

LIA BOARD OF DIRECTORS MEETING
MINUTES, March 11, 2014, 5:30 P.M.
Ralph & Kacoo's Restaurant
Baton Rouge, LA

The Meeting began at 5:32 P.M. with President, John R. Kavanaugh welcoming everyone and asking them to stand for the Pledge of Allegiance. Voting Members present were John R. Kavanaugh, Julie Mouch Broussard, Jack Hopper, Wes Gauthier, Marianne Joye and Wanda Tiblier. Non-voting Board Members present were Dr. Peter Gallagher and Severn C. Doughty, Sr. Guest present was Ansel Rankins. Four voting Members present represented a quorum and six were present.

John asked the Board to review the minutes of the last Meeting and if acceptable, move that they be accepted. Wes Gauthier moved, seconded by Julie Broussard, to accept the minutes. Motion carried.

John then asked the Board to review the Annual Meeting minutes and if acceptable, move that they be accepted. Wes Gauthier moved, seconded by Wanda Tiblier, to accept the Annual Meeting minutes. Motion carried.

John asked Severn to present the 2013 year end, financial statement. Severn started out by stating that Capital One Bank changed the Business Checking Account in the fall of 2013. Severn went to the bank and spoke with the manager and chose the best account for LIA. Basically, if we keep a checking account balance of over \$10,000.00 which we normally do, we will not have a monthly \$19.00 service charge and we will earn 0.02 % interest each month on our balance.

Severn stated that we budgeted \$39,905.00 in revenues and we made \$42,277.99. Since we operate on a balanced budget our expenditures were \$40,358.18. Therefore, our change in net assets was \$1,919.81 in revenues over expenditures. There were a few questions and Wanda Tiblier moved, seconded by Wes Gauthier, to accept the financial report as presented. Motion passed.

John asked Severn to give the Membership report. Severn stated that as of today, March 11, 2014, we had 60 renewals/new memberships at the \$100.00 category, 3 at the \$25.00 category and 12, two-year memberships at the \$180.00 category for a total of 75. So far there were 41 T-shirts requested. Thanks to Wes Gauthier for locating a firm from which to order T-shirts, Severn ordered 80 on March 17, 2014 to be delivered on March 29, 2014 for \$340.50 or \$4.25/shirt.

John asked Severn to provide an update on the Newsletter. Severn stated that he needed ads and asked if the Board would help in this endeavor. Wes Gauthier asked if could have the information sent to him as a PDF file, he would work on it. Severn agreed.

John asked Severn to report on the website. Severn indicated that he was very frustrated with the new owner, Ryan Welsh, as he could not reach him to get changes made. At the last Board Meeting Jack Hopper said he would have his web-designer, Bill Prudhomme, contact Severn to see if he could help. He did and was a tremendous help but Bill could not get Welsh to respond very well either. Consequently, there have been no changes or updates to the website. Julie and Wes asked Severn to email them Ryan Welsh and Bill Prudhomme's contact information to see if they could make contact.

John asked Ansel Rankins to give the LDAF update. Ansel indicated that at the end of 2013 there were 428 licensed Landscape Irrigation Contractors. For the November 6, 7, 2013 Basics Class that Mike Goree taught, there was a 92% pass rate. At the December Horticulture Commission Meeting, \$2,500.00 worth of fines was levied and the fines mostly pertained to arborists.

Ansel stated that at the request of Wes Gauthier in March, 2014 regarding the issuance of permits for backflow prevention devices in Lafayette, LA, Wes' concern was due to the lack of licensed Landscape Irrigation Contractors with the WSPS endorsement to gain the necessary permits to install backflow prevention devices. Ansel took the initiative to speak with Lafayette officials representing LUA and LCG and provided both entities with a copy of the Louisiana State Plumbing Board Memo, which contained language directly from L.R.S. 3:3808 in the Horticulture Law. This information was provided to the Lafayette officials at their request to provide clarification of the current laws in place regarding licensed Landscape Irrigation Contractors and the installation, repair and maintenance of backflow prevention devices. It was Ansel's intention to initiate a dialogue with the appropriate entities in Lafayette on behalf of the irrigation contractors in the Lafayette area.

Ansel indicated that in December 2013 LDAF had confirmed Texas Phoenix Decline disease found in City Park in New Orleans, LA. It was similar to lethal yellowing disease of palms and once contracted, it will cause death of the palm. The insect vector that spreads the disease was a leafhopper.

LDAF now has a centralized complaint system online for persons to send in a complaint or one can call 225-952-8100. For after-hours calls the message will be forwarded to another hot-line.

John asked Dr. Gallagher to provide an update on educational activities. Dr. Gallagher indicated that he was proposing a Proclamation Declaring July as Smart Irrigation Month in Louisiana and read it to the Board. Afterwards, he asked Ansel Rankins if he would help rout the Proclamation to the governor's office. Ansel said he would. Peter further indicated that he was collecting survey data from LIA Members on courses they had already taken and hoped to have it compiled later this year. Also, he has been updating various courses – Basics Class – and he taught the most recent one we purchased this past January.

Dr. Gallagher then indicated, per Severn's request that he would like to have LIA pay for two reference books, one for \$30.00 and the other for \$36.00. Further, he would like to take the Irrigation Auditor's exam (\$250.00) and the Micro Irrigation Exam (\$150.00) so he would be IA certified. After some discussion Wanda Tiblier moved, seconded by Marianne Joye, to use LIA funds to pay for the books (Alternative Water for Landscape Irrigation, 2nd edition \$30.00 and Smart Technologies for Irrigation Management \$36.00) and exams \$250.00 and \$150.00, respectively. Motion carried.

John moved on to Old Business and asked Dr. Gallagher and Severn to report on the IA Show held in November. Both said they thoroughly enjoyed the educational programs and the show and had no idea how sophisticated it was. Severn indicated that he devoted his column in the last Newsletter to report on the educational conference and show.

John asked Severn to discuss the Administrative Assistant position and the person Severn had selected to be the next assistant. Severn stated that in October of 2012, Administrative Assistant, Sophie Tolliver resigned and in all of 2013 Severn assumed those duties. In December 2013 Severn approached Julia Ann Dickerson a native of Mansfield, LA and former Administrative Assistant for the City of Mansfield, LA and asked if she would like the position. Severn reviewed the duties with her and she agreed to begin working in January. Severn indicated to her that he would seek Board approval in March. Upon her accepting the position, Severn drew up the Administrative Assistant, Independent Contractor contract and if acceptable, Severn would like the Board to approve of her and sign the contract. The Board then asked when they would meet her and Severn said that he will bring her to the July Board Meeting. Consequently, Wes Gauthier moved, seconded by Marianne Joye, to accept Julia Ann Dickerson as the new Administrative Assistant. Motion carried. John then signed the contracts.

Then the question arose, was she to have check signing authority. Severn stated that it was too premature for that to happen now. Julie stated that it would be a good idea to have someone on the Board with check writing capabilities. The Board suggested that Dr. Peter Gallagher would be the best choice and he accepted the offer. With that Wanda Tiblier moved, seconded by Wes Gauthier, to assign Peter with check writing capabilities and for Severn to check with Blumberg & Associates to see if he would be covered by the surety bond. Motion carried.

John then asked Severn and Dr. Gallagher to leave the room as the Board was to evaluate both of them. When they returned John asked for a motion to renew Severn and Peter's contract and to give Severn a \$100.00 raise per month for a monthly amount of \$1,100.00 and an annual salary of \$13,200.00. Julie Broussard moved, seconded by the entire Board, to renew both contracts and to give Severn a raise of \$100.00 per month. Motion passed. John then signed all the contracts.

John brought up the discussion about giving \$100.00 scholarships to college students whereby a student would receive \$100.00 off of the class registration price if the student became an LIA member at the \$25.00 rate, discussed earlier at the July, 2013 Board Meeting. Some discussion ensued and the Board decided to ask Dr. Gallagher to contact each Louisiana and Stephen F. Austin State College Deans or Department Heads offering horticulture courses, irrigation courses or related courses and offer the \$100.00 scholarships. Dr. Gallagher indicated that he would take care of it.

John then asked Severn to discuss the Profit & Loss statements and evaluations of the last three training classes. Severn stated that the revenues over expenses from the October 15, 2013 Annual Meeting recertification, November 6, 7, 2013 Basics Class and recertification training January 21, 2014 were \$7,847.32, \$2,170.94 and \$2,879.26, respectively. For a copy of the evaluations please contact Severn's office.

John asked Severn to discuss the Chronological Order of Education. Severn handed the Board the last page of the three page document and handed Wanda the complete list. This document was the complete list of LIA training from November 2007 to date.

John asked Severn to discuss the revised Articles of Incorporation & By-Laws. Severn handed each Board Member a revised copy of the Articles and By-Laws and stated that the Article of Incorporation have been amended April 7, 2008, October 5, 2011 and most recently October 15, 2013. The most recent charge for the amendment from the Secretary of State was \$75.00. Susan Webb, CPA also filed the amendment with the IRS on October 26, 2013. The By-Laws were adopted on April 7, 2008 and amended on October 2, 2012. Consequently, the copies handed to the Board were current and up to date.

John asked Severn to discuss Charlie Templet with Rain Dance Irrigation & Landscape owing \$100.00 for training received in October, 2013. Severn indicated that he had contacted him several times requesting payment and he received no response. The Board said to invoice him and he was invoiced on March 17, 2014.

John asked Severn to discuss letters sent to new Landscape Irrigation Contractors license holders requesting that they consider becoming LIA Members. Severn indicated that of the 63 letters sent last year, only one responded with a new Membership. The Board suggested calling or emailing the newly licensed individuals instead of sending a letter. Wes stated in order to get their phone numbers go to whitepage.com. On Monday, March 17, 2014 Ansel provided a list of new license holders and included their phone numbers. Thanks Ansel!

John moved on to New Business and for the following agenda items John asked Severn to respond. On October 14, 2013 Ansel requested Severn to sign and date the LDAF, LIA Continuing Education Provider Agreement. It was signed.

On January 23, 2014 Severn filled out the Secretary of State Annual Report and sent in the \$10.00 fee.

On February 17, 2014 Susan Webb, CPA electronically sent in LIA's Form 990-N E-filing for the 2013 income tax filing and on February 25, 2014 Severn mailed the Form 1096 to the IRS. He and Dr. Gallagher received their 2013 Form 1099-Misc paperwork for filing their personal 2013 income taxes.

On February 5, 2014 Severn received a request from the East Baton Rouge Master Gardeners requesting financial support for an upcoming southern region garden conference to be held in November, 2014 in Baton Rouge, LA. The Board responded by stating that since none of the Landscape Irrigation Contractors were Master Gardeners, it really wouldn't be in the best interest to the industry to donate and since there was no motion on the floor to proceed, the request died.

On January 29, 2014 Severn received an Action Alert from AmericanHort, the old ANLA and OFA before the merger, to contact Senators Landrieu and Vitter and Representative Fleming and encourage them to vote favorably for the passage of the Farm Bill. Severn did so and received a letter of acknowledgement from Rep. Fleming and an email response from Sen. Landrieu.

On February 14, 2014 Severn received an email from Craig Regelbrugge, Senior Vice President-Industry Advocacy & Research with AmericanHort, encouraging LIA to sign LIA on a U.S. Chamber all Industry immigration letter to The Honorable John Boehner, Speaker of the House, encouraging passage of immigration reform. Over 600 organizations signed onto the letter before it was sent to Mr. Boehner including LIA and there was no other organization from Louisiana to sign onto the letter.

There being no more business, Julie Broussard moved, seconded by Jack Hopper, to adjourn the meeting. Motion carried and the meeting ended at 9:42 P.M.

