**LOUISIANA STATE BOARD OF ELECTROLYSIS EXAMINERS**

**MEETING MINUTES**

DATE AND TIME: Monday November 13, 2017, 7:30 AM

LOCATION: East Jefferson General Hospital 4200 Houma Blvd. Dreyfus Room 1 Metairie LA 70006

The meeting was called to order by Tonya Freeman at 7:41 AM

**Roll Call:**

Tonya Freeman, Chair

Julie Bennett, Treasurer

Nicole Rogers, Physician to the board

No public was present

**Reading of the Minutes:**

Minutes from 6/26/17 meeting were read. Ms. Bennett to make minor corrections, Ms. Freeman seconded, and all voted in favor.

**Treasurer’s Report:**

Ms. Bennett gave the most recent balance of $19,242.86. This reflects the last three rent checks of $325 x 3 months plus the cost of the Geek Squad to install the new software. Ms. Bennett would provide a copy of the treasurer’s report.

**Report from Board Members:**

Ms. Freeman reported that we have a new student from Deborah Walker’s school. She will be there for 1 year (part time because she lives on the other side of the state.) Ms. Freeman called her because she heard that her school was actually closed. She heard that this was being done as a favor to the applicant’s mother who is an electrologist.

Ms. Freeman also had to install new wifi because the installation of the new software was very slow and that Geek Squad said it was ‘no better than a dialup.” Ms. Freeman got a new wifi device which cost an unknown amount but will appear on our next bill. It will reduce our monthly cost to $50 from $40 (without taxes) and be much faster.

Ms. Freeman got a note from the person who handles OTM (ofc of telecommunications management) because they had been sending our bill to the wrong email address). Ms. Freeman said that they no longer send paper bills, ONLY email and she is in the process of setting that up. She anticipates that our phone bill has not been paid for 8-9 months and may cost close to $1000 in back charges. A woman in the OTM office (Laura Matherne) will go through the charges with Ms. Freeman step by step to be sure that no inappropriate charges are attached to the bill.

The computer came with 8 months of free antiviral and now we may have to purchase it.

 Ms. Freeman has been contacted several times by the mother of a woman who is trying to learn electrology. She tried to reach Deborah Walker but she was not answering. Cheryl Drago is close to retiring. Ms. Freeman would be willing to teach but cannot do so while she is on the board. She gets emails and calls 2-3x per month.

Dr. Rogers suggested sending a letter to all licensed electrologists in the state who have been doing it 5 years or longer to invite them to become an instructor. She also suggested doing a mass mailing to the dermatologists in the state reminding them that electrology is an excellent option for hair removal in cases that are not candidates for laser hair removal. Another option would be to mail letters to plastic surgeons. Ms. Freeman suggested that to keep their attention, make the first paragraph invite them to be on a list sent to increase awareness / marketing among dermatologists. Explaining that they need to be licensed and up to date on CEUs in order to be included on the list. Deadline for inclusion in letter would be end of December. Ms. Freeman suggested sending this letter together with license renewals which go out soon. Dr. Rogers suggested obtaining a list of dermatologists from the AAD and sending each of them a list of electrologists by parish. This would also be easier for dermatologists to read rather than sorting through the entire list for the state.

Dr. Rogers suggested we have two check boxes 1) Please check if you would like to be included in a list of licensed electrologist accepting new clients, and 2) if you would be interested in opening a school. They discussed updating the letterhead and planned to print in color.

**New Business:**

Ms. Freeman said she is having trouble entering the correct balance for Quicken. The old information was imported but it is apparently not correct. She is planning to call Quicken for tech support as she has in the past and does not anticipate any problems there. Our financial year runs from July 1st – June 30th. Ms. Freeman will bring travel reimbursement for this meeting to the next meeting in a handwritten format.

The next meeting date was tentatively set for February 19th 2018, May 14th 2018. Dr. Rogers will upload the approved minutes from the last meeting.

Meeting was recessed at 8:56 am.