

LOUISIANA ASSOCIATION OF MUNICIPAL SECRETARIES AND ASSISTANTS (LAMSA)

HISTORY

The first President of the Louisiana Association of Municipal Secretaries and Assistants (LAMSA), Ms. Pam Gaspard of the City of Abbeville, introduced herself to the members of the Louisiana Municipal Association (LMA) on August 10, 1989 and announced that LAMSA had an initial membership of 68. In her letter to the LMA Board, she explained that the association originated from an idea from Mayor John Berthelot with the City of Gonzales. His idea was culminated with “the thought of a better networking system between city secretaries.” Ms. Gaspard’s letter further stated that this “association allows for continued education and instructional activity opportunities for secretaries and assistants, so they may help provide a more professional atmosphere within their city offices for the benefit of the people, other city departments, the Mayors and themselves” and that “education is the forefront of our association.”

Initially, organizational meetings began in the spring of 1989 and were attended by the secretary to Mayor Berthelot, Ms Betty S. Latuso (City of Gonzales), Ms Pam Gaspard (City of Abbeville), Ms Bertha Bernard (City of Lafayette), Ms Jan Picard (City of Westlake), and employees of the Louisiana State University – Governmental Services Institute (Dr. Marilyn Broughton, Ms Billie Tripp, and Ms Edith Vilas). After considerable discussion and planning, LAMSA became a reality. This non-profit affiliate of the LMA adopted its bylaws in convention assembled in Alexandria, Louisiana on the 10th day of August 1989.

Membership to the Association is open to all municipal secretaries and assistants or persons performing the duties of a secretary or assistant, regardless of title, in any incorporated village, town, or city chartered under and in conformity with the laws of the State of Louisiana. The Association’s purpose or “mission statement” is the same today as it was then:

- to provide a forum where networking can take place among the members resulting in a free exchange of ideas about work related issues,
- to enhance professionalism by developing effectiveness and efficiency in public service leading to increased goodwill for the organization, and
- to be an educational resource by providing opportunities for skills development and job-related educational activities.

The Association conducts annual spring and fall training conferences throughout Louisiana in order to provide traveling convenience to its membership and to acclimate the various municipal groups with a cohesive understanding of government at all levels. Each conference provides continuing education points that may be applied to the Certified Municipal Assistant certification program. Currently, there are 65 CMA recipients.

LAMSA’s Executive Committee consists of four officers (President, Vice-President, Secretary, and Treasurer), the outgoing [Past] President, five Directors-at-large and the LMA President

(or his designee). The committee meets at each conference, at least once between conferences, and during the LMA annual convention. An annual membership meeting is held at the spring conference.

The Association’s President is the Chief Executive Officer who presides at all meetings of the membership and acts as Chairperson of the Executive Committee. The President has general and active management of the business of the Association and sees to it that all orders and resolutions of the Executive Committee are carried out. The President also nominates standing committees, as necessary, which are then confirmed by the Executive Committee. The President serves a two-year term. This elected officer also serves on the LMA Board of Directors and the Louisiana Municipal Risk Management Agency Board of Trustees and attends its meetings. The outgoing or past-president also serves on the Executive Committee for a period of two years. These individuals have held the office of President of the Association:

1989 – 1990	Pam Gaspard	Abbeville, City of
1991 – 1992	Bertha Bernard replaced by Sylvia R. Humble	Lafayette, City of Bossier City
1992 – 1993	Sylvia R. Humble	Bossier City
1994 – 1995	Betty S. Latuso	Gonzales, City of
1996 – 1997	Penny Simmons	DeRidder, City of
1998 – 1999	Alaina Walgamotte	Slidell, City of
2000 – 2001	Jeane Williamson	DeRidder, City of
2002 – 2003	Yolanda Andrews-Mattaur	St. Gabriel, Town of
2004 – 2005	Mary Ann Nunley	Natchitoches, City of
2006 – 2007	Nelma Domingue	Lafayette Consolidated Government
2008	Margaret Poirier Hebert replaced by Nelma Domingue	Lafayette Consolidated Government Lafayette Consolidated Government
2009	Nelma Domingue	Lafayette Consolidated Government

Another officer of the Executive Committee is the Vice-President. This officer assumes the duties of the President in the event of the President’s absence or disability. In this event, this officer has authority to perform all the duties of the President. Candidates for this office must submit a letter of intent to the President of the Association. The President calls a meeting of the Nominating Committee and a nomination is made for presentation to the membership for election. The term is two years. These individuals have held the office of Vice-President of the Association:

1989 – 1990	Bertha Bernard	Lafayette, City of
1991 – 1992	Sylvia R. Humble	Bossier City
1992 – 1993	Betty S. Latuso	Gonzales, City of
1994 – 1995	Penny Simmons	DeRidder, City of
1996 – 1997	Alaina Walgamotte	Slidell, City of
1998 – 1999	Jeane Williamson	DeRidder, City of
2000	Angela Graham replaced by Yolanda Andrews-Mattaur	Bastrop, City of St. Gabriel, Town of
2000 – 2001	Yolanda Andrews-Mattaur	St. Gabriel, Town of

2002	Billye Fleming replaced by Mary Ann Nunley	Alexandria, City of Natchitoches, City of
2002 – 2003	Mary Ann Nunley	Natchitoches, City of
2004 – 2005	Nelma Domingue	Lafayette Consolidated Government
2006 – 2007	Margaret M. Poirier	Lafayette Consolidated Government
2008 - 2009	Jessica Babin	Jena, Town of

The third officer of the Association is the Secretary. This person keeps the minutes of Association meetings and the Executive Committee meetings and maintains a roster of the membership and all records for the Association. The Secretary provides to the members written notices of all meetings. These individuals have held the office of Secretary of the Association:

1989	Karen Oertling	Sulphur, City of
1990 – 1991	Pam Comeaux replaced by Carole Walsworth	Donaldsonville, City of Ruston, City of
1991 – 1993	Carole Walsworth	Ruston, City of
1994 – 1995	Alaina Walgamotte	Slidell, City of
1996 – 1997	Helen Thornton	Bossier City
1998	Carol Jackson	Leesville, City of
1999	Angela Graham	Bastrop, City of
2000 – 2008	Penny Simmons	DeRidder, City of
2009	Kerri Broussard	DeRidder, City of

The Association's fourth officer is the Treasurer. The duties of this office include providing general supervision of the financial operations of the Association, depositing all monies received, issuing all payments for obligations, and having custody of all funds of the Association. The Treasurer submits an annual written report to the membership and from time to time upon the request of the Executive Committee. As of January 23, 1992, this became a permanent position and is not subject to reelection or reappointment. These individuals have held the office of Treasurer of the Association:

1989 – 1992	Betty S. Latuso	Gonzales, City of
1993 – 1994	Carol Perry	Kaplan, City of
1995 – 1997	Pam Gaspard	Abbeville, City of
1998 – 2002	Betty S. Latuso replaced by Jeane Williamson	Gonzales, City of DeRidder, City of
2002 – 2006	Jeane Williamson replaced by Adrienne Jackson	DeRidder, City of New Roads, City of
2006	Adrienne Jackson replaced by Hilda Edwards	New Roads, City of Ville Platte, City of
2007	Hilda Edwards replaced by Joan Methvin	Ville Platte, City of Maurice, Village of
2007 – 2009	Joan Methvin	Maurice, Village of

Of the Directors-at-large, three hold a two-year term and two hold a one-year term. The following members have served in this capacity:

Wendy Allbritton	Olla, Town of
Yolanda Andrews-Mattaur	St. Gabriel, Town of
Jessica Babin	Jena, Town of
Ruth "Gae" Baudoin	Lafayette, City of
Linda Barnett	Mandeville, City of
Dot Beckham	Bossier City
Janet Borne	Walker, Town of
Kerri Broussard	DeRidder, City of
Phyllis Bryant	Kenner, City of
Helen Irving Burley	New Orleans City Council / District "B"
Donna Carlin	Lafayette Consolidated Government
Rosalyn Cimino	Jefferson Parish
Danita "Dannye" Coffman	Westlake, City of
Nelma Domingue	Lafayette Consolidated Government
Norma Dugas	Lafayette, City of
Monica King Dupre	Crowley, City of
Hilda Edwards	Ville Platte, City of
Bridget Farris	Sulphur, City of
Monica Fontenot	Lafayette Consolidated Government
Angela Graham	Bastrop, City of
Susan Guice	Shreveport, City of
Bea Guidry	Kaplan, City of
Adagria Haddock	Winnsboro, City of
Billye Hammock	Alexandria, City of
Stephanie Hardy	Vinton, Town of
Kathy Hopkins	Ruston, City of
Sylvia R. Humble	Bossier City
Wanda Hunt-Joiner	Alexandria, City of
Rita Jack	Ville Platte, City of
Adrienne Jackson	New Roads, City of
Carol Jackson	Leesville, City of
Terri Kavanaugh	Ruston, City of
Deb McDaniel	Oakdale, City of
Gay Nell McIntosh	Farmerville, Town of
Fran McKinley	Slidell, City of
Joan Methvin	Maurice, Village of
Donna Newton	Alexandria, City of
Debbie Nosser	Delhi, City of
Mary Ann Nunley	Natchitoches, City of
Anne Patin	Lafayette Consolidated Government
Neita R. Payne	Zachary, City of
Marlaine Peachey	Mandeville, City of
Carol Perry	Kaplan, City of
Margaret M. Poirier	Lafayette Consolidated Government
Preston Reeves	Alexandria, City of
Susan Savant	Brusly, Town of
Loretta Schultz	Lafayette Consolidated Government

Penny Simmons
Myra Streeter
Helen Thornton
Alaina Walgamotte
Linda Walker
Jeane Williamson
Margaret Young

DeRidder, City of
Walker, Town of
Bossier City
Slidell, City of
Opelousas, City of
DeRidder, City of
Crowley, City of

The Louisiana Association of Municipal Secretaries and Assistants expresses its appreciation to the Louisiana Municipal Association for allowing it to be an affiliate organization of the LMA. Its membership also wishes to express gratitude to the mayors, parish presidents, and other elected officials who provide their support and recognize the need for secretaries and assistants to have a forum for networking, to enhance professionalism, and to receive opportunities for skills development and job-related educational activities.

Date: May 1, 2009