

**LOUISIANA CLERKS OF COURT ASSOCIATION  
BOARD OF DIRECTORS  
TUESDAY, DECEMBER 2, 2008  
VIDALIA, LOUISIANA**

The Louisiana Clerks of Court Association Board of Directors met on the above date with the following members present: Robby Barousse, Louie Bernard, Mark Graffeo, Linda Cook, Bill Hodge, Lynn Jones, Louis Perret, Jim Martin, Dot Lundin, Diane Broussard, Pat Gladney, Carol Jones, Lanell Landry, ElRay Lemoine, Bubbie Dupont and Tom Sullivan. Also present: Debbie Hudnall, Executive Director and Randy Zinna, Attorney. Guest present: Brian Lestage, Clyde Webber and Malise Prieto. Members absent were: Michael Thibodeaux, Edmond Kinler and Christine Crow.

The invocation was given by Diane Broussard and Carol Jones led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Louie Bernard made a motion to approve the minutes of the last regular meeting of July 29, 2008, as presented. The motion was seconded by Tom Sullivan.

**Motion Carried.**

**COMMENTS BY PRESIDENT**

Robby Barousse, 1<sup>st</sup> Vice President, informed the Board that President Michael Thibodeaux has been called away because of a medical emergency for his grandson and asked that everyone keep them in their prayers.

**FINANCIAL REPORT (Report on File in office)**

Bill Hodge reported that as of July 31, 2008, the fund balance was \$383,546; August 31, 2008, fund balance was \$403,766; September 30, 2008, fund balance was \$388,423; and October 31, 2008, fund balance was \$388,596. The year to date income for the four months ending October 31<sup>st</sup> was \$182,580 with total expenses of \$148,854 for total net revenue of \$33,726. Louie Bernard moved that the financial reports be received. Motion seconded by Tom Sullivan. **Motion carried.**

Treasurer Bill Hodge then gave the financial report of the La Clerks Legal Fund. The fund balance as of July 31, 2008, was \$135,696; August 31, 2008, fund balance was \$236,657; September 30, 2008, fund balance was \$435,238 and October 31, 2008, fund balance was \$384,358.74. Motion to receive report was made by Louie Bernard and seconded by Lynn Jones.

**Motion carried**

**Louisiana Clerks of Court  
Board of Directors Meeting, December 2, 2008  
Page 2**

**AUDIT REPORT (Report on file in office)**

Michelle Cunningham, with Duplantier, Hrapmann, Hogan & Maher gave the audit report for the year ending June 30, 2008. She reported that the fund received the highest and cleanest opinion you can receive. Michelle reviewed a few of the financial highlights. The Balance Sheet reflects that in 2007 total assets were \$459,289 and in 2008 total assets were \$607,614. Liabilities went from \$202,780 to \$340,172 and the reason is that there were \$147,000 dues prior to June 30, but were for the next fiscal year. Total net assets went from \$256,509 to \$267,442. Statement of Activities went from \$368,762 to \$451,470 and the expenses went from \$364,710 to \$441,233 and a net assets increase of \$10,933. Michelle informed the Board that Duplantier cannot prepare the Financial Statements anymore without issuing the report with a finding. She suggested that the Board make the decision whether Duplantier continue preparing the financial statements. She also reported that Convention receipts and expenses need to have some other form of accounting of money received and disbursed. Additional controls need to be put into place to make sure that the money is accounted for and reported correctly. Michelle also recommended that a formal capitalization policy be adopted by the Board and she further recommended that the previously restricted items of building fund and education funds be undesignated. She also recommended that all Board minutes be signed by the Secretary.

Motion made Jim Martin to accept the Audit reports and seconded by Tom Sullivan.  
**Motion carried.**

Motion made by Jim Martin for Duplantier to continue preparing the financial reports because it is not cost effective to hire someone to do the financial report and the foot notes. Motion seconded by Lanell Landry. **Motion carried.**

Bill Hodge moved that anything purchased below \$500.00 not be capitalized. Motion seconded by Lynn Jones. **Motion carried.**

Motion made by Jim Martin to un-designate all previously designated funds. Motion seconded by Bill Hodge. **Motion carried.**

**ATTORNEY REPORT**

Randy Zinna gave an update on the status of the fee litigation. A general discussion then followed.

**BOARD REPORTS**

**Insurance Board**

Robbie Barousse, 1<sup>st</sup> Vice President, reported on behalf of President Michael Thibodeaux that the Health Insurance Program now has a total of 1712 enrollees. He also gave an update on the settlement with Jefferson Parish Clerk's office.

**Louisiana Clerks of Court  
Board of Directors Meeting, December 2, 2008  
Page 3**

**Retirement Board**

Robbie Barousse, 1<sup>st</sup> Vice President, also reported on behalf of President Michael Thibodeaux that the stock market had seen the fourth largest drop in history. He reported that the Board of Trustees had voted to transfer all of the investments from Cap Guardian to QMA. The Retirement Board heard investment reports from three current money managers and interviewed two new International Small Cap Equity money managers. The Trustees voted to divide the allocated funds 60% to Modrian and 40% to William Blair & Company. The Trustees additionally voted to ask for redemption of one-half of the funds in real estate investments from ING Clarion. Debbie Hudnall informed the Board that the Board of Trustees had approved allowing new Retirement handbooks to be printed and that Gary Curran would prepare the books for printing at a cost of \$3600.00, but does not include costs of printing.

**Supplement Compensation (On file in office)**

Michelle Cunningham, with Duplantier, Hrapmann, Hogan & Maher gave the audit report for the year ending June 30, 2008. She reported that the fund received the highest and cleanest opinion you can receive. She reported total assets as of June 30, 2008, of \$153,150. There were total revenues of \$1,237,700 with total expenditures of \$1,290,756 with expenses exceeding revenues by \$53,056. Motion to accept the report made by Mark Graffeo and seconded by Lanell Landry. **Motion carried.**

**COMMITTEE REPORTS**

**Education Committee**

Bill Hodge reported the Education Committee met in Baton Rouge and were planning to have the Institute February 3 – 6 at the Paragon in Marksville, LA. The actual receipts of August 2008, left a profit of \$837.69, but the committee feels it is due to the decrease number of participants and are hopeful that February they would have more participation.

**Convention Committees**

**2008 Convention Report** - Louis Perret presented a check in the amount of \$11,089.25 which was a profit for the convention.

**2009 Convention Report** – Tom Sullivan reported that everything was going well registration packets would be going out in January. He reported there would be a Clerks' Only meeting on Monday afternoon and that new officers would be sworn in on Thursday night because there would be no meetings on Friday morning.

**REPORT OF EXECUTIVE DIRECTOR**

Debbie Hudnall reported everything was going fine at the office and reported that she had received a thank you note to the Association from Mathew Foster who was a scholarship recipient.

**Louisiana Clerks of Court  
Board of Directors Meeting, December 2, 2008  
Page 4**

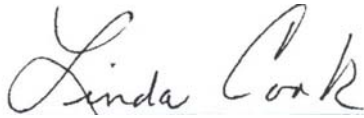
Clyde Ray Webber asked the Board to support having the 2011 convention in Vidalia. Motion made that the Board recommend to the Association that the Convention be held in Vidalia in 2011. Motion made by Louis Perret and seconded by Diane Broussard. Motion Carried.

**FOR YOU INFORMATION:**

The next Board Meeting will be held in New Iberia March 4, 2009.

**ADJOURNMENT**

Lynn Jones moved to adjourn the meeting. It was seconded by Jim Martin.  
**Motion carried.**



---

LINDA COOK  
SECRETARY

---

MICHAEL THIBODEAUX  
PRESIDENT