

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 25, 2012 1:00 PM LAKE CHARLES, LA

The Board of Directors of the Louisiana Clerks of Court Association met on the above date in Lake Charles, Louisiana.

The following members were present: President Lynn Jones, Tammy Foster, Diane Meaux Broussard, Carl Broussard, Jim Martin, David Dart, Rick Arceneaux, Mark Graffeo, Julian DuFreche, Vernon Rodrigue, Brian LeStage, Ann Johnson, Steve Andrews, Cliff Dressel, John Olivier and Darlene Landry.

Also present: Debbie Hudnall, Executive Director and Bill Hodge

The meeting was called to order by President Lynn Jones. David Dart gave the opening prayer and Carl Broussard led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion made by Tammy Foster, duly seconded by Carl Broussard, that the minutes of May 22nd and 29th, 2012 be approved as presented. MOTION CARRIED with no objections.

COMMENTS BY PRESIDENT

President Jones welcomed everyone to Lake Charles, his home parish. He said he thought this was the first time for Lake Charles to host a Board meeting.

Presidential quotes:

"A smart person learns from their mistakes, a wise person learns from the mistakes of others."

- Proverb

"Having a purpose but no plan of action is useless; having a plan of action, but no purpose is foolish."

- Daniel Wong

"Great minds discuss ideas; average minds discuss events; small minds discuss people."

- Eleanor Roosevelt

"Logic will get you from A to B; imagination will take you everywhere."

- Albert Einstein

"Even if you are on the right track, you will get run over if you just sit there"

- Will Rogers

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FINANCIAL REPORTS (reports on file in office)

Jim Martin presented the Financial Report of the Association for May and June 2012.

MAY 2012	Total Assets	\$	588,176
	Total Revenue		45,127
	Total Expenditures		44,803
	Net Income/Loss	\$	324
JUNE 2012	Total Assets	\$	566,805
	Total Revenue		45,374
	Total Expenditures		58,950
	Net Income/Loss	\$	(13,577)
Fiscal Year	Total Assets	\$	566,805
	Total Revenue		569,583
	Total Expenditures		560,715
	Net Income/Loss	\$	8,868

Motion made by Rick Arceneaux, duly seconded by Julian Dufreche, that the Financial Reports be received and, with no objections, **MOTION CARRIED.**

BOARD REPORTS

LACCRMA – Mark Graffeo reported that LACCRMA's next meeting is scheduled for August 9th at the Clerks' Institute. He stated that the Trust is doing fine financially. He informed the Board that Dan Condon, who has been managing LACCRMA, is leaving Hunt insurance with a number of employees going to work for the Florida Sheriff's Association. The Sheriff's Association decided to move their insurance program in-house and had asked Dan to come to work for them. He stated that Hunt assures him there will not be any drop off in service to LACCRMA.

RETIREMENT AND RELIEF FUND - President Jones reported that the Retirement Board had met earlier that morning and the Fund Balance as of June 30, 2012 was \$388,843,373 with a rate of return of approximately 1.87% for the fiscal year. He informed the Board that it continues to be a volatile market; although it has moderated some, it continues to remain unsettled. Summit, along with the Board, will continue to monitor a couple of the managers who have not performed as well as expected. President Jones also reported that Gary Curran, our actuary, recommended that the Board reduce the 8% required rate of return to 7.75% because an 8% return is not realistic in today's market. Although this will increase the employer contribution,

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Gary felt that it was the prudent thing for the Board to do. Additionally, because of the Fund's experience rate and with the 5 year smoothing, Lynn advised the Board that the employer contribution rate could possibly go up to about 20.5% July 2013. David Dart asked if the Retirement Board had looked further into retaining the employee portion of the contribution in the retirement system if the employee terminated prior to being vested and the contribution had been paid by the employer. Debbie stated that could still be something the Retirement Board considers, but that it would have some ramifications to the members.

SUPPLEMENTAL COMPENSATION BOARD - Jim Martin reported the total receipts for the fiscal year was \$1,379,322 with total disbursements of \$1,349,645 with net income of \$29,677. He stated that the 3 month reduction had basically balanced the fund. Jim reminded the Clerks that the \$100 increase would go back into affect for July. Debbie also reported that the revenue received for July was sufficient to pay all expenditures for July.

COMMITTEE REPORTS

2013 CONVENTION REPORT - Debbie Hudnall reported on behalf of Tom Sullivan that the 2013 Conference will be held the week of April 15, 2013 at the Capitol Hilton in Baton Rouge. She said that Tom had asked her to tell the clerks that because of the uncertainty of the economy – he didn't know how many clerks would attend; he had reduced the number of rooms blocked so there would be no attrition penalties. He encouraged everyone to make their reservations as early as possible or they may have to stay at another hotel.

EDUCATION COMMITTEE – Debbie, for Chairman Tom Sullivan, reported that the next Institute would be held August 7-10, 2012 at the Paragon and the February Institute will be held in Lafayette. She reported that 165 people had registered and she reminded everyone that she would be giving the 2012 Legislative update.

BUILDING COMMITTEE - Debbie stated that she is trying to keep everyone up to date on the progress of the building on the Clerks' only website. She said the appraisal had been completed and came back \$7000 less than the agreed upon price. Dr. Couvillion had agreed to accept the price of the appraised value. She stated that the President had appointed the Building Committee and the Finance Committee. Debbie had met with the architect that is developing the Business Park for Dr. Couvillion and the Building Committee recommended that it would be to the Clerks' advantage to use the same architect. Debbie said the architect is Scott Ritter with Ritter Maher Architects who specializes in office parks. She said that the architect's contract and Condominium documents had been sent to the attorney for review. She stated that the Retirement Board had authorized Mark Graffeo or Lynn Jones to sign all of the documents necessary to purchase the land and construct the building on behalf of the Retirement Board. She said that the Association Board needed to pass a resolution authorizing someone to sign the Assignment of Agreement to Purchase & Sell from the Association to the Retirement Board. Julian Dufreche moved that Debbie Hudnall be authorized to sign the Assignment of Agreement to Purchase & Sell from the Association to the Retirement Fund on behalf of the Association. Motion seconded by Cliff Dressel. **MOTION CARRIED.**

STRATEGIC PLANNING COMMITTEE

President Lynn Jones reported that the Strategic Planning Committee met June 12 – 14 in Zwolle, La. Those in attendance were: Lynn Jones, Tammy Foster, Diane Meaux Broussard, Carl Broussard, Holli Vining, Rick Arceneaux, David Dart and Debbie Hudnall. He thanked Tammy for hosting the group in Sabine Parish. President Jones shared a power point outlining the topics of discussion. The session involved a tremendous amount of discussion about technology including the possibility the Louisiana Integrated Software Access that could be owned and controlled by the Louisiana Clerks of Court. Included in this system could possibly be new revenues involving Medical Receivables. It was further discussed how this system could possibly be integrated with other parish and state offices. The Committee continued the discussion from the previous year of the development of a Best Practices manual for each aspect of the Clerks' offices beginning with Recording. It was discussed how each District Representative would solicit any manuals from the Clerks in their district and each district would submit the manual in which they felt best met the needs of the Clerks to be submitted to the Association. Other topics of discussion were to continue to strive for as much uniformity as possible in the Clerks' offices; online access; new sources of funding; conferences not being held during Legislative session; activating committees; information clearing house, and funding the Scholarship program. Diane Broussard said she would be contacting the Clerks in that regard.

The Strategic Planning Committee also discussed the contract of the lobbyist, Joe Wood Berry that was up for renewal. President Jones discussed the pros and cons of renewing the contract with Joe Wood Berry and her assistant, Arwin Bascle. After much discussion, Cliff Dressel moved that the contract with Joe Wood Berry as lobbyist be renewed for two years at the same price. The motion was seconded by Carl Broussard. **MOTION CARRIED.**

President Jones thanked the Committee for their participation, hard work and the tremendous amount of input.

Carl Broussard moved that the report of the Strategic Plan be accepted. The motion was seconded by Diane Meaux Broussard. **MOTION CARRIED.**

REPORT OF EXECUTIVE DIRECTOR

2012 LEGISLATION - Debbie reported that a list of 2012 Acts that affect Clerks' offices was in their Board book. She said she would be discussing them at the Clerks' Institute. She informed the Board that some of the bills had already gone into affect and that the rest would be going into affect on August 1st.

Debbie said she had received thank you notes for the Scholarships that were awarded from Ebony Morris (Dale Atkins' niece); Annie Perret (daughter of Mr. & Mrs. Louis Perret); and a note from Louis Perret.

DISTRICT REPORTS

District One – Julian Dufreche said their district had not met since the last Board meeting, but would meet in the near future.

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District 3 - Brian Lestage said their district had discussed the issue of the recordings of the Sovereign Citizens who were filing fictitious documents. He said the State Police wanted the Clerks to be on the lookout for these types of documents. Debbie informed the Board that Legislation had just been passed to make it a criminal offense to file false liens against law enforcement or Court officials.

District 4 - Jim Martin said they had discussed how the Clerks should have an increase in birth certificate business because 8 of their district offices would be closing October 1st because of budget cuts.

District 7 - Steve Andrews asked for an update on the MERS' litigation. Debbie gave a brief update.

The remaining districts had no items to report.


ADJOURNMENT

There being no other business, Cliff Dressel made a motion to adjourn the meeting. Mark Graffeo seconded. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED:


DEBBIE D. HUDNALL
EXECUTIVE DIRECTOR

APPROVED:


LYNN JONES, PRESIDENT
BOARD OF DIRECTORS