**Minutes for December 10th, 2014**

**LA CRAWFISH PROMOTION & RESEARCH BOARD**

**NOAA HABITATS AND COSTAL FISHERIES CENTER**

**700 CAJUNDOME BLVD.**

**LAFAYETTE, LA**

**Call to Order:**

Chairman Ralph Babin called the meeting to order at 1:00 P.M.

**Roll Call:**

**MEMBERS PRESENT** **MEMBERS ABSENT**

Ralph Babin Mike Bienvenu

Jody Meche Kip Lastraps

David Savoy Bill Pizzolato

Wylie Jewell Greg Faulk

Robert Buller

Greg Benhard

Wayne Romig

Chandra Scarber

**Declaration of a Quorum:**

 Chairman Babin declared the presence of a quorum with 8 members present and 4 members absent.

**Approval of Minutes:**

**MOTION BY**: David Savoy and seconded by Chandra Scarber to approve the minutes as presented for the meeting that took place on September 17, 2014. Motion Carried.

**Collections & Financial Report:**

Chairman Babin called on Ron Harrell to present the collections and financial reports. He reported to the Board the current condition of accounts.

**MOTION BY:** Jody Meche seconded by Robert Buller to except the financial report as presented. Motion Carried.

**Promotions & Research:**

Deana Vickry from the Louisiana Department of Agriculture & Forestry gave a presentation regarding the need for sponsorship of the *Louisiana Culinary Delight Cookbook.*

The Board discussed the request for the Board to sponsor the cookbook. The Board decided to fund the sponsorship of this cookbook and decided to put up $5,000.00. This sponsorship will include at least 10 recipes provided by the Board, a message from the Board and the Board’s logo on the back of the cookbook.

**MOTION BY:** Jody Meche and seconded Greg Benhard to fund the sponsorship of the *Louisiana Culinary Delight Cookbook* for $5,000.00. Motion Carried.

The Board next discussed the request for the Board to increase the amount of the Clear Channel Memphis Billboard Campaign. The increase amount requested is $3,050.00. The total amount of this campaign will go from $10,000.00 to $13,050.00.

**MOTION BY**: Greg Benhard and seconded by Chandra Scarber to accept the $3,050.00 increase for the Clear Channel Memphis Billboard Campaign. Motion Carried.

 **Administrative Officer’s Position:**

The Board discussed the position of Administrative Officer of the Board. Jessica Lange was discussed for this position. Her duties would include:

Meetings:

Attending all meetings, take minutes, prepare the agenda, provide all supporting documents needed, arrange meeting places chosen by the Board, confirm a quorum attendance prior to the meeting, have necessary infrastructure in place (water, coffee, agendas, seating, recording equipment, projectors), contracts and update website.

Records:

Maintain all records of the Board, annually make and provide an electronic copy of all the previous year’s records on a CD to give to the Board.

Legal:

Keep up to date on all laws, rules and regulations that pertain to the Board. Keep up on annual filings for disclosure reports for Ethics 2.1. Be prepared to address, research and advise the Board on necessary legal questions. Act as a last clearing point for contracts for the Board.

**Motion By:** Jody Meche and seconded by Chandra Scarber to amend the agenda in order to allow the Board to vote on the Administrative Officer’s position. Motion Carried.

**Motion By:** Greg Benhard and seconded by Wylie Jewell to hire Jessica Lange as the Administrative Officer’s position at a rate of $8,000.00 per year. Motion Carried.

**Director’s Position Discussion:**

Next, the Board discussed the position of the Director. Matt Jewell expressed his interest in this position and discussed with the Board his background, experience and plans to promote the Board.

Terri Bearb is also interested in the Director position and has been contacted and given the date, time and location of the next Board meeting.

The Board decided to give Terri Beard an opportunity to come and speak to the Board about her interest in the Director’s position.

**Board Business:**

The Board discussed the crawfish automated peeling machine contract with the University of Lafayette. The Board is requesting that Dr. Mark Zappi attend their next Board meeting to discuss the status of this contract. Jessica Lange agreed to contact Dr. Zappi and request his presence to attend the next Board meeting.

**No public comment:**

The date set for the next Board meeting is Wednesday, March 4th, 2015 at 1:00 P.M. at the Wetlands Center in Lafayette.

**MOTION BY:** Jody Meche and seconded by Chandra Scarber to adjourn the meeting. Motion Carried.