



*Louisiana*

Office of the Governor  
State Board of Examiners  
of Interior Designers

## MINUTES FROM A REGULAR BOARD MEETING

Date: **Thursday, November 17, 2011** Time: **12:30 pm**  
Place: 11736 Newcastle Avenue, Bldg. 2, Suite C, Baton Rouge, LA 70816

- I. CALL TO ORDER – D. Steinmetz Roll Call: S. Edmonds  
Board Members present: D. Steinmetz, TL Ritchie, C. Sawyer, K. Hazel,  
K. Carbo, JoAnn Hymel. Absent: Robert King  
Others: S. Edmonds, A. Dow  
Quorum was present.

**MOTION AND SECOND to add S. Edmonds work agreement and meeting rules to today's agenda: K. Hazel, J. Hymel. MOTION PASSED UNANIMOUSLY.**

- II. Approval of minutes from August 11, 2011  
**MOTION AND SECOND to approve minutes from August 11, 2011: K. Hazel, K. Carbo. MOTION PASSED UNANIMOUSLY.**

- III. OLD BUSINESS  
a. Chairman's Report – D. Steinmetz  
b. Administrative Report – S. Edmonds  
c. Legal Report- A. Dow  
1. Disciplinary  
d. Job Description/Work Agreement

**MOTION AND SECOND to approve S. Edmonds job description and work agreement: C. Sawyer, TL Ritchie. MOTION PASSED UNANIMOUSLY.**

- IV. NEW BUSINESS  
a. Budget Report – R. King  
**MOTION AND SECOND to approve financials: K. Hazel, J. Hymel. MOTION PASSED UNANIMOUSLY.**

- b. Review of applications for licensed interior designer status  
1. Lue Isaac  
2. Kimberly Kiger  
**MOTION AND SECOND to approve applicants Lue Isaac and Kimberly Kiger: K. Hazel, K. Carbo. MOTION PASSED UNANIMOUSLY.**

- c. Review of application for inactive status:  
1. Maureen Miller  
**MOTION AND SECOND to approve inactive status for Maureen Miller: C. Sawyer, K. Carbo. MOTION PASSED UNANIMOUSLY.**

- d. Review of application to return to active status:  
1. Hilda Day  
**MOTION AND SECOND to active status for Hilda Day: J. Hymel, TL Ritchie. MOTION PASSED UNANIMOUSLY.**

- e. NCIDQ report- TL Ritchie  
1. Luke Spicuzza request to sit for exam  
**MOTION AND SECOND to approve Luke Spicuzza to take the exam and notify him he would be eligible for Louisiana licensure but not an NCIDQ certificate: K. Hazel, J. Hymel. MOTION PASSED UNANIMOUSLY.**

- f. CEU Committee report
  - 1. Webinar approval- Decorative Hardwood Plywood & Indoor Air Quality-  
Not necessary for the board to approve as we were contacted this morning that it is IDCEC approved already.
  
- g. Set board meeting dates for 2012
  - January 26
  - March 29
  - May 24
  - July 26
  - September 27
  - December 6

h. Board Meeting Rules

**MOTION AND SECOND to adopt and post board meeting rules: C. Sawyer, TL Ritchie. MOTION PASSED UNANIMOUSLY.**

V. NEXT MEETING DATE – January 26, 2012

VI. ADJOURN

**MOTION AND SECOND to adjourn: K. Hazel, C. Sawyer. MOTION PASSED UNANIMOUSLY.**

SUBMITTED BY:

APPROVED BY:



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Sandy Edmonds, Executive Director

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Deborah Steinmetz, Chair

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Carolyn Sawyer, Secretary