

**LOUISIANA BOARD OF PROFESSIONAL GEOSCIENTISTS**

5802 Highland Road, Baton Rouge, Louisiana 70808

**REGULAR MEETING OF LBOPG**

Tuesday, October 1, 2013

9:00 A.M.

Louisiana Department of Justice

1885 North Third Street

Livingston Building

Sixth Floor Main Conference Room

Baton Rouge, Louisiana 70802

**DRAFT MINUTES OF THE MEETING**

1. Called to Order at 9:02 A.M.
2. Present: M. B. Kumar, John Johnston, Daisy Pate, Kelli Hardesty, and Bill Finley
3. Approval of Minutes of the last Meeting – Approved (JJ moved; BF secd.)
4. Committee Reports: MBK introduced David Tatman who would make his proposal to help the Bd. Manage its affairs. Kelli and Daisy reported on the progress made on the website (lbopg.org); the application forms were not yet placed on the website. Discussions were held the qualifications of the three references to verify the good moral character and competence of the applicants; it was agreed to consider the matter on a case by case basis.
5. Comments from Legal Counsel: Ms. Graham clarified that the two employees (Principal and Assistant) to be hired by the Bd. will not be subject to the Civil Service Rules, although their employment will be reported to the Civil Service. No bidding needed for their hiring.
6. Receipt of Board Member Applications: Five Bd. Members submitted their P.G. License Applications and \$200 fees were received by Kelli who provided receipts to them.
7. Discussion of Provision of Clerical Services and Office Space: David Tatman verbally presented his proposal to provide the professional service in the financial management and licensure data management for the Bd. He highlighted the professional experience his company has in handling similar activities of other Boards since 1997. He can render the needed service to our Board at \$65/hr. It was decided to hire him (JJ moved; BF secd.)

8. Any Other Business: The sum of \$1000 collected as the licensure fees had to be deposited in a bank within 72 hours as mandated by law. This underscored the need to open a bank account today, if possible. It was decided to designate two signatories, namely, Chairman and Secretary-Treasurer to issue bank checks in the amount exceeding \$1000 (JJ moved; BF secd.). Later, John Johnston was designated as an additional signatory (BF moved; JJ secd.) who will sign the check if Chairman or Secretary-Treasurer is not available for signature. It was decided to officialize licensee's seal that will have the licensee's name around the upper part of a circle, containing the outline of the Louisiana State with hammers at cross, and the Board's name along the lower part of the circle with the license number imprinted within the circle.

9. Discussion of Future Meetings and Travel: The next meeting dates are October 11, and October 28. MBK has arranged to depart on October 28 (afternoon) for Knoxville to attend the ASBOG Annual Meeting

10. Adjourned (JJ moved; BF secd.) at 12:15 P.M.