# Louisiana Board of Massage Therapy

# Meeting Minutes

June 1, 2012

1. Call to order

**Tina Elwood** called to order the regular meeting of the **Louisiana Board of Massage Therapy** at **10:00 am** on **6-1-2012** in **Baton Rouge**.

1. Roll call

Tina Elwood conducted a roll call. The following persons were present:

* Dr. Tim Hobbs –Vice Chair
* Francis Johnson-Secretary
* Suzanne Scwhing -CIO
* Mary Donker Syvertsen- Member
* Tina Elwood-Chair
* Donna Laseter- Member
* And guests
* Faith Miller – Treasurer - Absent

Chairperson, Tina Elwood, ask for a motion to amend the agenda. Suzanne Schwing made the motion to amend the agenda to include Website Discussion (Old Business) and Federation State Board CEU Proposal (New Business). It was seconded by Tim Hobbs and all approved.

Mary Donker Syvertsen motioned to approve 3-14-2012 minutes as written

Donna Laseter 2nd the motion

All approved

Mary Donker Syvertsen motioned to go into executive session @10:03 am

Tim Hobbs 2nd

All approved

Mary Donker Syvertsen motioned to come out of executive session

Donna Laseter 2nd

All approved

Donna Laseter motioned to take a 5 minute break

The motion was 2nd by Suzanne Schwing

All approved

Regular session resumed at 11:14 a.m.

Suzanne Schwing motioned to approve massage therapy application to test for Colonel Pete Adams

Mary Donker Syvertsen seconded the motion

All approved

Suzanne Schwing motioned to approve massage therapy application to test for Jimmy Crosby

Mary Donker Syvertsen seconded the motion

All approved

Suzanne Schwing motioned to approve massage therapy application to test for Chanelle Lorman

Mary Donker Syvertsen seconded the motion

All approved

Suzanne Schwing motioned to approve $5,000 increase annual for Kathy Farris effective 7/1/2012

Mary Donker Syvertsen seconded that motion

All approved

1. Treasure report: Tina Elwood

As of 4-30-12

**Net assets reflected………………….…………...…..$363,719.29**

1. Executive Director Report: Rhonda McManus

99 applicants attended testing in the first quarter

94 licensed within the 45 days

Inspections were made in Vermillion and Washington Parishes; Results pending.

4 complaints in the first quarter. All have been addressed.

Resume interviewing for Administration position after 6-4-12

Thanks to temp personnel and staff for their assistance and dedication.

1. Old Business
2. Relocation of Office: With guidance from the office of Facility Planning and Control, the services of Beau Box Realty have been enlisted to assist in locating office space. Following guidelines set forth by the state, we are not eligible to lease from the state because we are self-funded. We are required to have a full service lease which consists of the monthly lease payment to include electricity, water, gas, sewer, lawn care, trash pick-up and disposal, janitorial services, including rest room and custodial supplies and pest control services. Due to pricing, we were advised to stay away from the Downtown and Bluebonnet areas. 12 properties have been viewed of which 3 are to be selected to submit to Facility Planning for approval. The 3 of interest are located a mile or less South of Interstate 12. Realtor is acquiring proposals on these properties to submit to Facility Planning with the RL 2(A) form. To complete the form the Board will need to vote on who will be the person to enter into a lease for the agency.

Properties: 2 on O’Neal Lane about ½ mile south of I-12 (2645 O’Neal Lane) 1 on S. Harrell’s Ferry Road off Millerville about a mile south of I-12 (14635 S. Harrell’s Ferry Rd.)

Pricing estimate is $16 & $17 per square foot making the monthly cost around $2,630 - $3,600.00. The realtor is working on getting the proposals with pricing.

Suzanne Schwing motioned to approve Rhonda to fill out the RL2(A) form to submit to the state for approval

Donna Laseter seconded the motion

All approved

Suzanne Schwing motioned to authorize chairperson of the Board to sign lease with board approval

Donna Laseter seconded the motion

All approved

Mary Donker motioned to authorize Rhonda to conduct necessary business pertaining to the move

Dr. Tim Hobbs seconded the motion

All approved

1. Rules & Regulations:

Tim Hobbs motioned to disband the committee

Donna Laseter seconded that motion

3 opposed 2 in favor - not approved

Tina Elwood appointed herself the as interim Chairperson for committee

1. Website Discussion:

No motions made

Mary Donker motioned to take a 30 minute lunch

Suzanne Schwing seconded the motion

All approved

Board called back to meeting at 1:18 pm

Suzanne Schwing has left the meeting

1. New Business
2. Contracts

Mary Donker Syvertsen motioned to go into executive session

Donna Laseter seconded the motion

All approved

Mary Donker Syvertsen motioned and Tim Hobbs seconded the motion to close Executive Session

All approved

Mary Donker Syvertsen motioned to approve Doug Allen, Anemos Group (Research & Development) Contract

Tim Hobbs seconded the motion

All approved

Tim Hobbs motioned to approve John C. Miller (Attorney) Contract

Mary Donker Syvertsen seconded the motion

All approved

Mary Donker Syvertsen motioned to approve Charles William Belsom (Attorney) Contract

Donna Laseter seconded the motion

All approved

Donna Laseter motioned to approve Mary Sue Stages (C.P.A.) contract

Francis Johnson seconded the motion

All approved

Donna Laseter motioned to approve JLH Networking (Computer Service/Maintenance) contract

Mary Donker Syvertsen seconded the motion

All approved

Dr. Tim Hobbs motioned to renew Advanced Investigative Technologies Contract

Donna Laseter seconded the motion

All approved

1. Budget: Mary Sue Stages - Absent

Budget 2012 - 2013 Presentation Tabled

Dr. Tim Hobbs motioned to move $8,000 from Professional Services to Board Expenses for 2011-2012 Budget

Mary Donker Syvertsen seconded the motion

All approved

Rhonda McManus stated that the agency was out of compliance with submission of the budget. Mary Sue Stages has the budget prepared and was to be here to present today. The state did not send out packages this year; however, this will be addressed in the next board meeting.

1. FSTMB Membership Renewal:

Calculated by number of licensed massage therapists at 40 cent per L.M.T.

There is a base rate of $500 with a max of $2,800.

There are 1,617 licensed therapists in Louisiana which gives a membership total of $1,146.80.

Dr. Tim Hobbs motioned to approve membership

Mary Donker Syvertsen seconded the motion

All approved

d) Office Credit Card

Mary Donker Syvertsen motioned to have policy prepared for the next board meeting to present for approval

Tim Hobbs seconded that motion

All approved

e) CEU Proposal by FSTMB – Board members to submit their thoughts and/or concerns to FSTMB

1. Adjournment

**Tina Elwood** adjourned the meeting at **2:19**.

Minutes submitted by: Francis Johnson