

**LOUISIANA STATE BOARD OF ELECTROLYSIS EXAMINERS
MEETING MINUTES**

DATE AND TIME: Monday August 17, 2015, 8:00 AM

LOCATION: Louisiana Municipal Association Building, 700 North 10th Street, Baton Rouge, LA 70802

The meeting was called to order by Tonya Freeman at 8:17 AM

Roll Call:

Tonya Freeman, Chair

Julie Bennett, Treasurer

Nicole Rogers, Physician to the board

Angelique Freel, Attorney to the board- present

Public Input: None

Reading of the Minutes: Copies of the minutes were distributed prior to the meeting, and everyone was given a chance to review the minutes. Dr. Rogers moved to strike a line from the May minutes. There was a motion to accept the minutes as amended and all voted in favor.

Treasurer's Report:

Ms. Bennett reported that there was a deposit of \$900 for license renewals. There were four debits of \$604.04. The current balance is now \$20,574.10. Since then Ms. Freeman said there has been an additional deposit of \$900 for instructor and school license renewals. Ms. Freeman made a motion to accept the treasurer's report, which Dr. Rogers seconded and the board voted to accept it as is.

Report from Board Members:

Ms. Freeman said the printer has been acting up, and the fax line is also not working. She is going to investigate what the issue is as well as the cost of a new printer.

Ms. Freeman received another letter from an electrologist who is not practicing and wants a refund of last year's license fee. Ms. Freel stated that the board is not required to refund license fees for a year that has already passed.

Ms. Freeman provided copies of the record of enrollment form currently used by electrology schools. She suggested adding a weekly time sheet to find out how many hours the students are actually in classroom. This would be signed by the student and the instructor and submitted to the board every month. The board members were receptive to this idea and agreed it would be a good idea. However it was not on the agenda, so Ms. Bennet moved to amend the agenda vote on adding a weekly time sheet for students and teachers to sign. All voted in favor of amending the agenda. Ms. Freeman then moved to add a generic weekly time sheet. Dr. Rogers seconded this and all voted in favor.

Old Business. None

New Business:

Budget: 87 electrologists are expected to renew their licenses (at \$100), 5 instructors (at \$100), and two schools (at \$300). She estimated 5 late fees, with a total estimated inflow of \$9800. The estimated outflow was \$3600 for rent (\$300/mo), \$600 for internet (\$50/mo), \$1300 for telephone (varies), \$100 for supplies, \$1500 for travel, \$800 for attorney, \$800 for per diems, \$97 for insurance, \$210 for meeting room (estimated for 6 meetings at \$35/meeting). Ms. Freel suggested that if we are to hire a private investigator we should allow at least \$500 for his or her fees, as well as another \$500 for miscellaneous fees, such as replacing the printer. This way the estimated outflow will match inflow. There was a motion to accept the budget as amended and all voted in favor.

Ms. Freeman spoke with the private investigator provided by Dr. Rogers, and he provided his general fees but did not want to have to testify. Ms. Freel offered to provide names of people who already investigate for other boards. Dr. Rogers moved for the board to give Ms. Freeman the authority to sign a contract with a private investigator as drafted by Ms. Freel if the cost is less than \$500. This was seconded and all voted in favor.

The meeting was adjourned at 8:55am.

Next Meeting date:

-Monday, November 2nd, 2015 at 8:00 am to be held at the Louisiana Municipal Association Bldg