



**Louisiana Environmental Health Association  
Board Meeting Minutes  
LDHH, 6867 Blue Bonnet Blvd  
Room 230, Baton Rouge, LA  
December 18, 2002, 9:30 am**

**Call to Order**

President Edward Flynn called the Board meeting to order at 9:40am.

**Roll Call**

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

**Reading and Approval of the Minutes**

The minutes were accepted as presented by motion of Marian Aguillard and seconded by James Miller.

**Treasurer's Report**

James Miller presented the Treasurer's report. Expenses since the September 18, 2002, Board meeting consisted of: Board meeting refreshments totaling \$10.87; newsletter expenses totaling \$270.87; Internet Services totaling \$371.40; NEHA Membership for our President-Elect, Marian Aguillard totaling \$85; office supply expenses totaling \$85.02; and postage expenses totaling \$1036 (3 mail outs-conference flyer, dues notice, and conference agenda). James also commended Matthew Vince for a job well done on the association web page, LEHA.net.

Conference Sponsor income since the September 18, 2002, Board meeting consisted of: Georgia-Pacific Corporation - \$500; BASF Corporation- \$250; The DOW Chemical Company - \$1000; Mid-Continent Oil and Gas Association - \$250; and Entergy Services, Inc. - \$1000, totaling \$3000. Other income consisted of: Conference Registration - \$480; Conference Workshop \$84; Membership dues - \$620; and scholarship fund donations totaling \$161.

The checking account balance is 17, 521.36 (including \$14,933.36 of available funds and \$2588 owed to the scholarship fund).

As of November 30, 2002, the Legg-Mason account holding the Frank L. Dautreil Scholarship Fund monies shows a current market value of \$28, 379.68, and a cash balance of \$3,876.16; with an interest amount of \$3.68 earned on the cash balance.

The Treasurer's report was accepted as presented by motion of Steve Aguillard and seconded by Joan Adams.

**Committee Reports**

- A. Membership** – Judy McCleary was excused. Jodi Miller reported that there were 2 new members, and that the applications will be sent to Judy so she can forward the welcome letter and association pin. James Miller indicated that there were several memberships through the sponsor donations.

**\*\*Action Item – James requested from Walter, the exact name of the sponsor representatives for the conference certificates.**

**B. Publicity** – Mary Miller, Chair and Sheila Prejean, were absent. Walter noted that someone in Mary's office wrote a publicity article for the annual 2003 conference.

**\*\*Action Item – Joan Adams will contact Mary to find out where the article appeared.**

**C. Awards** – Claude Lewis, Chair and Robert Freeman. Claude indicated that the scholarship information was delayed until December 6, 2002, due to the hurricane and other problems.

**\* New deadline for all awards is January 15, 2003.**

**D. Education & Information (Newsletter)** John Koury, Chair, Marian Aguillard, and Linda Brown – The newsletters went out on or about October 26, 2002. It included conference information. It was decided that the next newsletter would be sent out in February 2003.

**E. Constitution and By-laws** – James Balsamo and Susan Welch, Co-Chairs. Jim reported that the Constitution and By-laws was on the web. It was also determined that a Proclamation would be written for Dale Given's, recognizing his support to LEHA over the years, in lieu of a Resolution, which would required 30 days advance notice and a 2/3 majority vote by the general membership.

**F. Nominations** – Joan Adams, Chair. Joan indicated that she would contact the Board members to ask if they would remain in their present positions, and gather her committee for Nominations. It was noted that the Board member term was on the website.

**\*\*Action Item - Joan asked James for a list of the membership with expiration dates.**

**G. Resolutions** – Marian Aguillard, Chair and Steve Aguillard. Marian and Steve will circulate a Proclamation making Dale Givens an honorary LEHA member for life.

**\*\*Action Item - Marian will draft a Proclamation making Dale Givens an honorary LEHA member for life.**

**H. Professional Development** – Walter Pichon, Chair, Claude Lewis, Robert Freeman, Mary Miller, and Sheila Prejean. Walter indicated that he was finalizing the Conference activities, and gathering speaker information. His committee will be meeting with the Holidome representative in January to go over the final details of the workshop/conference. The band will be Crayton Lacombe for the night function at Gator Cove. The workshop presenter on Bio-Terrorism will be Chris Guilbeau from DHH, former US Army Sergeant. He also thanked Marian Aguillard and Linda Brown for their help with the conference. Walter also mentioned that the agenda will be revised to reflect the speaker's correct information on names, title of presentation, and equipment needs. Marian indicated that she spoke to the Holidome & they allowed three nights to qualify at the agreed upon conference rate.

**\*\*Action Item – Marian also noted that Walter should speak to the Holidome regarding extending the conference room rate price from January 15, 2003, to January 25, 2003.**

Marian also reported on the progress of the 2004 Annual Education Conference. She noted that she secured a \$65 per night state rate at the Holidome in LaPlace for January 27-29, 2004. She also noted that the setup fee will be waved with 50 rooms reserved. The food prices were reasonable, and an outside catering function could be accommodated. She also noted that Chris Carville had checked into the [possibility of us having the night function at the nearby San Francisco Plantation.

### **Adhoc Committee Reports**

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

**Web Report – Jodi Miller.** Jodi reported that the web was current and looked good thanks to all who submitted updated information and Matthew Vince for updating the web in a timely manner.

### **Old Business**

- A. Request to add LEHA website link to <http://carbonmonoxidekills.com/links/themeindex.html>. Ed requested that John Koury's education committee look into the link for this site and report at the next business meeting.
- B. Membership Brochure - Ed Flynn will respond to the information submitted to him by Paul Miller.

### **New Business**

- A. Request for Full page Advertisements from NEHA. It was determined that Jodi Miller contact NEHA to indicate they could become a sponsor with a \$500 donation and get 2 full page advertisements in 3 newsletters for 2003.
- B. Household Hazardous Waste Day (Refreshment Donation) It was determined that a volunteer would be requested at the next business meeting. If no one volunteered, the Department would be given a check for refreshments, and allowed to spend up to \$200.
- C. Jim Balsamo led a discussion and Ed Flynn indicated that we request a free workshop from NEHA's Rich Richardson, early for 2004, and invite our Mississippi EHA neighbors to get a larger crowd. NEHA would not consider a workshop less than 1 day. Because of this, it was determined that if a workshop was held, it would be sometime in September 2004, and separate from the annual education conference.

### **Next Board Meeting**

The next LEHA Board meeting was scheduled for January 30 2003, at the Holidome in Lafayette, immediately following the Awards luncheon.

### **Adjournment**

Ed Flynn adjourned the meeting at 11:12 am with Merry Christmas wishes to all.