

## **APPROVED MINUTES**

LOUISIANA CLERKS OF COURT ASSOCIATION  
BOARD OF DIRECTORS MEETING  
TUESDAY, MAY 22, 2012  
1:00 PM  
BATON ROUGE, LA

The Board of Directors of the Louisiana Clerks of Court Association met on the above date at Renaissance Hotel in Baton Rouge, Louisiana.

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

Also present: Debbie Hudnall, Executive Director, Tom Sullivan, Eliana DeFrancesch, Malise Prieto, Bud Bergeron and Michelle Cunningham.

The meeting was called to order by President Lynn Jones. Holli Vining gave the opening prayer and Vernon Rodrigue led the Pledge of Allegiance.

### **OATH OF OFFICE**

President Lynn Jones administered the Oath of Office to Jim Martin, Treasurer, and John Olivier, 9<sup>th</sup> District Member.

### **APPROVAL OF MINUTES**

Motion made by Cliff Dressel, duly seconded by Tammy Foster, that the minutes of March 6, 2012 be approved as presented. MOTION CARRIED with no objections.

### **COMMENTS BY PRESIDENT**

President Jones indicated that during his term as President, he would like to lead off each meeting with a quote and delivered the following:

"Striving for excellence motivates you; striving for perfection demoralizes you."  
– Harriett Braiker

He then welcomed the new members and led a round of applause for Past President Mark Graffeo after thanking him for doing an excellent job during his term as President.

He commended Cindy Johnston, commenting that she arranged a wonderful, well-attended convention and a good time was had by all. The Board concurred. President Jones also stated that his District Attorney, John DeRosier, who swore in the incoming officers at the Clerks Convention, commented to him how lucky he was to be working with such a great group of people in the Clerk's Association.

**FINANCIAL REPORTS** (reports on file in office)

Jim Martin presented the Financial Report of the Association. The balance sheet ending April 30, 2012 indicates Total Current Assets of \$574,788 and Net Income of \$22,121. The Income Statement was then presented for the 10 months ending April 30, 2012 which reflected Total Revenues of \$479,082 and Total Expenses of \$456,961 for a Net Income of \$22,121. Jim reported that the budget is still faring well after the reduction in dues and that the Association was maintaining a good cash reserve.

Motion made by Tammy Foster, duly seconded by Cliff Dressel, that the Financial Reports be received and, with no objections, MOTION CARRIED.

**COMMITTEE REPORTS**

**SITE SELECTION COMMITTEE** - President Jones indicated that the Retirement Board voted today to proceed with the purchase agreement option on the selected pad site. Debbie then read the motion approved by the Retirement Board, "Motion was made that the Retirement Board report to the Association and Insurance Boards that after consideration from actuaries and auditors that we move forward with the site to build in accordance with those recommendations and that the property and building be owned by the Retirement Board. Motion is subject to the approval of the Association and Insurance Boards and their agreements to assign the purchase agreement to the Retirement Board."

Michelle Cunningham reviewed cost comparisons of a new Association building in a "Rent Vs. Build" handout. She also indicated that it would be best financially to put the building in the Retirement System's name.

Debbie indicated that there has not been an appraisal done on the current building but that 2 other comparable condos in the area had been on the market for 1 year at a price of \$65,000 each or each for rent at a price of \$600 per month.

Tom Sullivan, Site Selection Committee Chairman, gave a detailed report on the criteria used to select the recommended site and provided the Board with a diagram showing the parking and building placement on the site.

Debbie then explained the timelines set out in the purchase agreement. Board approval must be obtained by June 1, 2012. Architectural plans must be submitted by July 29, 2012. The purchaser may abandon the purchase agreement at any time, for any reason, during the contingency period, which ends August 31, 2012. An Act of Sale will be completed by September 15, 2012 and construction is required to begin by June 15, 2013.

After a lengthy discussion, numerous Board members expressed a desire to take information received in today's meeting back to their Districts before any action is taken.

John Olivier made a Motion to defer any action by the Board until May 29<sup>th</sup> when a meeting will be held by conference call. Motion seconded by Carl Broussard. There were 15 votes in favor, 3 against. MOTION CARRIED.

**2013 CONVENTION REPORT -** Tom Sullivan reported that he is currently working on plans for the Convention to be held the week of April 15, 2013 at the Capitol Hilton in Baton Rouge. He indicated that it would be in a shortened format beginning with the kick off on Tuesday night and ending with a Jazz brunch and swearing in on Thursday morning.

**EDUCATION COMMITTEE –** Tom Sullivan, Chairman, reported that the next Institute would be held August 7-10, 2012 at the Paragon and the February Institute will be held in Lafayette.

**2012 CONVENTION REPORT –** Cindy Johnston made the financial report for the 2012 Convention. Her report indicated Total Income of \$82,750 and Total Expenses of \$77,568 for a Net Income of \$5,181.

### **BOARD REPORTS**

**LACCRMA –** Mark Graffeo reported that LACCRMA had no new report at this time. The Board's next meeting is scheduled for July.

**RETIREMENT AND RELIEF FUND -** President Jones presented the report from the Retirement Board meeting held May 21, 2012. He indicated that investors expect continued volatility in the market.

The Retirement Board heard from Jessica Portis, of Summit Strategies, who reported the Fund balance as of April 30, 2012 was \$399,217,211 which is a marked improvement over the last few years, however, returns have not been good for the current month to date with the past week being the worst week of the year. She mentioned that it is a Presidential election year, which is traditionally good for the market, but that is not anticipated this year.

The Board also heard the report of Gary Curran of G.S. Curran and Associates who concurred with those projections. The desired rate of return for the current year is 8%, but at the end of April our return was 4%.

Debbie stated that the Retirement Fund had a balance of \$38 million at the end of 1988.

**SUPPLEMENTAL COMPENSATION BOARD -** Jim Martin reported that the 3 month reduction in pay had helped to restore the fund, which was \$8000 ahead at the end of April and an additional \$4600 ahead for the month of May. He indicated that the Fund would be in better shape for the fiscal year return to the \$1750 supplemental pay.

REPORT OF EXECUTIVE DIRECTOR

AUDIT PROPOSAL - Debbie Hudnall presented an audit proposal from Duplantier, Hrapmann, Hogan & Maher for the period ending June 30, 2012. The proposal indicated that their fee would be \$5,200.

Motion made by Jim Martin to accept the audit proposal, seconded by Tammy Foster.  
MOTION CARRIED.

2012 LEGISLATION - Debbie reported that there were many bills passed this session that would affect the Clerks in some way. She urged everyone to attend the Clerks Institute in August for a complete legislative update.

DISTRICT REPORTS

DISTRICT FOUR - Cindy Johnston wanted to make the Board aware that the Louisiana Law Enforcement Commission had contacted several Clerks with a request for Juvenile statistical information and they indicated that it would eventually be requested from Clerks statewide.

The remaining districts had no items to report.


ADJOURNMENT

There being no other business, Tammy Foster made a motion to adjourn the meeting. Mark Graffeo seconded. MOTION CARRIED.

RESPECTFULLY SUBMITTED:

  
HOLLI VINING, SECRETARY  
BOARD OF DIRECTORS

APPROVED:

  
LYNN JONES, PRESIDENT  
BOARD OF DIRECTORS