

Action Items: Marian requested articles for the newsletter from one week of the day of the Board meeting: Ed regarding the president's message, an article on the conference (Linda will help Walter), and an article for the newsletter from Jodi.

- E. **Constitution and By-laws** – Jim Balsamo and Susan Welch, Co-Chairs. Susan noted that including that the budget be part of the Constitution and By-laws was inappropriate. There was some discussion and agreement by the Board.
- F. **Nominations** – Joan Adams, Chair. No report.
- G. **Resolutions** – Marian Aguillard, Chair and Steve Aguillard. Marian and Steve will circulate a resolution to the Board regarding Dale Givens' retirement.
- H. **Professional Development** – Walter Pichon, Chair, Claude Lewis, Robert Freeman, Mary Miller, and Sheila Prejean. Walter told the group that the agenda was pretty much set. There were some suggestions by the Board on the agenda, which Walter appreciated. The Board urged Walter to drop the Early Bird membership conference registration fee to registration \$80 instead of \$90, and the Early Bird Non-member fee to \$90. The membership fee after December 20, 2002, will be set at \$100, and the Non-member fee after December 20, 2002, will be set at \$110. The workshop fee was set at \$30.

Action Items: In addition, it was agreed that Marian would add wording which notes that no Pre-registration will be accepted unless accompanied by payment, and she will send to James Miller for concurrence prior to mailing.

Walter will send James a list of Speaker names to be noted on the speaker plaques so that plaques can be purchased, certificates printed, and mounted.

The Board also discussed the location of the 2004 LEHA conference, and agreed to hold the conference in Houma, Louisiana, and keep LaPlace as an alternative.

Adhoc Committee Reports

Louisiana Environmental Health Association – Henry Graham, Chair. No report.

Web Report – Jodi Miller. Jodi reported that she had submitted additional updated information to the webmaster, such as the updated information on the 2002 award recipients, and the info was posted. Marian indicated that the 2003 conference information, pictures, etc. were also posted on the website, and it looks great.

Action Item: Electronic pictures taken of the 2002 Awards Ceremony at the conference are still required. If you have any pictures of the awards ceremony, please email pictures to Jodi Miller so she can get them to the webmaster.

Old Business

None

New Business

None

Next Board Meeting

The next LEHA Board meeting was scheduled for December 18, 2002, at LDHH, OPH Building, Room 230, 6787 Bluebonnet Blvd, Baton Rouge.

Adjournment

Robert Freeman moved to adjourn, Walter Pichon seconded, and the motion carried. The meeting ended at 11:40am.