To:          Louisiana Rice Research Board

From:    Kyle McCann, Staff

Congratulations on your appointment to the Louisiana Rice Research Board (Board).  The Law creating and governing the Board (LA R.S. 3:3541-3548) states its purpose “*is to promote the growth and development of the rice industry in Louisiana by expanded research of rice, thereby promoting the general welfare of the people of this state.*”

Currently an organizational meeting of the Board is being arranged for **September 24, 2018 at the LSU Rice Research Station in Crowley**.  The current plan is to have both this Board and the Louisiana Rice Promotion Board attend an **informal lunch mixer at around noon with the official business meeting starting at 1 pm**.  Hold this date open if at all possible.  After the details have been finalized a meeting notice and draft agenda will be emailed to you. The main purpose of the meeting is to organize the Board.  As required by law, “*The members of the board shall meet and organize immediately after their appointment and shall elect a chairman, vice chairman, and secretary-treasurer from the membership of the board, whose duties shall be those customarily exercised by such officers or specifically designated by the board.*” Other agenda items will include an update on legal issues, an overview of the operation of the Board, committees, finances, funding, ethics requirements and a review by LSU AgCenter personnel of current research projects.

Attached are items for your review (FY 18 Minutes, LA RS 3:3541-3548, Policy and Procedures) that will help explain how the Board operates.  Two meetings were held in FY 18 (10/31/2017 & 6/27/18), the funding meeting, held on 10/31/2017, will have the budget and research project funding list.

You may have received your Commission and Oath of Office form from the state.  You must take your Oath of Office before the business meeting.  I am also attaching an Oath of Office form just in case you have not received one yet.  We are making arrangements to have an authorized official at the meeting to administer the Oath of Office prior to the business meeting.

The newly appointed Board roster is attached.  Please review all your contact information for correctness and send any needed corrections back to [***CBastian@agcenter.lsu.edu***](mailto:CBastian@agcenter.lsu.edu).  The Board has traditionally emailed meeting notices and updates so please check that your information is correct.

As a member of the Louisiana Rice Research Board, you are a public official and required to annually complete ethics training and also fill out a Tier 2.1 financial disclosure form. Attached is a document that reviews these matters. Board members will be reminded of the requirements at the meetings and by emails throughout the year.

***Please respond by email to*** [***CBastian@agcenter.lsu.edu***](mailto:CBastian@agcenter.lsu.edu)***to confirm that you received this email.***

Thanks for your willingness to serve. Please contact me if you have any question.  My Contact information is listed below.