

**LOUISIANA NENA CHAPTER MEETING MINUTES
OCTOBER 15, 2013
LAFAYETTE, LA**

President Craig Lott called the meeting to order. He welcomed first time attendees Melinda Austin from Sabine Parish and Danny Smith from Union Parish.

The pledge and prayer were led by Stephen Gordon.

Secretary/Treasurer's Report

Financial

Linda Lavergne reported that the current membership is 135 and prior membership was approximately 128. NENA's checking account balance is \$22,882.56.

Minutes

On a motion made Richard McGuire, seconded by Don Smith the minutes of the last meeting were unanimously approved.

New Business

Symposium Committee

Tracey Hilburn reported that the L'Auberge in Lake Charles was not available on the dates selected for the 2014 Symposium. The Symposium Committee recommended having the 2014 Symposium one more time at the Paragon Casino in Marksville.

The symposium will be held on Monday, April 7th thru Wednesday, April 9th. Pre-symposium training will be held on Saturday, April 5th, Sunday, April 6th and half day on Monday, April 7th. The pre-symposium course offered will be the Communications Center Supervisor course. Jack Varnado has volunteered to be the instructor for this course. The maximum number of participants will be set at 35. In order to allow as many agencies to send personnel, it is suggested that agencies do not register more than 3 people from their agency. If there are available spaces after the registration deadline, an announcement will be sent out to the members letting them know that spots are open.

Tracey asked the members to submit the names and contact information if they have recommendations on speakers for the Symposium. She also reminded the members that Don Smith will be accepting nominees for the Hero Award. Discussion followed.

The Louisiana Address Maintenance Plan

Craig Lott asked chapter members to review the Louisiana Address Maintenance Plan before the next quarterly meeting. The plan will be posted on the NENA website. Discussion followed.

Development of Louisiana's Path Towards Next Generation 9-1-1

Kathrine Cargo and Craig Johnson presented a power point presentation that talked about Louisiana's Path towards Next Generation 9-1-1 which is important for future funding as well as being ready for Next Generation 9-1-1.

Louisiana Records Management & Records Retention Laws

Carrie Fager with the Louisiana Secretary of State's Office spoke on records management requirements and records management retention laws in Louisiana. She discussed designating a records liaison, record retention schedule development, imaging, and requests to dispose of records and much more.

Other Business

Addressing Conference

Kathrine Cargo reported that the annual Addressing Conference will be held in Saint Louis on November 3-6. She stated that anyone interested in attending the conference should visit the URISA or NENA websites for more information.

LERN Committee

Craig Lott reported that Debra Hopkins has resigned from the LERN Committee and that he has volunteered take Debra's place. He also asked for volunteers to serve on the LERN Committee in Regions 2 and 9.

There being no further business, a motion was made by Don Smith to adjourn, seconded by Tracey Hilburn. Meeting adjourned.