

**Minutes of the Meeting of the
Louisiana Board of Examiners in Dietetics and Nutrition**

May 20, 2015

Attending:

**Martina Musmeci Salles, MPH, RDN, LDN, FAND, Chairperson
Clare Miller, MS, RD, LDN, Board Member/Board Liaison
Jeanine Songy Latham, MPH, RD, LDN, Board Member
Howard Wetsman, MD, Medical Advisor**

Absent:

**Lori Roy, MS, RD, LDN, Vice Chairperson
Terry Compton, APRN, RN, MS, CDE, Secretary-Treasurer
Margaret Jones, RD, LDN, Board Member**

Martina Musmeci Salles called the meeting to order at 8:07 a.m. in the Conference Room of the Board office located at 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Jolie Jones, Executive Director, was present for the entire meeting.

PUBLIC COMMENTS:

No one was present at the meeting to provide public comments.

AGENDA:

Motion was made by Clare Miller, seconded by Howard Wetsman and unanimously carried, to approve the agenda as presented.

FINANCIAL:

a. Proposed Budget FY 2015-2016

Motion was made by Howard Wetsman, seconded by Clare Miller and unanimously carried to approve the Budget for the fiscal year 2015-2016 as amended.

Revenues		
License Fees - LDNs	80 x \$90	\$ 7,200.00
License Fees - PL-LDNs	7 x \$95	\$ 665.00
Upgrade Fees	7 x \$45	\$ 315.00
Renewal Fees - LDNs	1230 x \$60	\$ 73,800.00
Renewal Fees - PL-LDNs	7 x \$30	\$ 210.00
Restitution		\$ 1,000.00
Interest (Checking)		\$ 200.00
Miscellaneous		\$ 700.00
Total		\$ 84,090.00
Total Revenues		\$ 84,090.00

Other Assets		
Cash in Checking		\$ 163,500.00
Total		\$ 163,500.00
Total Other Assets		\$ 163,500.00
TOTAL AVAILABLE FUNDS		\$ 247,590.00
Salaries		
Executive Director (25%)		\$ 14,500.00
Administrative Specialist - PT		\$ 12,000.00
Total		\$ 26,500.00
Related Employee Benefits		
Retirement (37% ER contribution for 25% ED)		\$ 5,400.00
Medicare for 25% ED (1.45%)		\$ 225.00
Social Security (6.2%) & Medicare (1.45%) for Admin		\$ 1,000.00
Health Insurance (25% Exec Director)		\$ 2,600.00
OPEB		\$ 6,000.00
Total		\$ 15,225.00
Total Salaries & Benefits		\$ 41,725.00
Expenses/Travel		
Administrative (in-state mileage)		\$ 500.00
Administrative (in-state other)		\$ 300.00
Board (in-state mileage)		\$ 3,000.00
Board (in-state other)		\$ 1,800.00
Board (out-state other)		\$ 500.00
Conference Registration		\$ 1,000.00
Total		\$ 7,100.00
Meeting Expenses		
Hotel, Food, etc.		\$ 1,500.00
Total Travel & Meeting Expenses		\$ 8,600.00

Expenses/Operating		
Rent		\$ 7,500.00
Printing		\$ 2,000.00
Postage & Delivery		\$ 5,000.00
Dues & Subscriptions		\$ 100.00
Maintenance		\$ 500.00
Insurance		\$ 500.00
Bank Charges/Credit Card Fees		\$ 4,500.00
Telephone/Internet		\$ 600.00
Equipment Rental		\$ 1,000.00
Miscellaneous		\$ 800.00
Moving		\$ 5,000.00
Office Supplies		\$ 2,000.00
Computer - Software/Database		\$ 40,500.00
Total		\$ 70,000.00
Total Operating Expenses		\$ 70,000.00
Professional Services		
Accounting		\$ 2,100.00
Auditor		\$ 1,000.00
Calligrapher		\$ 500.00
Computer - IT Consultants		\$ 5,000.00
Legal Counsel		\$ 12,000.00
Other Consultants		\$ 5,000.00
Payroll Services		-
Investigators		\$ 2,500.00
Scanning		\$ 15,000.00
Total		\$ 43,100.00
Total Professional Services		\$ 43,100.00
Acquisitions/Equipment		
Computer Equipment		\$ 2,000.00
Office Equipment		\$ 2,000.00
Total		\$ 4,000.00
Total Acquisitions/Equipment		\$ 4,000.00
Total Expenditures		\$ 167,425.00

Total Revenue over Expenditures		\$ (83,335.00)
Total Available Funds over Expenditures		\$ 80,165.00

*2015/2016 budget was raised as the Board's database system is out of date. Soon to be non-functional and needs to be replaced. In addition, records will need to scanned.

Motion was made by Howard Wetsman, seconded by Clare Miller and unanimously carried, to adjourn the meeting at 8:42 a.m.

Martina Musmeci Salles
 MPH, RDN, LDN, FAND

Martina Musmeci Salles, MPH, RDN,
 LDN, FAND
 Chairperson

Terry Compton

Terry Compton, APRN, RN, MS, CDE
 Secretary-Treasurer