

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING**
3 **February 6, 2009**
4 **BATON ROUGE, LOUISIANA**
5 **MEETING MINUTES**

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7 **I. CALL TO ORDER**

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9 President Andy Mosher called the meeting to order at 10:17 am. Jerry Monier led the
10 pledge of allegiance and Don Majure led the prayer. A quorum was present to conduct
11 business.

12 **Members Present in Person or Proxy:**

13 John Boudreaux
14 Pat Santos for Mark Cooper
15 Eric Deroche
16 Chris Guilbeaux
17 Alan Hunsberger
18 Robert Jump
19 Don Majure
20 Jeffrey Meyers
21 Tuesday Mills
22 Dewayne White for Ralph Mitchell
23 Jerry Monier
24 Cindy Montz
25 Andy Mosher
26 Michael Murphy
27 John Porter
28 Karen Price
29 Vicki Travis for Dawson Primes
30 Pat Santos
31 Sonya Wiley

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33 **Members Excused:**

34 Mike Deroche
35 Dave Brown

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38 **Members Absent:**

39 Dick Gremillion

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41 **Guests:**

42 Gene Dunegan
43 Bland O'Connor
44 Ashley Politz
45 Jolie Howard
46
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48 **II. APPROVAL OF MINUTES**

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50 The minutes from the December 12, 2008 meeting were reviewed.

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52 A motion was made by Jerry Monier and seconded by Robert Jump to approve the
53 December 12, 2008 minutes. The motion passed.

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55 **IV. OFFICER REPORTS**

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57 A. President –Andy Mosher

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59 Andy complimented the progress of the workshop committee.

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61 B. Treasurer – Don Majure

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63 Don presented the December 31, 2008 financial statements (Attachment 1)
64 reporting assets of \$206,850.31, total fund balances of \$170,478.11. A motion
65 was made by Eric Deroche and seconded by Robert Jump to accept the
66 Treasurer’s report as presented. The motion passed.

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68 C. Executive Director’s Report – Jolie Howard

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70 Jolie reported that the workshop brochures and exhibitor packets would be online
71 within the week and that 2nd dues renewals notices had gone out.

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73 **V. COMMITTEE REPORTS**

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75 A. AWARDS – Sonya Wiley

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77 Sonya reported that nominations were steadily coming in and that a second blast
78 email reminder would go out soon.

79

80 B. CERTIFICATION – Robert Jump

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82 The Certification committee has reviewed one (1) LEM application since our last
83 Board meeting. The applicant submitted the complete applications under the
84 provisions of the program. The application was reviewed and deemed to be
85 complete and demonstrates the requisite experience, has signed the Code of
86 Conduct and is pending 2009 membership dues.

87

88 The Committee recommends the LEPA Board approve LEM Certification for the
89 following:

90 Francis Hymel

92

93 Robert Jump requested a leave of absence as the LEM committee to enter the
94 police academy on March 6. Mike Murphy will take his place as committee chair.

95

96 Jerry Monier moved to approve those recommended, seconded by Eric Deroche.
97 The motion passed.

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99 C. CHARTER AND BYLAWS – Jeff Meyers

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101 No changes or updates to the bylaws since the last meeting.

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103 D. COLLEGE SCHOLARSHIP – Karen Price

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105 Karen inquired about scholarship availability for the UNO Executive Leadership
106 Program, and it was agreed that the program would not be eligible. She reminded
107 everyone that the deadline for applications was March 31.

108

109 E. HAZMAT ALLIANCE – John Porter

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111 John reported that he is working to secure an offsite location and transportation
112 for HazMat Day, and a possibility is Calcasieu Parish Firing Range. He will also
113 try to get a sponsorship for a drinks and a tent, and offered that LEPA could help
114 with refreshments. He also said that HOTZONE will be held at the Crown Plaza
115 by the Astrodome in Houston.

116

117 F. LEGISLATIVE – Sonya Wiley and Eric Deroche

118

119 GOHSEP is working on post-Legislation to become more uniform across the
120 state.

121

122 Annual Directors Joint Workshop – 59 of 64 parish directors attended, with 6-7
123 bringing assistant directors as well. LEPA supported the event and provided
124 refreshments, and also passed out membership/workshop registration forms. We
125 also provided education regarding the association in the hope that it will generate
126 members.

127

128 Pat officially thanked LEPA for their support on GOHSEP's behalf.

129

130 Tuesday commented that she thought the GOHSEP Conference was the best yet.

131

132 G. MEMBERSHIP – Alan Hunsberger

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134 Total membership for 2009 was at 512. Alan reported that we probably won't see
135 the numbers we had last year and that more people will move from corporate to
136 individual memberships.

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H. NEWSLETTER – Jerry Monier

Jerry reported that we have not received very many newsletter articles. GOHSEP has a newsletter that is published every two (2) months, and he suggested that LEPA may want to try and tie in with theirs, or consider decreasing the number of newsletters each year. Jeff, Eric and Tuesday all agreed that a joint newsletter could give LEPA more exposure and potentially increase membership. Concern was raised about combining the two because there are people that want to keep GOHSEP and LEPA separate. It was suggested that we propose that LEPA have a section in the GOHSEP newsletter and that we would have control over the content. Jerry will investigate and report back to the board.

He also said that there would be a preconference newsletter.

I. NOMINATING – Jerry Monier

Jerry reported that John, Alan, Mike, Don, Chris and Karen were up for re-election. There are 6 spots to fill and 12 nominees are needed so that each spot can be double-slotted. He said that an email would go out at the end of the month to call for nominations.

It was suggested that we look at using a site such as Survey Monkey next year, and that the appropriate changes to the by-laws would need to be made.

J. WORKSHOP – Eric Deroche

Eric reviewed the preliminary agenda. Vendor/Sponsor packets will go out next week and we can have up to 50. He suggested that the board have some packets to hand out personally. The workshop brochure would go out soon.

GOHSEP is still trying to determine what the pre-conference training course will be. EM 101 will focus on emergency procurement procedures.

K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Chris Guilbeaux

Chris proposed that we hold programs for parish leaders twice a year that would in essence be a survival guide for the year. He also would like to consider an executive level type program. It was also suggested that after the 2009 workshop we look at where we want to go with training over the next few years.

M. REGIONAL REPRESENTATION COMMITTEE – John Boudreaux for Dick Gremillion

The GOHSEP Annual Director’s Workshop was very successful and productive.

186 **VI. OLD BUSINESS**

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188 A. Website.

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190 Bland reported on web-portal based association management types of software.

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192 **VII. NEW BUSINESS**

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194 A. Support for GOHSEP Initiatives

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196 The board was asked how they feel about offering additional support for
197 GOHSEP events. No one was in opposition however concerns were raised about
198 being cautious of how this would be perceived and that other groups may begin
199 asking for support as well. It was suggested that we establish a cap, policy, and
200 criteria and that we look at recurring events.

201

202 B. Proposed Policies for New IRS Tax Requirements

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204 Bland reported on the new form 990 information return to the IRS. The IRS is
205 concerned regarding governance practices for these types of returns and changes
206 were effective 12/31/2008.

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208 The IRS loosened up filing requirements for the 990EZ, and if assets are less than
209 2.5 million and expenses are less than 1 million you are eligible to file. We will
210 plan to file the 990EZ this year.

211

212 Bland suggested that the board look over the new questions, and stated that he has
213 worked on developing sample and modified policies to apply to LEPA. No action
214 was requested today, he asked that they read over and review and discuss/modify
215 for the next board meeting.

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217 He asked that we add this to the next board meeting agenda to vote to
218 accept/amend/deny.

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220 C. International Association of Emergency Managers

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222 It was reported that their objective was to reach out to state associations and that
223 LEPA may have a position in the group. More information will be provided at the
224 next board meeting.

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226 D. Louisiana Motor Trucking Association

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228 They want a statewide credentials method and it was asked if LEPA was
229 interested in discussing. The consensus was no.

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235 **VIII. ANNOUNCEMENTS**

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237 The next meeting will be held on Friday, April 3, 2009 at 10:00 am at the
238 L' Auberge Du Lac Casino Resort in Lake Charles.

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240 Motion to adjourn was made by Sonya Wiley and seconded by Alan Hunsberger.
241 The motion passed. The meeting adjourned at 11:32 am.

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243

244 Respectfully submitted,

245

246

247

248 Jolie Howard

249 Association Coordinator